


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**Date:** December 11, 2003 **Code:** HR 2003-26  
**To:** CSU Presidents **Supersedes:** HR 1996-16  
**From:** Jackie R. McClain   
Vice Chancellor  
Human Resources  
**Subject:** **MPP: Special License, Certification and Registration Requirements**

This memorandum updates the California State University policy on Management Personnel Plan (MPP) employees and license/certification requirements. Campuses are responsible for the following:

- Monitoring MPP positions that require any special license, certificates, and/or registration requirements and for ensuring incumbents possess the appropriate related qualifications.
- Ensuring that MPP position descriptions reference any special license, certification and/or registration requirements when necessary for the position.
- Researching and complying with current and new special license, certification and/or registration requirements for MPP positions. Requirements may be set at the federal, state or local level. License/certification granting agencies include Consumer Affairs (e.g., Architect license, CPA certification), Medical Board of California (e.g., Physician's license for Medical Directors).

Please note that CSU policy requires that MPP Public Safety employees (e.g., chiefs, lieutenants) are required to maintain any certifications/licenses required by Peace Officer Standards and Training (POST).

Questions regarding this HR Letter may be directed to Gina Caywood at (562) 951-4411. This memorandum also is available on the Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

JRMcC/gc

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