

THE CALIFORNIA STATE UNIVERSITY
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To: CSU Presidents **Supersedes:** HR 2005-04

From: Jackie R. McClain 
Vice Chancellor
Human Resources

Subject: **CSU Employment: License, Certification and Registration Requirements**

We are writing this memorandum to provide additional clarification on the California State University's (CSU) policy on license and certification requirements including campuses responsibility to establish related procedures. Campuses are responsible for the following:

- Monitoring all positions that require any special license, certificates, and/or registration requirements and ensuring incumbents possess the appropriate related qualifications.
- Ensuring that position descriptions and vacancy announcements 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 all 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).
- Developing, documenting, and communicating campus procedures for the verification and reverification of any special license, certification and/or registration requirements.

Please note the following information:

- If any CSU employee operates a vehicle on state business, that employee is required to possess and maintain a current California driver's license appropriate to the vehicle he/she operates.

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- CSU policy requires that Public Safety employees are required to maintain any certifications/licenses required by Peace Officer Standards and Training (POST). Public safety employees include chiefs, lieutenants, sergeants, corporals, police officers, cadets, and dispatchers.
- For many CSU classifications, license and certification requirements are provided in the classification standard. However, some classifications are generalist classifications and encompass a wide range of positions (e.g., MPP classifications, Administrative Analyst/Specialist in Unit 9). In such cases, campuses are responsible for requiring the appropriate license, certification, and/or special registration requirements to the specific position and ensuring that the employee maintains the required license/certification.
- For certain CSU classifications, campuses are required to track and maintain license and certification information in the State Controller's Office Personnel Information Management System (PIMS). Refer to the Professional License table in the CSU PIMS Manual for a listing of these specific classifications. Note, however, that campuses are not required to track MPP license and certification requirements in PIMS. Campuses may use another mechanism (such as the CMS Baseline system) in those instances.

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>.

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