

# Multnomah Education Service District

Code: **GCA-AR**  
Adopted: 7/2/86; 3/17/87  
Revised/Readopted: 9/20/05; 8/29/11  
Orig. Code(s): 3241-1; 3241-1A

## License Requirements

### Notification of Licensure Expiration

Human resource services shall notify each cabinet member of the expiration of license for an employee in the cabinet member's program prior to the expiration date.

### Monitoring of Licenses

1. The director of human resource services shall verify that licensed employees hold the required credentials at the time of employment.
2. Human resource services shall insure that licensed employees retain valid license(s) while assigned to positions requiring license(s).
3. For TSPC license holders, licensed staff will comply with Continuing Professional Development (CPD) requirements. CPD plans will be submitted to human resource services at the time of license renewal and upon termination of employment, even if it has not been completed.