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## Policy Information

**Effective Date:**

September 1, 1988

**Last Revised Date:**

June, 2015

**Reference:**

Classified Staff Human Resources Policy Manual 111.0

University Handbook for Appointed Personnel 2.06.12

University Staff Manual 1-103

**Responsible Unit:**

Human Resources

**Email:**

[hadmin@email.arizona.edu](mailto:hadmin@email.arizona.edu) [1]

## Policy

The employment of any University of Arizona employee whose duties require a license or certification from the state, federal government or any agency thereof, or any professional association, must provide verifiable proof prior to hire or within the time period specified by the hiring authority that such requirements have been met. Such employees agree that any licensing/certification requirements will be maintained for the duration of employment. Failure to do so may result in termination of employment.

## Revision History\*

12/01/2023: Updated responsible unit email address.

03/02/2023: Replaced *Division of Human Resources* with *Human Resources*.

06/09/2015

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**Source**

**URL:**<https://policy.arizona.edu/employment-human-resources/licensing-certification-requirements>

## **Links**

[1] <mailto:hradmin@email.arizona.edu>