


Verification of Credentials

	Louisiana Department of Health (LDH)	
	Policy Number	40.2
	Content	Requirements for providing verification of college course work, degrees, business or trade school course work and/or training, military service and/or professional licenses for which credit has been claimed on Civil Service applications
	Effective Date	November 16, 2018
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If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/overrule/supersede the conflicting section within the Program Office or facility policy.

I. POLICY STATEMENT

It shall be the policy of The Louisiana Department of Health (LDH) that official verification of college course work, baccalaureate or other degrees, business or trade school course work and/or training, military service for which veterans' preference points are claimed, and/or professional licenses or certificates be furnished directly to the Office of Human Resources.

- A. Such documentation is required by the Department of Civil Service or other regulatory agency to verify qualifications for a position or to perform certain services upon appointment into each job title.
- B. Credit for such has been claimed by the employee on his/her Civil Service application.
- C. Such credit is a determining factor in:

1. Meeting the minimum qualifications, and/or,
 2. Establishing his/her eligibility on the Civil Service referral list for the position to which the employee has applied, and/or,
 3. Special pay requests.
- D. Verification of college coursework must be verified by the Office of Human Resources using an official transcript. Acceptable transcripts shall follow one of the following delivery methods:
1. Electronically – an official electronic transcript emailed by the university directly to Human Resources (NOTE: electronic transcripts printed or forwarded electronically by any non-LDH Human Resources employee are not considered official).
 2. Postal mail – an official paper transcript delivered to the Office of Human Resources from the College or University in a sealed envelope.
 3. Hand delivery – an original paper transcript can be hand delivered to the Office of Human Resources in a sealed envelope from the College or University bearing the Registrar’s signature provided there is no evidence that the seal has been broken.
- E. Official verification of military service shall be the DD-214.
- F. Verification of professional licenses or certificates shall consist of an unexpired copy of the license or certificate by the professional licensing authority.

In cases where a copy of the license or certificate is not required by Civil Service to approve a personnel action affecting an appointment, it shall be the responsibility of the program office’s appointing authority to verify and maintain a record that the applicant or employee possesses a valid license or certificate as required by applicable laws or regulations for service(s) provided. Verification of the renewal of professional licenses (for professional practice positions such as medical, social services, engineering, etc.) must be furnished to the appointing authority up to 15 days **prior to** the expiration date of the license. “Appointing Authority” means an officer or employee authorized by statute or by lawfully delegated authority to make appointments to positions in the State Service.

- G. Required verification must be furnished by an employee prior to the effective date of the appointment. Until such time that the required document(s) are received by the Office of Human Resources, the appointment will be invalid.

II. APPLICABILITY

This policy applies to all employees in all offices and facilities of The Louisiana Department of Health (LDH).

III. IMPLEMENTATION

This policy was initially issued on January 6, 1986. The effective date of this revised policy is November 16, 2018.

IV. RESPONSIBILITIES

A. APPOINTING AUTHORITY

It shall be the responsibility of each program office's appointing authority or his/her designee to inform affected employees of the type of verification required, and of the consequences of their failure to provide such verification.

B. HUMAN RESOURCES OFFICE

It shall be the responsibility of the Office of Human Resources to maintain the documents required by Civil Service rules and regulation or State Laws upon the initial hiring of an employee.

C. EMPLOYEE

It shall be the responsibility of the employee to provide his/her program office's appointing authority or the Office of Human Resources with the requested information prior to the effective date of the appointment. It is also the responsibility of the employee to maintain current valid licenses and/or certificates that are requirements of his/her job.

V. EXCEPTIONS

Due to Civil Service Regulations and State and Federal laws requiring licenses, certificates, etc. there are no exceptions that can be granted.

VI. DISCIPLINARY ACTIONS

Any employee who violates this policy may be subject to a change in job title, change in pay, and/or possible dismissal from employment.

VII. REVISION HISTORY

Date	Revision
January 6, 1986	Policy created
November 4, 1997	Policy revised
March 16, 1998	Policy revised
May 2, 2005	Policy revised
May 19, 2017	Policy last reviewed
November 16, 2018	Policy revised
	Policy revised

