

## License Requirements

The department must verify the applicant's license upon hire, promotion, transfer, or reclassification, if it is required for the job by law. A partial list of jobs that have such a requirement is below. Contact the Employment Consultant/Recruiter for more information. See UCD Policy & Procedure Manual Section 380-20 for requirements regarding motor vehicle licenses.

- Aircraft Pilot
- Architect
- Athletic Trainer
- Audiologist
- Clinical Lab Technologist
- Clinical Social Worker
- Cytogenetic Technologist
- Dental Hygienist
- Dentist
- Engineer
- Marine Captain
- Medical Assistant
- Medical Records titles
- Medical Therapist
- Nuclear Medicine Technologist
- Nurse
- Pharmacist
- Physician
- Physician Assistant
- Prosthetist/Orthotist
- Psychiatric Technician
- Psychologist
- Radiologic Technologist
- Respiratory Technician
- Senior Emergency Technician
- Speech Pathologist
- Surgical Technician
- Veterinarian
- Vocational Rehabilitation Counselor

**Job Requisition/Posting.** If a license is required, it must be included under "Conditions of Employment." for UCDHS positions or under "Work Environment for campus positions. If the license is required to begin employment, it should be listed as a "qualification" requirement.

**Hiring Procedure.** The department (campus) or Recruiter (UCDHS) inspects the original document, fills out a copy of the verification form (Exhibit C), and attaches a copy of the document. The UCDHS Recruiter performs a primary source verification and prints the verification for the file. On campus, the department retains the copy of the license and the verification form (Exhibit C) in the department personnel file.

**Renewal Procedure.** The department inspects and copies the original document and fills out the verification form. On campus, the verification and copy are kept in the department personnel file. At UCDHS, these documents are sent to Human Resources by the department prior to the expiration date. Human Resources will update the employee's record.

