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[www.personnel.alabama.gov](http://www.personnel.alabama.gov)

Continuous Announcement

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## LICENSURE AND CERTIFICATION COORDINATOR – 40735

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Salary: \$47,757.60 - \$72,686.40

Announcement Date: November 30, 2005

Revised Date: September 1, 2008

### **JOB INFORMATION**

The Licensure and Certification Coordinator is a permanent full-time position with the Alabama Department of Public Health ([www.adph.org](http://www.adph.org)). Positions are located throughout the state. This is professional work supervising an interdisciplinary team with responsibilities of surveying health care providers for compliance with federal and state requirements.

### **MINIMUM REQUIREMENTS**

**MQ1** Bachelor's degree from an accredited\* four-year college or university in Medical Technology or a closely related field, two years of experience in a clinical laboratory performing testing in the specialties of immunohematology, hematology, serology, microbiology, and chemistry, and one year of experience performing licensure and certification survey related duties in a public health agency.

**Special Requirement:** Registration by the American Society of Clinical Pathologists as a medical technologist.

**MQ2** Bachelor's degree from an accredited\* college or university in Nursing, two years of direct patient care nursing experience, and one year of experience performing licensure and certification survey related duties in a public health agency

**OR**

Associates degree from an accredited\* college or university in Nursing or diploma in Nursing, five years of direct patient care nursing experience, and one year of experience performing licensure and certification survey related duties in a public health agency

**Special Requirement:** Current license to practice professional nursing as issued by the Alabama Board of Nursing.

**MQ3** Bachelor's Degree in Social Work in a program accredited by the Council on Social Work Education, two years of professional social work experience, and one year of experience performing licensure and certification surveyor related duties in a public health agency

**Special Requirement:** Current license to practice social work by the Alabama State Board of Social Work Examiners.

**MQ4** Bachelor's degree from an accredited\* college or university in Nutrition/Dietetics, two years of professional clinical nutrition experience, and one year of experience performing licensure and certification surveyor related duties in a public health agency

**Special Requirement:** Registration by the American Dietetic Association and licensed as a Dietician/Nutritionist by the State of Alabama.

**MQ5** Bachelor's degree from an accredited\* college or university in Pharmacy, one year of pharmacy experience, and one year of experience performing licensure and certification surveyor related duties in a public health agency

**Special Requirement:** Current license to practice pharmacy in the State of Alabama as issued by the Alabama Board of Pharmacy.

**MQ6** Bachelor's degree from an accredited\* college or university in Therapeutic Recreation or Recreation Administration or a closely related field, two years of professional experience in recreational therapy, mental retardation, or occupational therapy, and one year of experience performing licensure and certification surveyor related duties in a public health agency

### **NOTES**

- Applicants must include their license and/or registration number on their application.
- If your application states you have a college degree, the Alabama Department of Public Health requires documentation verifying possession of the degree prior to employment.

### **BENEFITS**

- Low-Cost Health/Dental Insurance (Single Coverage)
- Accrue Thirteen Annual Leave Days per Year
- Thirteen Paid Holidays per Year
- Flexible Employee Benefit Plans
- Optional Family Coverage (Health/Dental)
- Accrue Thirteen Sick Days per Year
- Retirement Plan
- Optional Deferred Compensation Plans

### **EXAMINATION**

- **Open-Competitive** to all applicants and **Promotional** to current state employees with current permanent status as a licensure and certification survey or comparable class.
- Evaluation of **Training and Experience** as shown on application will comprise 95% of the applicant's final score for the promotional register, with the remaining 5% being based on the average of the applicant's service ratings for the last three years. This will comprise 100% of the final score for the open-competitive register.

### **HOW TO APPLY**

- Complete an Application for Examination Form available at [www.personnel.alabama.gov](http://www.personnel.alabama.gov), the above address, or any Alabama Career Center Office.
- Apply by mail or by fax. *Applications will be accepted until further notice.*

*Individuals currently on the register DO NOT need to reapply to remain eligible for employment.*

*Veteran's credits are NOT allowed on promotional examinations.*

**THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER**

\*Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

### **State of Alabama Personnel Department Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees**

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.