

ACKNOWLEDGMENT OF RESPONSIBILITY TO MAINTAIN CURRENT
LICENSE, CERTIFICATE OR REGISTRATION

NAME: _____

TITLE: _____

TYPE OF
LICENSE/
CERTIFICATE/
REGISTRATION: _____

I understand that it is my responsibility to maintain a current license, certificate or registration, and to renew such license, certificate or registration when necessary. I understand that I am to advise my Personnel Office of any barriers encountered in renewing my license, certificate or registration. I further understand that failure to maintain a current license, certificate or registration will result in appropriate disciplinary action, up to and including dismissal.

Signature of Employee

Date