



State of Alabama Personnel Department
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www.personnel.alabama.gov
Continuous Announcement

LICENSURE AND CERTIFICATION COORDINATOR – 40735

Salary: \$55,375.20 - \$93,096.00
Starting salary upon initial appointment to the merit system may be based on various factors.

Announcement Date: November 30, 2005

Revised Date: September 18, 2024

JOB INFORMATION

The Licensure and Certification Coordinator is a permanent, full-time position with the Alabama Department of Public Health (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 REQUIREMENT(S)

- 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.

NOTE(S)

- 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.

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.
- An 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, the above address, or any Alabama Career Center Office.
- Apply on-line, by mail, by fax, or by email at apply@personnel.alabama.gov. Applications will be accepted until further notice. The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

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 be ineligible for appointment to or employment in a position in State service for a period of five years and, if the person is an officer or employee of the State, will forfeit his or her office or position.

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

Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.

State of Alabama Personnel Department

Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job classification, as well as bachelor's, graduate, post graduate, and doctoral degrees will be accepted from schools accredited by the Distance Education Accrediting Commission (DEAC) or any of the six regional accreditation associations in the United States listed below:

- Southern Association of Colleges and Schools (SACS)
- Middle States Commission on Higher Education (MSCHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Higher Learning Commission (HLC)
- New England Commission of Higher Education (NECHE)
- Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)

College coursework is defined as credit hours leading to a bachelor's degree or higher.

2. Coursework or degrees from schools that have not been accredited by one of the above accreditation associations may 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.

*The term "regionally accredited school" refers to an institution of higher education accredited by one of the six regional accreditation associations listed above.