

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: CERTIFICATION AND QUALIFICATION**

**Applies to:** All Personnel

**Effective/Revision Date:**

March 27, 2017

1. Upon hire, new employees are responsible for providing original certification documentation identified in the policy and/or for having the information sent directly to the society.
2. Employees are responsible for submitting to their supervisor or manager valid certification documentation as identified in the policy prior to the expiry date. Employees are notified via their ShareVision employee page.
3. The supervisor or manager is responsible for ensuring certification documentation is valid, current, obtained and submitted to the executive director or designate.
4. The supervisor or manager either takes the original or makes a photocopy and signs confirming they have viewed the original and submits it to the executive director
5. The executive director places the original or copy in the employee's file and removes the expired certification documentation and disposes of as outlined in the Personnel and Volunteer Files and information policy and procedure.
6. The executive director tracks documentation requirements in an Excel spreadsheet and via the Employee Information ShareVision list and notifies the leadership team of outstanding requirements.
7. Employees whose certification is revoked or suspended are required to notify their immediate supervisor or manager.
8. The supervisor or manager notifies the executive director.