

HEALTH LICENSING COORDINATOR

DESCRIPTION: Under limited supervision, coordinates preliminary licensing reviews, examinations, initial licensing, renewals, revocations, reinstatements of professional and health related occupations. Provides support to license board activities, inspects health occupation schools, reviews continuing education programs and provides scope of practice information. Provides training, direction, work review and assistance to Health Licensing Specialists. Performs other duties as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, organizes, assigns and coordinates the work activities of subordinates to facilitate the attainment of the unit's work goals and to ensure the consistent application of licensing, certification and registration policies, procedures and guidelines.

Reviews non-routine licensure, certification and registration applications and makes decisions on issuances or denials and drafts letters to assure all applicable basis for issuance or denial are stated and statutes and regulations are correctly identified.

Writes correspondence to address specific problems to licensure applicants, licensees and service providers, care providers outlining requirements, deficiencies and/or procedures for issuance, renewal, reinstatement and revocation.

Presents information regarding licensing, certification and registration requirements, policies and procedures to applicants for licensure, service providers and others to inform individuals and organizations of what is required to obtain and retain state licensure, certification, registration and to provide scope of practice information.

Coordinate examination development, administration, scoring, reporting and analysis to facilitate licensing, certification and registration.

Discusses problems or licensing deficiencies with applicants, service providers, academic institutions and other concerned individuals and groups to explain licensure, certification and registration requirements.

Schedule and conduct on-site inspections of health occupation training schools to ensure compliance with existing Board requirements. Provide and discuss Board program requirements with individuals desiring to establish or modify training programs.

Train licensing staff in the principles, practices, policies and procedures of licensing requirements.

Provides the technical and administrative assistance and guidance for Board members. Coordinates the preparation and follow-up for Board meetings.

HEALTH LICENSING COORDINATOR (continued)

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: state statutes, rules and regulations, agency policies and procedures pertinent to licensure, certification and registration, potential impact of legislation on the mission and programs of the Agency licensure authority, the forms, report and documentation related to licensure issuance, reinstatement, revocation, renewal, scope of practice and continuing education.

Ability to: evaluate and coordinate licensing and inspection activities, professions and occupations, coordinate administrative and program operations and activities, propose, interpret and apply statutes and regulations and coordinate licensing board activities.

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance and/or other evaluations.)

Ability to: coordinate and analyze a technical program, communicate verbally and in writing, interpret and apply federal and state statutes and regulations, policies and procedures, apply legislation, prepare and write correspondence and formulate decisions.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any experience that could be expected to provide the knowledge, skills and abilities listed above.