

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Bureau of Human Resources

December 9, 1992

HUMAN RESOURCES MEMORANDUM 25-92

TO: Personnel Managers

SUBJECT: Recording License and Certification Information on MFASIS

Several agencies have requested that the MFASIS HR system provide the capability to record and retrieve information on licenses or certifications that employees hold. The purpose of this memorandum is to explain how this capability may be used, and to outline the method by which a common coding structure for licenses and certifications will be established and maintained.

General Information

The H5R01 screen (professional licenses and certifications) can be used by agencies to record licenses and certifications held by employees. The screen allows ten characters to record the type of license or certification, and fifteen characters to record the number. This screen also allows agencies to record issue and expiration dates.

A standard report is available that lists this information on all employees in a processing company.

A copy of this screen is found in volume one of the MFASIS HR user documentation under the section titled "skills and education". A copy of the standard report is attached to this memorandum.

Standard Coding Required

It is important to ensure that entries made by different agencies or institutions for any given certification or license are identical, so that entries can be properly read by agencies when employees transfer between agencies and so that special reports can be produced when necessary.

All items on the H5R01 screen are "open fields", with no tabled values or encode/decode entries. Since there are no system limitations on what may be entered into these fields, acceptable codes will be provided in the form of user documentation.

Establishing common codes or abbreviations for licenses and certifications will require coordination between the Bureau of Human Resources and all agencies that wish to record such data on their employees.

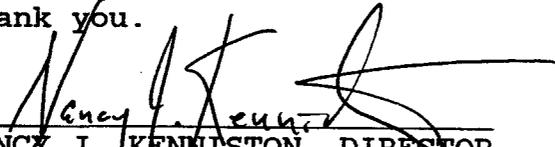
We have begun the effort to establish common codes. Attached to this memorandum is a draft list of codes for licenses and certifications that may be held by employees in State Government. This list is not complete. Agencies are requested to review this list and to submit suggested modifications and additions by January 15, 1993.

Once a complete list is compiled, MFASIS documentation will be provided listing all codes to be used. In the event that it becomes necessary in the future to collect data on additional licenses or certifications, agencies are requested to inform this Bureau of the additional need so that documentation can be updated as necessary.

Requests for Reports

Agencies that wish to receive report # 688, "Employee Professional Registration and License Report" must request that this report be added for their processing company by contacting Joe Klapatch, Bureau of Data Processing, telephone 287-3631.

Thank you.



NANCY J. KENNISTON, DIRECTOR
Bureau of Human Resources

Attachments

DRAFT CODES FOR LICENSES AND CERTIFICATIONS

Accountant, Certified Public - CPA
Architect - Architect
Architect, Landscape - Lndsc Arch
Assessor, Certified - Assessor
Attorney - Attorney
Audiologist - Audiologist
Automobile Inspector Mechanic, Certified - Auto Mech
Boiler Engineer or Operator - Boiler Op
Boiler Inspector - Boiler Ins
Chemist, Certified - Chemist
Chiropractor - Chiropratr
Commercial Pesticide Applicator - Pest Appl
Counselor - Counselor
Dental Hygienist - Dent Hygst
Dentist - Dentist
Dietician - Dietician
Drivers License, Class 3 - Class 3
Drivers License, Class 2 - Class 2
Drivers License, Class 1 - Class 1
Electrician, Apprentice - Elec Appr
Electrician Helper - Elec Hlpr
Electrician, Journeyman - Elec Jnymn
Electrician, Master - Elec Mstr
Emergency Medical Technician - EMT
Engineer in Training - EIT
Engineer, Professional - PE
Forester, Registered Professional - Forester
Geologist - Geologist
Health Care Facility Administrator (not hospital) - HCFA
Land Surveyor - Surveyor
Library Media Specialist - Libry Spec
Medical Laboratory Technician, Certified - Lab Tech
Medical Record Administrator, Certified - Med Rec A
Medical Record Technician, Accredited - Med Rec T
Medical Technologist, Certified - Med Tech
Microbiologist, Certified - Microbio
Microbiologist Specialist, Certified - Microbio S
Nurse, Licensed Practical - LPN
Nurse, Registered - RN (Note, if certification in specialty
areas are required, provide
abbreviations to BHR to include in this
documentation)
Nursing Assistants - Nurse Asst
Nursing Home Administrator - N Hm Admin
Occupational Therapist, Registered - OT
Occupational Therapy Assistant, Certified - OTA
Oil Burner Technician, Journeyman - OB Tech J
Oil Burner Technician, Master - OB Tech M
Optometrist - Optomtrist
Osteopathic Physician - Osteo Phy
Pharmacist - Pharmacist
Physical Therapist - PT

Physical Therapy Assistant - PTA
Physician Assistant - Phys Asst
Physician (MD) - MD
Plumber, Journeyman - Plumber J
Plumber, Master - Plumber M
Polygraph Examiner - Poly Exam
Psychologist - Psych
Psychologist Examiner - Psych Exam
School Principal, Secondary/Elementary - Sch Prin
School Superintendent - Sch Super
Rehabilitation Counselor, Certified - CRC
Social Worker, Licensed - LSW
Social Worker, Licensed Clinical - LCSW
Social Worker, Licensed Master - LMSW
Soil Scientist - Soil Sci
Speech Pathologist - Spch Path
Teacher Aide - Teach Aide
Teacher Associate - Teach Assoc
Teacher, Elementary/Secondary - Teacher
Teacher, Special Education - Teach SE
Veterinarian - Vet
Vocational Instructor - Voc Inst

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EMPLOYEE PROFESSIONAL REGISTRATION AND LICENSE REPORT AS OF 05/19/85

PAGE 1

EMPLOYEE NO	EMPLOYEE NAME	TYPE OF REGISTRATION	REGISTRATION NUMBER	REGISTER DATE	RENEWAL DATE
199999142 4	WILLIAM V BENNETT	SALES	345678910	10/20/80	10/20/86
199999246 1	MORRIS V TALBOT	LSCD	24678900	02/06/01	02/06/87
199999331 5	STEPHEN P WEBSTER	CDSP	4569831	09/19/61	09/19/84
199999332 4	ARNOLD V REILLY	BSFD	98126784	09/10/74	09/10/85
199999333 3	LOUIS M FRENEAU	SECD	12568934	08/24/78	08/24/85
199999403 9	BENJAMIN M SMITH III	SDAF	1982430	10/15/70	10/15/87
199999589 4	LAWRENCE A MILLER	TEACHER	55334567	04/03/79	06/30/85

REGISTRATION AND LICENSE REPORT