

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Bureau of Human Resources

January 26, 1993

HUMAN RESOURCES MEMORANDUM 1-93

TO: Personnel Managers

SUBJECT: Instructions for Recording License and
Certification Information on H5R01

REFERENCE: Human Resources Memorandum 25-92

The above referenced memorandum requested revisions to a draft list of approved occupational licensing and certification codes that can be used to record licenses and certifications on MFASIS.

All revisions and additions that have been received have been included in the enclosed listings.

Two listings are provided. One listing is sorted alphabetically by title, and one is sorted alphabetically by code.

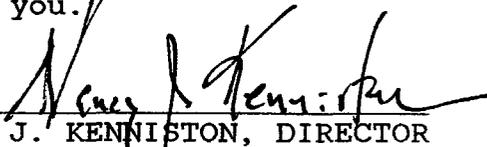
Please provide all holders of MFASIS user documentation with copies of these listings. These lists should be kept with this documentation.

General instructions for entering data on H5R01 are located in Volume 1 of line agency user documentation, under the "Skills and Education" section. Agencies are instructed to use the approved codes on the enclosed listings when entering data in the "Registration/License" field.

Requests for Reports

Report # 688, "Employee Professional Registration and License Report" lists all employees for whom license and or registration information has been recorded on H5R01. Agencies may 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

CODES FOR LICENSES AND CERTIFICATIONS

Sorted by Title

Accountant, Certified Management - CMA
Accountant, Certified Public - CPA
Accountant, Public - PA
Architect - Architect
Architect, Landscape - Lndsc Arch
Assessor, Certified - Assessor
Attorney - Attorney
Audiologist - Audiologist
Auditor, Certified Internal - CIA
Auditor, Certified Information Systems - CISA
Automobile Inspector Mechanic, Certified - Auto Mech
Barber - Barber
Beautician - Beautician
Boiler Engineer or Operator - Boiler Op
Boiler Inspector - Boiler Ins
Caseworker, Certified Correctional - C C Cswkr
Chemist, Certified - Chemist
Chiropractor - Chiropratr
Clinical Director - Clin Dir
Commercial Pesticide Applicator - Pest Appl
Controlled Substance Registration (DEA) - Contrl Sub
Counselor - Counselor
Counselor, Substance Abuse - S A Cnslr
Dental Hygienist - Dent Hygst
Dentist - Dentist
Dietician - Dietician
Director Social Services - Dir Soc Sv
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) - HCEA
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

Nurse Practitioner - Nurse Prac
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
Rehabilitation Counselor, Certified - CRC
School Principal, Secondary/Elementary - Sch Prin
School Superintendent - Sch Super
Secretary, Certified Professional - Cert Sec
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 Asoc
Teacher, Elementary/Secondary - Teacher
Teacher, Special Education - Teach SE
Veterinarian - Vet
Vocational Instructor - Voc Inst
X-Ray Technologist - X-Ray Tech

CODES FOR LICENSES AND CERTIFICATIONS

Sorted by Code

Architect - Architect
Assessor - Assessor, Certified
Attorney - Attorney
Audiologist - Audiologist
Auto Mech - Automobile Inspector Mechanic, Certified
Barber - Barber
Beautician - Beautician
Boiler Ins - Boiler Inspector
Boiler Op - Boiler Engineer or Operator
C C Cswkr - Caseworker, Certified Correctional
Cert Sec - Secretary, Certified Professional
Chemist - Chemist, Certified
Chiropratr - Chiropractor
CIA - Auditor, Certified Internal
CISA - Auditor, Certified Information Systems
Class 3 - Drivers License, Class 3
Class 2 - Drivers License, Class 2
Class 1 - Drivers License, Class 1
Clin Dir - Clinical Director
CMA - Accountant, Certified Management
CPA - Accountant, Certified Public
Contrl Sub - Controlled Substance Registration (DEA)
Counselor - Counselor
CRC - Rehabilitation Counselor, Certified
Dent Hygst - Dental Hygienist
Dentist - Dentist
Dietician - Dietician
Dir Soc Sv - Director Social Services
EIT - Engineer in Training
Elec Appr - Electrician, Apprentice
Elec Hlpr - Electrician Helper
Elec Jnymn - Electrician, Journeyman
Elec Mstr - Electrician, Master
EMT - Emergency Medical Technician
Forester - Forester, Registered Professional
Geologist - Geologist
HCFA - Health Care Facility Administrator (not hospital)
Lab Tech - Medical Laboratory Technician, Certified
LCSW - Social Worker, Licensed Clinical
Libry Spec - Library Media Specialist
LMSW - Social Worker, Licensed Master
Lndsc Arch - Architect, Landscape
LPN - Nurse, Licensed Practical
LSW - Social Worker, Licensed
MD - Physician (MD)
Med Rec A - Medical Record Administrator, Certified
Med Rec T - Medical Record Technician, Accredited
Med Tech - Medical Technologist, Certified
Microbio - Microbiologist, Certified
Microbio S - Microbiologist Specialist, Certified

N Hm Admin - Nursing Home Administrator
Nurse Practitioner - - Nurse Prac
Nurse Asst - Nursing Assistants
OB Tech J - Oil Burner Technician, Journeyman
OB Tech M - Oil Burner Technician, Master
Optomtrist - Optometrist
Osteo Phy - Osteopathic Physician
OT - Occupational Therapist, Registered
OTA - Occupational Therapy Assistant, Certified
PA - Accountant, Public
PE - Engineer, Professional
Pest Appl - Commercial Pesticide Applicator
Pharmacist - Pharmacist
Phys Asst - Physician Assistant
Plumber J - Plumber, Journeyman
Plumber M - Plumber, Master
Poly Exam - Polygraph Examiner
Psych - Psychologist
Psych Exam - Psychologist Examiner
PT - Physical Therapist
PTA - Physical Therapy Assistant
RN - Nurse, Registered
S A Cnslr - Counselor, Substance Abuse
Sch Prin - School Principal, Secondary/Elementary
Sch Super - School Superintendent
Soil Sci - Soil Scientist
Spch Path - Speech Pathologist
Surveyor - Land Surveyor
Teach Aide - Teacher Aide
Teach Asoc - Teacher Associate
Teach SE - Teacher, Special Education
Teacher - Teacher, Elementary/Secondary
Vet - Veterinarian
Voc Inst - Vocational Instructor
X-Ray Tech - X-Ray Technologist