

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
D.C. Department of Human Resources**

**District Personnel Manual Issuance System**

This instruction should be filed behind the divider for Part III of DPM Chapter(s) 8, 9 & 38

**DPM Instruction No. 8-58, 9-29 & 38-16**

**SUBJECT:** Occupations and Professions Requiring Licensure

**Date:** August 20, 2008

**1. Purpose**

The purpose of this District Personnel Manual (DPM) instruction is to provide basic information on occupations and professions for which the District government employs that have statutory licensing requirements.

The practice of these occupations and professions is subject to licensure requirements established by District, state, or federal law. For such occupations and professions, possession of a license constitutes a qualification requirement.

**2. Appointments to Positions Requiring Licensure**

- a. Generally, appointments to positions that require a license are not to be made until the licensing requirement has been met. However, the personnel authority may make an appointment and allow the selectee to report to work prior to the receipt of the license, provided that application for the license has been made.

In such instances, the personnel action (Form 50) for the appointment shall include a statement indicating that *the position requires a license; and that continued employment under the appointment is contingent upon the employee being licensed and providing proof of licensure to the personnel authority.*

- b. When a selectee is allowed to begin working before the actual receipt of the license, the employee should not be permitted to perform duties or responsibilities of the position which require a license until the license has been obtained.

**3. Occupations and Professions with Licensure Requirements**

<b>Occupations and Professions with Licensure Requirements</b>
Architecture and Interior Design
Asbestos Worker

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*Note: DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3]*

**Inquiries:** Policy and Planning Administration, DCHR (202) 442-9700

**Distribution:** Heads of Departments and Agencies, HR Advisors, and DPM Subscribers

**Retain Until Superseded**

**Continuation:**

<b>Occupations and Professions with Licensure Requirements</b>
Barber
Cosmetology
Dental Hygienist
Dental Officer
Dietetics and Nutrition
Electricians
Operating Engineers
Medical Officer (All Specialties)
Nurse (Practical and Registered)
Optometrist
Pharmacist
Physician Assistants
Physical Therapist
Plumbers
Podiatrist
Psychologist
Refrigeration and Air Conditioning
Social Worker
Steam Engineer
Veterinarian Medical Officer

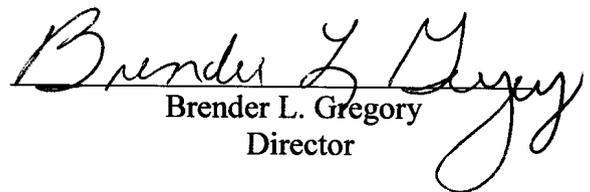
**4. Licensure Requirements for Motor Vehicle Operator Positions**

- a. Each motor vehicle operator driving a District government vehicle must possess a valid motor vehicle operator's license from the District of Columbia, Maryland, or Virginia, which permits him or her to operate the type of vehicle assigned.
- b. Any person applying for employment into a motor vehicle operator position who lives outside of the above jurisdictions must obtain a District of Columbia motor vehicle operator's license upon selection to the position.
- c. To operate certain types of motor vehicles, an applicant/employee must certify that he or she is proficient in their use. A *Commercial Driver's License* or *CDL* is needed for certain types of vehicles to be operated. The Department of Motor Vehicles administers motor vehicle operations tests, and certifies applicants to operate specific types of vehicles, including vehicles for which a *CDL* is required. There are three (3) defined groups of *Commercial Motor Vehicle (CMV) Classes*:

<b>CMV CLASS</b>	<b>DESCRIPTION</b>
<b>Class A</b>	Any vehicle with a <i>semi-trailer</i> or <i>trailer</i> with 2 or more axles. This group also includes any combination of vehicles with a gross vehicle weight rating greater than 26,000 pounds, provided that the gross vehicle weight rating of the towed vehicle is in excess of 10,000 pounds.
<b>Class B</b>	Any <i>Heavy Straight Vehicle</i> with a gross vehicle weight rating greater than 26,000 pounds is classified in Class B, as well as any vehicle towing another vehicle not in excess of 10,000 pounds.
<b>Class C</b>	Any vehicle that is <i>designed to transport 16 or more passengers</i> (including the driver) or is used in the transportation of materials classified as hazardous in the Hazardous Materials Transportation Act.

5. **Authority/References**

- a. Statutory authority for the occupations and professions with licensure requirements listed above:
- D.C. Official Code § 3-1205.01 *et seq.*; and
  - D.C. Official Code § 47-2853.12 *et seq.*
- b. Additional information on the above licensure requirements may be obtained by accessing the following websites:
- D.C. Department of Consumer and Regulatory Affairs: [www.dcrd.dc.gov](http://www.dcrd.dc.gov)
  - D.C. Department of Health: [www.doh.dc.gov](http://www.doh.dc.gov); and
  - D.C. Department of Motor Vehicles: [www.dcmv.dc.gov](http://www.dcmv.dc.gov).

  
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 Director