



HUMAN RESOURCES POLICY

SUBJECT:	Employment & Related Matters	TITLE:	Licensures, Registrations and Certifications		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	Presidential <input type="checkbox"/>	Functional <input checked="" type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Vice President Human Resources		Responsible Office:	Human Resources	
CODING:	30-01-20-20:01	ADOPTED:	07/01/90	AMENDED:	10-05-2010
			LAST REVIEWED: 10-05-2010		

PURPOSE: To set policy regarding licensures, registrations and certifications to ensure employees meet position requirements.

RESPONSIBILITY: The Vice President for Human Resources will ensure compliance with this policy. The school/unit departmental managers shall ensure implementation of the policy post hire.

APPLICABILITY: This policy applies to regular staff, temporary or per diem staff, students as well as volunteers who work in the same capacity (or partial capacity) as regular staff when they provide patient care, treatment and services.

REFERENCE:

Human Resources Policy – Employment Processing # 30-01-20-20:00

POLICY:

To ensure that an employee’s qualifications are consistent with his or her job responsibilities, he/she is required to present originals of all licenses, registrations and/or certifications necessary for initial employment, and renewals for continuing employment. All original licenses, registrations and/or certifications shall be independently verified with the certifying agencies (primary source verifications) prior to employment.

For all practitioners for which a license, certification or registration is required to perform their job responsibilities, current credentials are verified from the primary source at the time of the initial hire and on an ongoing basis. All schools/operating units who employ licensed, registered or certified professionals shall be responsible for verifying same through the certifying agencies (primary source) at the time of renewal.

PROCEDURE:

1. At the time of hire, in concert with the requirements of the position, the Human Resources Generalist shall inform each candidate of the need to possess a pertinent credential and instruct the candidate to present the original document prior to hire. The Human Resources Generalist shall visually review the original license, registration, or certification and conduct a primary source verification of the credential with the certifying agency. Such verification may be authenticated via a printed copy of an electronic communication or confirmed by an approved vendor.
2. New hires shall also complete and sign a License/Registration/Certification – Statement of Understanding acknowledging that continued employment is contingent upon a valid license/registration/certification as required by his/her position.
3. When legally appropriate, a copy of the original license, registration or certification shall be maintained in the official employment record.
4. Employees shall be responsible for maintaining the license, registration or certification which is a condition for continued employment.
5. Department heads shall ensure that such employees have current, renewed licenses, certificates or registrations by verifying same through the certifying agencies (primary source verification) on an ongoing basis. Primary source verifications must be conducted prior to the expiration date of the license/registration/certification, and a copy of same shall be maintained in the departmental employee file.
6. Cases in which staff members' credentials have lapsed shall be handled in accordance with the pertinent licensing board regulations for such lapses (i.e., grace periods, etc.). Department heads may contact the assigned Human Resources Generalist for assistance.
7. Staff members who have allowed their credentials to lapse may be subject to discipline, up to and including termination, based upon a case-by-case consideration of the circumstances causing the lapse.

8. If a license, certification or registration should become a requirement for a particular position after a staff member has been working in such position, the staff member shall be given a reasonable amount of time to obtain such credentials, provided the granting of such a grace period does not put the University or the individual in violation of applicable laws.

By direction of the President:

Vice President for Human Resources