

Rush Copley Medical Center
Policy & Procedure

Title: Verification of Required Licenses, Certifications, Registrations & Education

Author: Terri Horton

Date Initiated: 12/1/80

Next Review Date: 1/1/2023

Purpose

To ensure that all staff that provide care, treatment, and services possesses current licensure, certification, registration and/or education, as required by law, regulatory agency and/or applicable RCMC job description.

Applicability

For the purpose of this policy, Rush Copley Medical Center (“RCMC”) encompasses Copley Memorial Hospital, Rush Copley Medical Group NFP, and all subsidiary corporations.

Policy

All employees with required licenses, certifications or registrations are required to keep their credentials current. All employees with required education, per job description, are required to provide proof of that education. If they are unable to provide education documentation, RCMC will verify. Human Resources will verify all current/renewed credentials via primary source verification at time of hire and/or prior to expiration.

Procedure

1. New Hires:
 - a. All licensed, certified or registered personnel, whether employee or contractor, will file a current license, certification or registration with the Human Resources Department at the time of hire.
 - b. For new employees, HR will verify required licenses/certifications/registrations and/or education with the appropriate primary source, before employment begins. For contracted staff, the supervising Director/Manager/designee will be responsible for the license primary source verification, prior to the contractor working.
2. License/Certification/Registration Renewals:
 - a. All staff, employed or contracted, with license/certification/registration renewals are required to renew their credentials at least two weeks prior to the ending date of the current license/certification/registration in order to give time for primary source verification to occur. Employees/contractors who fail to renew their credentials in a timely manner will be suspended from active duty until all items are properly verified.
 - b. All managers will receive a monthly report, via email, listing any of their staff (who are either employed or contracted) whose license is expiring. Managers must ensure the license is renewed prior to expiration. Human Resources will conduct primary source verification of the new license prior to the old license expiring.
3. Human Resources will check all renewed licenses/certifications/registrations via primary source verification prior to the expiration of the current license. For any certification or registration that may not be verified electronically via primary source, Human Resources will require an updated copy prior to expiration.

4. Human Resources will complete a monthly audit of all licenses that expired in that month, on the last Wednesday of every month, to ensure the primary source verification has been obtained and their information has been updated in the HRIS system.
5. Staff members are responsible to report to their manager any type of disciplinary action taken by the state related to their licensure status (i.e. suspension, probation, revocation, refusal to renew, etc). Department management and HR leadership will review all cases to determine work status. Failure to report this information will result in disciplinary action including suspension of employment.
6. All nurses and licensed personnel will note their current licensure number from the State of Illinois on the application for employment.
7. Nurses licensed in states other than Illinois must present a work permit from the Illinois Department of Financial and Professional Regulation stating that the nurse has applied for licensure in Illinois by endorsement. Before the nurse is permitted to practice nursing, he/she must have the Illinois permit and this must be verified with the State.
8. New graduates who become registered after beginning employment will have their license verified by Human Resources prior to their working as a licensed professional.
9. For positions not requiring licensure:
 - a. Human Resources will verify the highest level of education at the time of hire. For all professional positions requiring a college degree (Bachelor's or Master's), the new hire should contact the university to provide Human Resources with an official stamped transcript and/or a copy of their diploma. For all positions requiring a certain level of education, this education will be verified prior to the new hire starting.
 - b. Certifications will be checked for CNA staff holding an Illinois CNA certification position and other designated jobs where basic certifications are a preferred job requirement.
 - c. Non-required nursing or other professional specialty certifications are not verified, but the employee is required to provide a copy of the certification to Human Resources in order to keep their certification differential.