

**Care At Home  
Human Resources  
Policy and Procedure**

Policy Title:	Verification of Skilled Nursing Licensure and Certification Policy		
Policy Number:	HR-001	Original Effective Date:	02/26/1998
Purpose:	To provide guidelines regarding verification of licenses for skilled staff members.		

**1. Policy:**

All skilled staff will have their professional license verified upon hire and upon license renewal.

**2. Definitions:**

2.1. Skilled Staff are defined as:

Registered Nurses (RNs), Licensed Vocational Nurses (LVNs), Certified Home Health Aides (CHHAs), Certified Nurse Assistants (CNAs), Physical Therapists (PTs), Occupational Therapists (OTs) and Speech Therapists (SLTs), Medical Social Workers (MSWs)

**3. Procedure:**

- 3.1. Skilled staff applicants for employment are responsible for submitting their professional practice license for photocopy to be included in his or her personnel file, and to be used for online license verification. Hire is conditional upon the license being in good standing.
- 3.2. Prior to providing client care, the human resources department will verify that each skilled staff applicant's professional license is current and in good standing by checking online with the appropriate State licensing agency. A copy of the online verification will be printed and placed in the employee's personnel chart.
- 3.3. If the skilled staff's professional license is found to be false or not in good standing, then applicant will not be hired.
- 3.4. All files will be reviewed monthly by human resources to insure that all staff licenses and certifications are updated and current. Staff members with expiring licenses will be notified in advance that their employment will be suspended as of the date of license expiration. Employment will not be reinstated until the staff member presents an updated license in good standing.
- 3.5. If a professional license is found to not be in good standing after hire, the employee will be removed from their position and either terminated or placed in a position not requiring professional licensure.

**4. Revision History:**

<b>REVISION DATE:</b>	<b>REVISION NOTES:</b>
10/2/09	Adding license renewal verification information
06/22/12	Updated to reflect current practices.