**4.22 LICENSURE & CERTIFICATION VERIFICATION**

**Purpose:**

To ensure that all employees meet the licensure, certification and/or registration requirements of their job descriptions.

**Policy:**

The company shall document that each employee has met the licensing, and certification requirements, as established by the appropriate regulatory agency, for the position in which he or she will be working and that all necessary licenses, certificates and/or registrations are kept current.

**DEFNINTIONS**

1. Certification/Licensure

Certification/licensure is the successful completion of recognized training and/or examination by an accredited, certifying body, which enables an employee to demonstrate excellence in a particular area.

1. Registration

Registration is the recognized, successful completion of mandated requirements for the practice of a particular profession.

**Procedure:**

The company administrator or person(s) as designated in this policy shall ensure each person employed has met the licensing, certification, training, or continuing education requirements, as established by the appropriate regulatory agency before providing care/services to clients at the adult day care.

Furthermore, licensure, certification or registration shall be maintained current by those staff.

Upon hire, the staff member shall furnish the original of license, certification or registration documentation before employment begins and shall provide a photocopy of the document(s) to the company which shall be placed on permanent record in the personnel file and an electronic copy maintained on renewmanager.com.

At each time the status requires updating and/or renewal, the staff member shall provide original documentation and further photocopies to the Human Resources Department as proof of update and/or renewal recorded on<www.renewmanager.com> for system.

The Human Resources Department staff verify the staff member’s licensure, certification or registration either on-line verification through consulting the appropriate department web sites, or specific written requests or oral communications with the issuing authority. The Human Resources Department staff shall document on renewmanager.com when and how this confirmation was obtained. If obtained from the internet, a printout of the page with the licensure or certification information will be retained in the staff person’s record. If confirmation was obtained through letter or direct contact, the file shall identify the individual with the issuing authority who provided the confirmation and shall identify who made the inquiry on behalf of the company and shall be documented on www.renewmanager.com.

The Human Resources Department staff shall complete the renewal items on renewmanager.com to include the expiration date of the license/ certification/registration for the agency to be prompted by the renewmanager.com system when the license/ certification/registration is approaching expiration.

The verification process shall be completed at the time of hire and at the time of renewal for the license, certification or registration and the staff person’s information updated on renewmanager.com

Failure on the part of the staff member to provide such documentation or proof of current status shall result in one (1) or more of the following actions on the part of the company:

* Demotion to an available position closest to that normally held which does not require licensure, certification or registration.
* Suspension without pay until such documentation is received.

Disciplinary action as deemed appropriate by the department manager.