



**MONTANA STATE HOSPITAL
MENTAL HEALTH CENTER
POLICY AND PROCEDURE**

**VERIFICATION OF
LICENSURE AND CERTIFICATION**

Effective Date: January 18, 2006

Policy #: TCU-11

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I. PURPOSE: To provide a systematic method, which ensures current licensure, certification or registration for employees.

II. POLICY:

- A. Personnel required to be licensed by state law or hospital policy must ensure such license, certification or registration is kept current. Employees who do not maintain their licensure will be removed from their position. The employee may be assigned to another position for which they are qualified or terminated from employment.
- B. New employees must provide documentation of licensure prior to employment. The Human Resource Office will maintain copies of current licensure, certification or registration in personnel files. Employees must maintain their license in order to maintain their employment. Any substantiated incident which places the employee's license, certification or registration at risk will be reported to the appropriate authority by the Human Resources office in conjunction with the appropriate disciplinary process.

All physicians and dentists are covered under a separate MSH policy.

III. DEFINITIONS:

- A. Licensure- The official or legal permission to practice in an occupation, as evidenced by documentation issued by a state in the form of a license or registration.
- B. Certification- Credentialing of qualifications for certain MSH employees which ensures a minimal knowledge base.

IV. RESPONSIBILITIES:

- A. Human Resources - The Human Resource Office will ensure that a copy of pertinent licenses for all new and current employees is kept in the personnel file. The Human Resource Office will notify supervisors of pending expiration of any license or certification.
- B. Supervisors - are responsible for ensuring that all licenses are renewed prior to the expiration date. A copy of the current license will be kept in the personnel file located at the Human Resources Office.

