PROFESSIONAL AND OCCUPATIONAL LICENSE, CERTIFICATION and REGISTRATION RENEWAL

I. PURPOSE:

The purpose of this policy is to verify that all employees who hold positions requiring professional or occupational licenses, certifications, or registrations maintain their licenses in current active status.

II. POLICY:

Employees who hold positions that require professional or occupational licenses, certifications, or registrations must maintain those licenses, certifications, or registrations in an active status. Licenses, certifications, and registrations must be renewed before the expiration date. Employees who permit their required license, certification, or registration to expire will have their employment terminated.

Original Policy
January 2003

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III. **DEFINITIONS:**

**Professional/Occupational License:**
Documentation issued by the Commonwealth of Pennsylvania, United States Government, or any other governmental body with regulatory authority that grants an individual permission to practice his/her occupation. Such licensure is also a condition for employment at Monongahela Valley Hospital. Occupations requiring such licensure include, but are not necessarily limited to: Registered Nurses, Certified Registered Nurse Anesthetists, Licensed Practical Nurses, Physicians, Pharmacists, Pharmacy Interns, Physical Therapists, Physical Therapy Assistants, Occupational Therapists, Certified Occupational Therapy Assistants, Respiratory Therapists, Respiratory Therapy Technicians, Speech Therapist, Certified Public Accountants, and Clinical Dietitians.

**Professional Certification/Registrations:**
Documentation of competency that is issued by a recognized professional association and is required by Monongahela Valley Hospital. Occupations that require professional certification/registrations include, not are not necessarily limited to: Certified Nursing Assistants, Radiology Technologists, Special Procedure Technologists, Ultrasound Technologists, CT Technologists, Cardio-vascular Technologists, Radiation Therapy Technologists, Medical Technologists, Medical Laboratory Technologists, Nuclear Medicine Technologists, Cytologists, and Histology Technologists.

IV. **RESPONSIBILITIES:**

**Employees:**

1. Employees are responsible for renewing professional/occupational licenses and/or certifications in a timely manner.

2. Employees are responsible for keeping their licenses/registrations and or certifications in active and good standing.

3. Employees are responsible for all costs and fees associated with license/certification/registration renewals.
**Personnel Department:**
1. The Personnel Department is responsible for monitoring the active status of each employee who requires a professional or occupational license, certification or registration.

2. The Personnel Department is responsible for securing an independent “source” verification of the professional or occupational license, certification or registration.

3. The Personnel Department is the custodian for the documentation of the independent source verification.

4. The Personnel Department is responsible for notifying the employee and his/her manager of a pending expiring license, certification, or registration.

5. In the event an employee permits his/her license to expire, the Personnel Department is responsible for providing the employee with a notice of termination.

**V. REGULATIONS:**

1. Employees whose position requires a professional or occupation license, certification or registration are required to keep them current, active, and in good standing at all times.

2. The employee must secure renewals before the expiration date of the professional or occupation license, certification or registration. The employee is responsible for all cost associated with the renewal.

3. Approximately 30 days prior to the expiration date of the current license, professional certification or registration, the Personnel Department will contact the source verification of the renewal. If the credential is verified as renewed, the source verification documentation will be placed in the employee’s personnel file.

4. If an employee has failed to renew a document within 30 days of the original notification, the Personnel Department will issue a reminder notification and provide a copy of this notification to the department manager.
5. At 15 days prior to the expiration date, if the employee has not renewed the document, the Personnel Department will send written notification of pending employment termination. Termination will be effective the day following the expiration date. Notification will be mailed to the employee’s home address via registered mail and regular mail with a copy of this notification provided to the department manager.

6. If the employee fails to renew the document by the expiration date, employment will terminated the day following the expiration date. The termination will be considered a voluntary resignation without proper notice. Formal notification of employment termination will be sent to the employee’s home address via registered and regular mail. A copy of this notification will be provided to the department manager.

7. If an issuing agency places a license, professional certification, or registration in a suspended or revoked status as part of a disciplinary action, the employee will be immediately terminated from employment. If an employee voluntarily surrenders his/her license, professional certification, or registration for health related issues, including drug or alcohol abuse, the employee will be granted benefits under the Family and Medical Leave, Sick and Accident, and Long Term Disability policies (if eligible). This provision, however, does not supercede the disciplinary provisions of the Hospital’s Drug and Alcohol policy or the Hospital’s Random Drug Testing Policy.

8. Certain occupations require licenses be posted in the service area. The Department Manager and the employee are responsible for maintaining a current displayed license.

9. The Personnel Office will authenticate all professional or occupation licenses, certifications or registrations with the issuing agency.