



## Administrative Policy

### 2014-01 Licensing, Certification and Registration Verification

<b>Title</b>	Licensing, Certification and Registration Verification
<b>Policy Owner and Contact Information</b>	Human Resources Website: <a href="https://health.uconn.edu/human-resources/">https://health.uconn.edu/human-resources/</a>
<b>Applies To</b>	UConn Health Employees
<b>Campus Applicability</b>	All UConn Health employees, including those on special payroll, who hold job classifications that require license, certification or registration, and credentialed medical staff.
<b>Effective Date</b>	July 9, 2018

**PURPOSE:**

To establish a method for ensuring current licensure, certification, or registration for UConn Health employees, consistent with Federal and State laws, regulations and institutional standards.

**APPLIES TO:**

UConn Health Employees

**DEFINITIONS:**

None

**POLICY STATEMENT:**

Employees who hold job classifications that require professional or occupational license, certification, or registration must maintain those credentials in an active and current status as a condition of employment.

Employees who hold such job classifications will have their license, certification, or registration verified through the issuing agency prior to providing services and at time of renewal.

**PROCEDURES/FORMS:**

Procedures and Guidelines necessary to implement this policy can be found here: [Link to Guidelines](#)

**REFERENCES:**

[State of Connecticut's eLicense Website](#)

[Department of Public Health Practitioner Licensing and Investigations Section \(PLIS\)](#)

**RELATED POLICIES:** None

**ENFORCEMENT:**

Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

**APPROVAL:**

Andrew Agwunobi, UConn Health Chief Executive Officer (Signed)	8/02/18
Carolle Andrews, Policy Committee Co-Chair (Signed)	7/30/18
Kiki Nissen, Policy Committee Co-Chair (Signed)	7/31/18

**POLICY HISTORY:**

**New Policy Approved:** 04/08/14

**Revised:** 7/9/18