

LICENSING, CERTIFICATION AND REGISTRATION VERIFICATION PROCEDURES

POLICY # 2014-01

EMPLOYEE PROCEDURES

- 1.0 Employees whose job classifications require professional license, certification or registration must:
 - 1.1. Submit appropriate documentation from the issuing agency at the time of hire or transfer.
 - 1.2. Renew the required credential before it becomes invalid.
 - 1.3. Inform their manager/supervisor and Human Resources of any change in credential status, including but not limited to sanction, probation, suspension or termination.

HUMAN RESOURCES PROCEDURES

- 1.0 Human Resources, at time of hire, transfer and renewal, verifies current licensure, certification and registration for non-credentialed job classifications within JDH, UMG, and dental clinics.
 - 1.1. Job classifications define the licensing, certification or registration requirements. Human Resources maintains a repository of all applicable UConn Health job classifications and licensing requirements.
 - 1.1. Verification must be from primary source. Primary source may provide online or hard copy document.
 - 1.2. Documentation of verification is maintained in the personnel file. The credential type, number, issue date, expiration date, and status are entered into the Human Resources Information System (HRIS).
- 2.0 In the event of a declared emergency, Human Resources will source verify licenses, certifications or registrations of non-credentialed emergency personnel within 72 hours or 3 business days.
 - 2.1. If normal online resources are not available, such personnel must present a hard copy of the credential.
- 3.0 Using reports from the HRIS, Human Resources monitors expiring licenses, certifications and registrations and sends a notification to employees with expiring credentials.
- 4.0 Prior to the invalidation of the credential, Human Resources contacts the issuing agency, registry or the e-licensing website to verify the status.
 - 4.1. If verified, documentation is filed in the personnel record and the verification is entered into the HRIS.
 - 4.2. If not confirmed, Human Resources notifies the employee and department manager that it is a condition of employment to maintain valid credentials and failure to renew will result in discipline up to and including termination.
- 5.0 Employees are subject to discipline up to and including termination upon invalidation of a required credential.

MEDICAL STAFF

As a component of the credentialing and privileging process:

- 1.0 The Medical Staff Office verifies the credentials of practitioners granted privileges and appointed to the Medical Staff as specified by the Bylaws.
- 2.0 The School of Dental Medicine Office of Clinical Affairs verifies credentials, at the time of appointment and on a regular basis thereafter, for faculty who are Dentists with clinical privileges.

GRACE PERIOD

- 1.0 Connecticut law provides a 90-day grace period for licenses issued by the Department of Public Health (DPH) Practitioner Licensing and Investigations Section (PLIS).
 - 1.1. Where permitted by law [Section 19a-88(e) (4)f, Connecticut General Statutes] all PLIS licenses have a grace period of 90 days following the expiration date, during which the licensee may continue to practice and renew the license.
 - 1.2. Through this 90-day grace period, licensees are allowed to be scheduled to work and to continue to work in the position.
 - 1.3. On the 91st day, the license becomes invalid and the licensee must apply for reinstatement. Employees cannot work in the position on or after day 91.