

CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

SECTION II:	ORGANIZATION FOCUSED FUNCTIONS
CHAPTER 8:	Management of Human Resources
PROCEDURE 8.16:	Licensure/Certification
REVISED:	03/08/07; 12/10, 04/12; 07/25/16; Reviewed 06/18
Governing Body Approval:	05/09/13; 07/28/16; 07/02/18(<i>electronic vote</i>)

PURPOSE: To verify and document that employees maintain current licenses/certifications where required by State statute, or regulation, and as designated by other accreditation body(s).

SCOPE: All CVH candidates and staff requiring licensure or certification

PROCEDURE:

Prior to a candidate being appointed to any of the classifications requiring licensure or certification, their current license/certification is verified by the Facility Human Resources Department as a condition of employment.

All licensed/certified staff members are responsible for maintaining a current license/certification as required by their state job specifications and in the state and federal licensure code to continue employment.

The Facility Human Resources Department retains the employer's copy of current licenses/certifications in the employee's personnel file. It is the employee's responsibility to provide the Human Resources Department with the Employer's Copy of the current license/certification on or before the renewal date.

The Facility Human Resources Department conducts monthly primary source verification. This verification takes place within the first five (5) business days of each month. If it is determined that a license/certification has not been renewed prior to the listed expiration date on the license/certification, the Facility Human Resources Department notifies the Discipline/Department/Division Director of the pending expiration and provides the allowable observed grace period for the license/certification.

NOTE: Individuals who hold a practitioner license issued by the Department of Public Health, have the benefit of a 90 day grace period, beginning on the first day following the renewal due date. During this time, the license remains active and the licensee may continue to practice, pending renewal. Any license not renewed by the end of the 90 day grace period will become void.

Employees who fail to submit renewed licenses/certifications by the expiration date and allowable grace period are immediately removed from providing any direct care that requires the

said license/certification and referred to DMHAS Labor Relations via the [MHAS-20](#) process for investigation.

Employees with suspended or lapsed licenses/certifications may be subject to termination from State service.

The Facility Human Resources Department does primary source verification of licenses/certifications with the departments and/or the regulatory agencies authorized to issue them (e.g., Department of Public Health (DPH), Connecticut Certification Board (CCP), or Department of Energy and Environmental Protection (DEEP).

The Facility Human Resources Department ensures that the new renewal date is entered into CORE-CT and the Employer's Copy of the license/certification is placed employee's personnel file.

Physicians are also required to maintain a current license and submit a copy of the license to the Medical Staff Office.

License/Certification Fee Reimbursement:

The Facility Human Resources Department processes applications for license/certification reimbursement in accordance with collective bargaining agreements. The following documents are submitted to the Facility Human Resources Department:

- a. Completed Request for License Fee Reimbursement Form ([CVH-529](#));
- b. Employee CO-17XP-PR Payroll Reimbursements for Expenses Incurred in the Service of the State of Connecticut;
- c. Employer's copy of the new license; and
- d. Proof of payment.

Upon the receipt of the above documents the Facility Human Resources Department completes the CO-17XP-PR and submits the application for reimbursement to Fiscal Services.