

Area Agency on Aging 3	Verification of Licensure	Procedure Issued: 3/08 Page:
	Clinical Policy and Procedure	
Approved by:	Distribution:	
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Purpose: To assure that Area Agency on Aging 3 staff are currently licensed, the employee's license is verified upon employment and at the date of license expiration.

Procedure:

1. Employee's license is viewed at the time of employment. Verification of licensure is printed from the appropriate licensing board's web site. The verification is kept in the employee's personnel file.

2. When the renewal license is received Human Resource Specialist verifies renewal and documents on "Verification of Licensure" log sheet, the employee file is updated.

3. In the event that the new license is not received by the expiration date, the Clinical VP of Program Operations is notified and the employee is immediately removed from the Direct Care Position. During this time an investigation will be conducted and a proper discipline will be assigned up to and including termination of employment. All employees including new hires have signed a statement of licensure understanding that it is their sole responsibility to keep up with all required licensure including renewals. This is also communicated on the employees Job Descriptions as well. This communication is documented and all correspondence is kept in the employee's personnel file.

***Please see Appendix for Verification of licensure sheet