



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

VERIFICATION OF LICENSURE AND CERTIFICATION

Effective Date: December 30, 2013

Policy #: HR-17

Page 1 of 3

I. PURPOSE: To provide a systematic method which ensures current licensure, certification, or registration for employees. (See Addendum)

II. POLICY:

A. Personnel required to be licensed by State law or hospital policy must ensure such license, certification, or registration is kept current. Employees who do not maintain their licensure will be removed from their position. The employee may be assigned to another position for which they are qualified or terminated from employment.

B. New employees must provide documentation of required licensure/certification or registration prior to employment. The Human Resource Office will maintain copies of current licensure, certification or registration in personnel files. Employees must maintain their license in order to maintain their employment. Any substantiated incident which places the employee's license, certification or registration at risk will be reported to the appropriate authority by the Human Resources Office in conjunction with the appropriate disciplinary process.

All Licensed Independent Practitioners are also covered under the Montana State Hospital (MSH) “#MS-01, Credentialing and Privileging” policy.

C. Reimbursement of Required Dues and Fees – If the State requires an employee to have and maintain a professional membership, license, or certificate as a condition of employment, the State shall reimburse the employee or directly pay for the membership, license, or certification fee. MOM; Professional Dues and Licensing Certification Fees.

D. Discretionary Reimbursement of Dues and Fees – At the Hospital’s discretion, a professional membership, license, or certificate that is not a condition of employment, but would be justifiably beneficial to the Hospital may be reimbursed or directly paid by the State.

III. DEFINITIONS:

A. Licensure – The official or legal permission to practice in an occupation, as evidenced by documentation issued by a State in the form of a license.

B. Certification – Credentialing of qualifications for specific MSH employees which ensures a minimal knowledge base.

- C. Registration – Voluntary submitting of qualifications for review and recording on a registration.

IV. RESPONSIBILITIES:

- A. Human Resources – The Human Resources Office will ensure a copy of pertinent licenses for all new and current employees is kept in the personnel file. The Human Resources Office will notify supervisors and employees of pending expiration of any license or certification.
- B. Employee – Employees are required to maintain certification, licensure or registration required for their position at MSH and must submit proof (keep) to the Human Resources Office.
 - 1. A copy of the current license will be kept in the personnel file located at the Human Resources Office.
 - 2. If a license expires, the Human Resources Office must notify the employee and the employee’s supervisor that he/she cannot work in his/her current position unless/until proof of current licensure is present.

V. PROCEDURES:

- A. The Human Resources Office will verify possession of a current license, certification or registration for all covered employees during the initial processing for employment.
- B. Thirty days prior to expiration of an employee's license the Human Resource Office will notify the employee and the employee's supervisor of the need to submit a renewed license, certification or registration.
- C. Human Resources will coordinate reimbursement or direct payment for licensure.
- D. Non-taxable Dues and Fees – Reimbursement of such dues or fees is non-taxable for the employee provided the provisions of an “accountable plan” are met.

An accountable plan, as defined by the Internal Revenue Service, must adhere to the following:

- 1. Expenses must have a business connection, that is, expenses must have been paid or incurred while performing service as an employee.
- 2. An adequate account of these expenses must be provided within a reasonable time.
- 3. Any excess reimbursement or allowance must be returned within a reasonable period of time.

IRS Publication 15, 5. Wages and Other Compensation.

- VI. REFERENCES:** Department of Administration, State Human Resources Division- Professional Dues and Licensing and Certification Fees.

- VII.** Collaborated With: Director of Clinical Services; Maintenance Supervisor; Rehabilitation Department Manager; Director of Nursing.

ATTACHMENT A

ALL CLASSIFICATIONS OF PERSONNEL REQUIRING LICENSE/CERTIFICATION/REGISTRATION

<u>POSITION TITLE</u>	<u>RENEWAL</u>
Dental Hygienist (by contract)	Annual
X-Ray Technician	Annual
Dietician	License 2 years Certification 5 years
Electrician	Annual
Registered Nurse	End of every even year
Licensed Practical Nurse	End of every even year
Occupational Therapist	Annual
Operating Engineer	Annual
Plumber	Annual
Teamster	Every 4 years
Psychologist	Annual
Cosmetologist	Annual
Chemical Dependency Counselor	Annual
Licensed Professional Counselor	Annual
Teacher	Every 5 years
CTRS Certification	Annual