


<b>Name of Policy:</b> <u>Licensure verification</u> <b>Policy Number:</b> 3364-25-09 <b>Approving Officer:</b> President <b>Responsible Agents:</b> Vice President for Human Resources and Campus Safety <b>Scope:</b> University of Toledo Health Science Campus	 <b>Original Effective Date:</b> July 28, 2008
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

(A) Policy statement

Certain job classifications require licensure, certification or registration of any incumbent assigned to that classification. The jobs for which this applies are designated through the qualifications listed in the job description.

The human resources office will maintain a job description that includes required licenses, certifications and registrations that are required for positions in all hospital departments.

(B) Purpose of policy

To ensure that employees hold and maintain the appropriate licensure, certification or registration.

(C) Procedures

- (1) Upon employment, it is the responsibility of the human resources office to verify that the new employee holds the appropriate licensure, certification or registration. Thereafter, upon the expiration of such licensure, certification or registration, it is the department manager’s responsibility to verify its renewal in a timely manner.
- (2) The human resources office will periodically perform a random check among departments to verify that the process is being carried out and that the department has records proving that all licenses, registration and certifications are current.

<b>Approved by:</b>  <u>/s/ laj</u> Lloyd A. Jacobs President  <u>August 12, 2008</u> Date Review/Revision completed by: <i>Human Resources</i>	<b>Policies Superseded by This Policy:</b>  <i>05-076 Licensure verification (former Health Science Campus Policy, previous revision date 7/1/03)</i>  Initial effective date: July 28, 2008 Review/Revision Date: Next review date: July 28, 2011
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