

NURSING SERVICES GUIDELINES GENERAL

Guideline: **Nursing Licensure
Verification**



Policy Number Superseded: 3364-110-11-11

Responsibility: Nursing Services
Administration

Effective Date:
November 1, 2025

Purpose of Guidelines: To ensure appropriate and current nursing licensure for Registered Nurse (RN) and Licensed Practical Nurse (LPN) as defined by the Ohio Board of Nursing.

Initial Effective Date:
November 1, 2025

Procedure:

Professional and practical nurses while in the employment of the University of Toledo Medical Center are required to maintain a current license to practice nursing in the State of Ohio.

- (A) Active licensure is mandatory to perform essential job functions as outlined in all professional nursing job descriptions. Staff as defined in this policy, including those in administrative/management positions, must be licensed to practice in accordance with the Nurse Practice Act of the State of Ohio and requirements mandated by the Ohio Board of Nursing (OBN). All newly hired nurses' licenses will be verified by the Human Resources department (Nurse Recruitment) prior to hire date. All license renewals will be verified by the Nursing Services Office (NSO) using the Ohio Board of Nursing Web Site - nursing.ohio.gov. The license renewals will be verified biennially to correspond with the mandatory license renewal dates. Vacation, sick leave, FMLA/leaves of absence, etc., do not impact the RN's or LPN's responsibility to adhere to this policy. The verification process will be completed by comparing RN license numbers against the state verification website, not by the employee name.
- (B) Records of UTMC employees' license numbers with expiration date are kept in the Nursing Office.

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- (C) Personnel employed for private duty or through agencies will have their license verified via OBN web site on the first day on duty and noted in the NSO. Agency nurses' licenses will be verified quarterly.
- (D) If a staff member allows his/her license to expire, he/she may not continue to work in any capacity until all requirements are met and the reinstatement applications has been processed and approved by the OBN. The staff member will be immediately placed on unpaid administrative leave of absence as of midnight on the day of expiration until reinstatement is completed, verified and on record. They will also be given one step of progressive discipline. They will then be given 5 business days to adhere to this policy. If valid and active licensure is not demonstrated by 5 pm on the 5th day, the next step of progressive discipline will be issued. This process is repeated until the employee either demonstrates proof of valid and active licensure or continues progressive disciplinary action up to and including termination.
- (E) RN's working in an Advanced Practice Nursing (APN) position must maintain the additional APN licensure required by State of Ohio.
- (F) For the purposes of UTMC, documentation of licensure verification is considered to be primary source verification via the retained printed copy from the OBN verification site printed on a date prior to the expiration of each individual nurse's license, verifying that their license has been renewed. These will be maintained in Ambulatory Services, the Research Department and in the Medical Staff Office. These offices will forward copies of verification to the NSO, which will be responsible for maintaining a complete roster and file of all RN license verifications for nurses on the UTMC. Failure to maintain such licensure will be handled as described in #4 above.

Approved by:

Kurt Kless, MSN, MBA, RN, NE-BC
Chief Nursing Officer

Initial effective date:

November 1, 2025

Review/Revision Date:

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Review/Revision Completed by:

Ken Fry, MBA, MSN, RN, PCCN, CIC, NE-BC -
Assistant Chief Nursing Officer - 11/2025

Next review date:

November 1, 2028