

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section IV - Personnel

SUBJECT: LICENSURE/CERTIFICATION/REGISTRATION REQUIREMENTS

REVIEWER(S): Provost

Related Policy to Consult:

CHS Policy – [HR1.04 Team Member Licensing, Registration and Certification](#)

I. POLICY

All healthcare educators employed by CCHS are required to provide evidence of a current unrestricted state or national license, certification, or registration. “License” as used in the procedures below, may include various forms of credentialing such as certification or listing on a registry.

II. PROCEDURE

- A. Prior to the employment start date of a licensed employee, CHS Human Resources (HR) will verify that the candidate has the appropriate licensure that is required, as stated in the job description. In addition, by looking at a picture ID, HR will verify that the license is issued to the individual for whose name is on the license. A copy of the verification will be sent to the hiring manager and the HR copy will be sent to human resources operations for the HR file.
- B. If a copy of the original license was not obtained by HR, the dean/program director is responsible for seeing the original license and a picture ID to verify that the individual for whom the license has been issued is their employee. They are to make a copy of the license, sending one copy to human resources operations and maintaining one copy in their departmental file.
- C. The employee is responsible for maintaining a current license and providing CHS with the required documentation. The dean/program manager must confirm that a current, verified copy of the license or a computer generated on-line validation form is on file in human resources operations, as well as in their own department. Verification with a photo ID is not required for the renewal process. The copy of the license or computer generated on-line validation form must contain the following information:
 - Signature of the person who obtained verification.
 - Date the verification was obtained and the name of the verifying agency (i.e., NCBON -NC Board of Nursing).
 - Social security number or I.D. number of license holder.
 - Confirmation number of the verified license.
- D. Faculty hold the ultimate responsibility for assuring and maintaining current credentials. Failure to renew required credentials will cause the employee to be placed on an unpaid leave of absence. If verification of current credentials does not occur within 15 days, termination of employment will occur.
- E. The Licensure/Certification/Registration Requirements policy will be reviewed bi-annually.

III. APPROVAL

Name: _____

Title: President _____

Date: _____