

Tender Care Medical Services, Inc.

POLICY & PROCEDURES

Title: AHCA Licenses & Certification Standards

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Originating Department: Human Resources

Approved By:



Purpose:

To establish a policy regarding AHCA Clearinghouse eligibility standards and the maintenance of all licenses, certifications, registrations, or accreditations of all employees, contract employees and students.

Policy:

Initial Primary Sourced Verification (PSV) of licenses, certifications, registrations or accreditations will be performed by the Human Resources Talent Acquisition Specialist (HRTAS). Copies of current documents and PSV must be maintained in the employee's personnel file, within the HRIS system and by the HR Manager.

Initial Evidence:

All newly hired employees who are employed in positions requiring a license, certification, registration or accreditation will be asked to provide proper evidence of active licensure as a condition of employment. Evidence of current licensure must be in the form of an original document or a certified copy of the original document. *The HR Manager will submit to the HRTAS a Background Consent form with the applicant's signature being considered for employment. However, PSV MUST be completed by the Human Resources Talent Acquisition Specialist (HRTAS) and cleared prior to the new hire's first day of employment.*

Employees who have a temporary license, certification, registration, or accreditation must provide verification of permanent licensure before the expiration date of the temporary license and the licensure must be primary sourced.

Contractors and students must conform to the provisions of this policy.

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Prior to an employee, contractor or student starting his/her PPEC assignment, the HRTAS must verify all licenses, certifications, registrations or accreditations with the issuing agency and inquire whether any sanctions or disciplinary actions have occurred since the issuance or prior renewal date.

Renewals:

Each employee must maintain all required licenses, certifications, registrations or accreditation. TCMS online tracking system sends notifications to the employees' Administrator, the employee, and the HR Manager of the upcoming expirations at least sixty (60) days in advance of the expiration date. Further notifications are sent in thirty (30) days and again two (2) weeks prior to the expiration to those still not renewed. **Upon non-renewal, the Administrator must remove the employee from the schedule immediately.**

Administrators/ HR Managers who allow an employee to work without a current license, certification, registration or accreditation may be subject to disciplinary action. Employees who are required by their position to have a current license, certification, registration or accreditation will be immediately suspended without pay from working in that position if such license, certification, registration or accreditation has lapsed or been revoked. Further disciplinary action up to and including separation will be determined at the discretion of the CEO and HR Director.

Contractors, and/or students will not be used at TCMS until license, certification, registrations, or accreditations are current and primary source validated. Ultimately, it is the employee's responsibility to ensure renewal or re-issuance of required credentials.

The HR Manager will verify the issuance of all renewals with the issuing agency prior to the expiration date of the credentials and inquire whether any sanctions or disciplinary actions have occurred since the issuance or prior renewal date.

Any reports, sanctions, or disciplinary actions must be immediately referred to the CEO and Corporate HR Director for a determination regarding continuing employment.