

**HACKETTSTOWN COMMUNITY HOSPITAL**  
**Administrative Policy and Procedure**

**SECTION: HUMAN RESOURCES**

**Number: HR25**  
**Number of Pages: 1 of 2**  
**Issue Date: June 1993**  
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**TITLE: LICENSES**

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**PURPOSE:**

To assure licensure verification.

**POLICY:**

It is the policy of Hackettstown Community Hospital to require employees to provide copies/proof of all licenses, registrations, and/or certifications necessary for initial as well as continuing employment.

1. The Human Resources Department and individual Hospital departments, maintain current listings, which details the licensure, registration and certification requirements for health professionals.
2. It is the employee's responsibility to provide his/her manager with verification of license renewal.
3. Any employee who fails to provide the renewed copy or verification will not be permitted to continue his/her duties and responsibilities at the Hospital and may be subject to termination of employment.
4. The Hospital does not reimburse employees for any fees associated with licensure, registration and/or certification.
5. It is the employee's responsibility to maintain his/her continuing education requirements.

**PROCEDURES:**

1. The Human Resources Department verifies current license(s), prior to the new employee's starting date. Verification is noted on interview summary form and included in employee personnel file.
2. The Human Resources Department enters in the payroll/personnel system the employee's license number and date of expiration.

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3. Each month the Human Resources Department notifies department managers of licenses expiring the following month.
4. The department manager (except in Nursing) verifies that employees have renewed their licenses, registrations and/or certification in compliance with Hospital and legal requirements by obtaining copies of such renewals from employees for inclusion in their department and personnel files.
5. Nursing department employees will have licenses verified according to Nursing policy. A letter of verification will be sent to Human Resources annually.