I. **Title**

*Licensure, Certification, and Registration of Healthcare Professionals*

II. **Policy**

The information in this document is intended for all UTMB healthcare professionals, excluding physicians. Verification of required licensing, registration, and certification, as established in the job descriptions, is imperative. Responsibility for defining each position rests with the involved department, UTMB Health System, and the Human Resources Department. Employees are responsible for maintaining required licenses, registrations, and certifications during the course of their employment and will provide the license number and date of expiration to Human Resources - Employee Relations and assigned manager to aid in the verification process. Failure to maintain a current valid license, registration, or certification will result in disciplinary action up to and including termination.

- The employee is solely responsible for the financial costs associated with obtaining and/or maintaining any license, registration, or certification required for their employment at UTMB.
- Employees will be licensed, registered, or certified by the same name under which they are employed. When employees have a legal name change, they will have thirty (30) days to update their name with the registry or licensing/certifying body.
- The employee will notify the manager within ten days of any new or expiring certifications/registrations.
- Human Resources will conduct primary source verification of required licenses, registrations, or certifications at the time of hire and at renewal and will maintain the verification records in a centralized database. This database will serve as the official system of record.
- Department directors and managers are responsible for ensuring that employees do not work without required licenses, registrations, or certifications and will take appropriate and immediate action when an employee’s required licenses, registrations, or certifications expire.
- Individuals hired prior to obtaining required licenses, certifications, or registrations should be considered provisional or “trainees” up until no more than 60 days while completing job licensure requirements. Individuals hired are not permitted to work without licenses, certifications, or registrations unless designated as a trainee or provisional hire by their manager. Failure to obtain valid licensure, registration, or certification by the end of 60 days will result in disciplinary action up to and including termination.
III. Compensation
Employees who have an approved certification are eligible for “certification pay”.¹
² To be eligible for “certification pay” the certification must be aligned with the requirements of the employee’s job. While employees may pursue more than one certification the certification pay rate does not increase. Expenses related to certification are not reimbursed as these expenses are covered in the recurring “certification pay”.
- Certification pay ends at the expiration date of the certificate. If renewed, the information must be submitted to the department and Human Resources-Employee Relations.
- Compensation for current certification may be paid when the person is working in a department and position to which the certification is related.
- Certification pay may cease prior to the end of the certification date, if the person transfers to a department or position for which the certification is not applicable.

IV. Definitions
Registration is defined as the recognition of successful completion of mandated requirements for the practice of a particular profession.

Certification/Licensure is defined as recognition of completion of specialized training and/or examination by an accredited, certifying body, which enables an employee to demonstrate excellence in a particular area. To be accepted, certification tests must be written before a certifying body that is nationally recognized by the profession.

V. References
Joint Commission Human Resources Standard HR.1.20
FY 2012 Nursing Compensation Guidelines

VI. Dates Approved or Amended

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VII. Contact Information
Human Resources – Employee Relations
(409) 772-8696

¹ These certifications have been approved for additional pay.
² These certifications have been approved based on nursing guidelines.