

**Institutional Handbook of Operating Procedures**  
**Policy 09.11.01**

Section: Clinical Policies	Responsible Vice President: Vice President, Human Resources and CHRO
Subject: Personnel Issues	Responsible Entity: Human Resources – Employee Relations

**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 Human Resources. 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 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 (10) 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.

**III. Compensation**

Employees who have an approved certification are eligible for certification pay.<sup>1</sup>

<sup>2</sup>To be eligible for certification pay, the certification must not be required by the employee's job and should be aligned with the work the employee is performing. While employees may pursue more than one certification, they will not receive additional payment for more than one certification. Expenses related to certification are not reimbursed as these expenses are covered in the certification pay.

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<sup>1</sup> [These certifications have been approved for additional pay.](#)

<sup>2</sup> [These certifications have been approved based on nursing guidelines.](#)

Certification pay is paid as a lump sum payment during the first pay period of the month following primary source verification after the certification, license, or registration is achieved or renewed through the established process.

**IV. Definitions**

Registration: recognition of successful completion of mandated requirements for the practice of a particular profession.

Certification/Licensure: 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.

Primary source verification: verification from the original source of a specific credential (education, training, licensure) to determine the accuracy of the qualifications.

**V. References**

Joint Commission Human Resources Standard HR.1.01.01  
Nursing Compensation Guidelines

**VI. Dates Approved or Amended**

<i>Originated: 04/01/1990</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
04/05/2012	
09/09/2015	
11/12/2019	

**VII. Contact Information**

Human Resources – Employee Relations  
(409) 772-8696