LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER – SHREVEPORT

LICENSURE, CERTIFICATION, AND REGISTRATION POLICY

Purpose:

To define LSUHSC’s compliance with all applicable state, federal, regulatory and accrediting agencies governing licensing, certification, and registration for its professional staff.

Policy:

LSUHSC will not allow any employees to work in any position that requires license, certification, and/or registration without first obtaining primary source verification of employee’s current valid license, certification, and/or registration. Current licensure/certification or registration is verified with the Primary source at the time of hire and at renewal prior to expiration.

Any individual unable to show proof of such will be placed on Leave Without Pay (LWOP) for a maximum of 30 days and not permitted to work until proof of such can be verified. After 30 days administrative termination may be initiated. It is the employee’s responsibility to provide proof of license, certification, and/or registration. It is the employee’s responsibility to notify their manager and HR immediately of any change to the status of the license, certification, and/or registration.

Procedure:

1. Employees who are required by job description to be certified, registered, and/or licensed shall present proof of current status of such at the time of hire to LSUHSC Department of Human Resources. Status will be verified with the primary source by Human Resources at the time of hire. Primary source verification will be obtained from state licensing boards or a primary source of information to be verified may designate to an agency the role of communicating credentials information. Primary source verification will be obtained through a secure electronic communication. If a licensing board cannot provide this type of verification, a letter from that board must be obtained.

2. The department head must verify on an ongoing basis, current license, certification or registration as required by the position description qualifications. Verification will be made with the primary source and will be completed prior to the expiration of the license.

3. In the event that any employee is in a position that requires license, certification, or registration has their license, certification, or registration revoked, suspended or rendered invalid, LSUHSC may administratively terminate their employment with