



Rancho Los Amigos National Rehabilitation Center

DEPARTMENT OF NURSING

ADMINISTRATIVE

POLICY AND PROCEDURE

SUBJECT: LICENSE / CERTIFICATION VERIFICATION
RENEWAL

Policy No.: A325
Effective Date: 06/1994
Page: 1 of 2

Purpose of Procedure: To ensure compliance with regulatory requirements that all licensed nurses (RN/LVN) and advance nurse practitioners or specialists, Certified Medical Assistants (CMA), Rehabilitation Associates (RA) to maintain a current and active State of California license and/or certificate to practice.

Policy Statement: Positions that require a current valid license or certificate to perform the assigned duties shall provide written evidence of licensure/certification to the Nursing Recruitment Office upon entering service.

- It is the employee's responsibility to keep his or her license/certificate current and in good standing with the appropriate licensing/certification board or agency at all times, even if off work (e.g. vacation, leave)

Exception: when a workforce member returning to work from Family Medical Leave Act (FMLA) or other approved extended leave who, as a result of the leave is no longer qualified to hold a position because of the workforce member's inability to attend a necessary course, renew a license/certification, the workforce member will be given a reasonable opportunity to fulfill those conditions upon his or her return to work.

- Management will not permit a RN/LVN, advance nurse practitioners or specialists, CMA, and RAs to work and/or practice without a current and active license/certificate or proof of renewal.
- A renewed license or certification shall be verified with management before the license/certification expires. Failure to submit a copy of the active license or certification by the due date for license expiration will result in:
 - Absence Without Pay (AWOP) without benefit time, and
 - Recommendation for disciplinary action

Proof of renewal shall be either:

- A. A copy of current active renewed license/certificate from the appropriate licensing/certification board website.
- B. An actual current active renewed license/certificate by the appropriate licensing/certification board.
- C. An official correspondence of license/certificate renewal from the appropriate licensing/certification board.

Procedural Steps:

1. Valid license/certification is verified at time of employment by the Nurse Recruitment Office. The Nurse Recruiter's Office will check the validity of the license/certificate, record the license number, license/certificate expiration date, from the licensing/certification board
2. The employee is responsible for renewing his/her license/certificate in accordance with the State of California, Department of Consumer Affairs or certifying agency.
3. The employee will need to verify the status of his/her license/certificate with the licensing/certification board. When the employee has validated that his/her license/certificate has been renewed, the employee will notify management of the validity of the license/certificate. The supervisor can validate the license/certificate with the licensing/certification board.
 - a. If the license/certificate verification phone line or web site does not validate that the employee's license/certificate is renewed, the employee will not be allowed to work and time card will be coded

“A” (absent without pay) for each calendar day they do not work. This will result in disciplinary action, up to and including discharge from County service.

RESPONSIBILITY RN/LVN/CMA's and RA's:

- The RN/LVN/CMA/RA is responsible for renewing his/her license or certification prior to expiration. If the employee has not received proof of license/certification renewal prior to expiration date, the employee will need to verify the status of his/her license through the online license verification system or by calling their appropriate licensing agencies. When the employee has validated that his/her license has been processed and renewed, the employee will notify management of the validity of his/her license. The Nurse Manager/designee will then verify the renewal and submit verification of the license to nursing administration.
- The RN will notify the Nurse Manager/designee for any current/pending disciplinary nursing citation.

Nursing Administration:

- Maintains a database of personnel licenses and expiration dates and regularly updates the system for permanently assigned staff.
- Generates a License Expiration and Mandatory Report for nursing management. The report is sent to the Nurse Manager monthly.

Nurse Management:

- Has the primary responsibility for monitoring current licensure of staff annually.
- Ensures a workforce member with an expired license or certification is not allowed to work.
- Will validate license renewal as outlined above. The license verification will be submitted to the nursing administration for data entry.
- Verification of license/certification also be completed during annual performance evaluation and submitted to the Department of Human Resources as defined by the Medical Center policy.
- Shall communicate the status of any licensed nurse whose license has expired to the nursing administration and Department of Human Resources.
- Will follow-up on non-compliance with licensure, in collaboration with the Department of Human Resources, and implement disciplinary action.

Reviewed by: Deepa Kannampuzha, MSN, RN, CRRN, NE-BC; Adnan Haidar MSN, RN, CRRN; Marlene Simister, BSN, RN; Anitha Varghese, MSN, RN.

References:

1. DHS Policy No. 704 Licensure, Certification, Registration and Permit of Workforce Members
2. The Joint Commission Standards, Management of Human Resources, July 2021, HR .01.01.01
3. California Code of Regulations, Title 16
4. DHS Discipline Manual and Guidelines
5. Memorandum of Understanding 2019

Reviewed/Revised:

06/94 – Revised	07/01 – Reviewed	12/06 – Revised	06/15 – Revised
07/96 – Revised	03/04 – Reviewed	02/09 – Reviewed	09/18 – Revised
03/00 – Revised	06/05 – Revised	09/12 – Reviewed	04/22 – Revised

Attachment – (2)

