



Department of Nursing POLICY AND PROCEDURE

POLICY NUMBER: 774

VERSION: 1

SUBJECT: NURSING LICENSE/CERTIFICATION RENEWAL

PURPOSE: To comply with regulatory requirements that all licensed nurses and Certified Medical Assistants (CMAs) who are working have a current and active license or certification, respectively, issued by the State of California to practice nursing or to assist with treatment and care of patients.

POLICY: No licensed nurse or care provider requiring certification will be permitted to practice nursing or assist with treatment and care of patients without a current active license or certificate renewed by the California Board of Registered Nursing (BRN), The California Board of Vocational Nursing and Psychiatric Technicians (BVNPT) and various CMA certifying agencies.

DEFINITIONS:

PROCEDURE:

The Nursing Education Department will:

1. Make copies of license or certification from newly hired employee.
2. Verify current licensure/certification with the appropriate regulatory agency.
3. Print confirmation of current licensure and file in employees education file.
4. Prepare and distribute to nurse managers/supervisors and the Office of Human Resources (OHR) an annual electronic notification list of license/certification expiration dates for all licensed nurses and CMAs.
5. Monitor the list of expirations monthly to identify staff that is nearing the expiration date of their license/certification. Prior to the end of each month, verify that the license/certification has been renewed.
6. Notify nurse managers, Nurse Executive Staff, Medical Administration and OHR of pending or actual expiration of license/certification.
7. The employee may be contacted to inquire about the status of the renewal.

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8. Send electronic clearance announcement monthly to nurse managers, Nursing Administration, Medical Administration, and OHR.
9. Make a copy of the renewed license/certification and place in the employee's education file.

REFERENCES:

California Board of Registered Nurses
California Board of Vocational Nursing and Psychiatric Technicians

Approved By: Susan Knapp (CHIEF NURSING OFFICER I)	
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Supersedes:	