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| Licensing, Registration and Credentialing of Employees | | | | NO. 424 | |
| POLICY:  The facility requires copies of licenses and certificates of registration as required by law and in accordance with applicable regulatory standards. The facility verifies the backgrounds/credentials of personnel at the time of hire, and prior to the delivery of services to the persons served.  PROCEDURE:  1. Copies of current licenses and/or registration must be submitted for the employee's file in the Personnel file at time of hire and ongoing verification occurs annually thereafter upon renewal date.  2. Winning Wheels will pay the cost of these licenses up to $100.00 per year for our fulltime employees.  3. Failure to file current licenses and/or registration may be cause for suspension and/or other disciplinary action until such documents are properly filed.  4. Winning Wheels verifies the backgrounds of personnel at the time of hire, including verification of credentials of professional personnel through contacts with registrar's office at the appropriate university, and/or through maintaining copies of diplomas or transcripts on file.  5. Winning Wheels will contact the Department of Professional Regulation regarding professional personnel not licensed in the State of Illinois and/or physicians to assure that no adverse licensure actions have been taken by any state licensing authorities against such health care practitioners or health care entities they represent. Evidence of same will be acquired prior to making a credentialing or recredentialing decision to assure that team members are in good standing with professional standards of practice and State practice acts, if applicable.  6. Refer to policy on Background Checks. | | | | | |
| Approved: | Effective Date:  3/86 | Revision Date:  5/05; 3/17 | Change No.: | | Page:  1 of 1 |