


Name of Policy: Licensure verifications Policy Number: 3364-25-09 Approving Officer: President Responsible Agent: Chief Human Resources Officer Scope: All University of Toledo campuses		 Effective date: October 20, 2023 Original effective date: July 28, 2008	
Keywords:			
	New policy	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

Certain job classifications require licensure, certification or registration of any incumbent assigned to that classification. The jobs for which this applies are designated through the qualifications listed in the job description.

The human resources department (“HR”) will maintain a job description that includes licenses, certifications, and registrations that are required for positions in all departments.

(B) Purpose of policy

To ensure that employees hold and maintain the appropriate licensure, certification or registration.

(C) Procedures

- (1) Upon employment, it is the responsibility of HR to verify that the new employee holds the appropriate licensure, certification or registration. Thereafter, prior to the expiration of such licensure, certification or

registration, the department manager is responsible for verifying and maintaining records of renewal in a timely manner.

- (2) It is the responsibility of the employee to maintain required license, certification or registration during employment. Failure to comply with position requirements may subject an employee to disciplinary action up to and including termination.
- (3) Quality management will periodically perform audits of UTMC departments' files to verify that the process is being carried out and that the department has records proving that all licenses, registrations and certifications are current. HR may periodically perform audits of non-clinical department files to verify that the process is being carried out and the department has records providing that all licenses, registrations and certifications are current.

<p>Approved by:</p> <p><i>/s/</i></p> <hr/> <p>Gregory Postel, MD President</p> <p>Date: October 20, 2023</p> <p>Review/revision completed by:</p> <ul style="list-style-type: none"> • <i>Chief Human Resources Officer</i> • <i>Senior Leadership Team</i> 	<p>Policies superseded by this policy:</p> <ul style="list-style-type: none"> • <i>None</i> <p>Original effective date: <i>July 28, 2008</i></p> <p>Review/revision date: <i>February 13, 2013</i> <i>October 13, 2016</i> <i>September 18, 2019</i> <i>October 20, 2023</i></p> <p>Next review date: <i>October 20, 2026</i></p>
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