



**MONTANA STATE HOSPITAL  
MENTAL HEALTH GROUP HOME  
POLICY AND PROCEDURE**

**VERIFICATION OF  
LICENSURE AND CERTIFICATION AT  
MONTANA STATE HOSPITAL MENTAL HEALTH GROUP HOMES**

**Effective Date:** December 15, 2015

**Policy #:** MSH MHGH-11

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**I. PURPOSE:** To provide a systematic method, which ensures current licensure, certification or registration for employees of the Montana State Hospital (MSH) Mental Health Group Homes (MHGH).

**II. POLICY:**

- A. Personnel required to be licensed by state law or hospital policy must ensure such license, certification or registration is kept current. Employees who do not maintain their licensure may be subject to the disciplinary process.
- B. New employees must provide documentation of licensure prior to employment. The MSH Human Resource Office will maintain copies of current licensure, certification or registration in personnel files. Employees must maintain their license in order to maintain their employment. Any substantiated incident which places the employee's license, certification or registration at risk will be reported to the appropriate authority by the MSH Human Resources office in conjunction with the appropriate disciplinary process.

*All Licensed Independent Practitioners and dentists are also covered under a separate Montana State Hospital (MSH) policy (Credentialing and Privileging, #MS-01).*

**III. DEFINITIONS:**

- A. Licensure – The official or legal permission to practice in an occupation, as evidenced by documentation issued by a state in the form of a license or registration.
- B. Certification – Credentialing of qualifications for certain MSH employees, which ensures a minimal knowledge base.

**IV. RESPONSIBILITIES:**

- A. MSH Human Resources – The Human Resource Office will ensure that a copy of pertinent licenses for all new and current employees is kept in the personnel file. The MSH Human Resource Office will notify supervisors of pending expiration of any license or certification.
- B. Supervisors – Responsible for ensuring that all licenses are renewed prior to the expiration date. A copy of the current license will be kept in the personnel file located at the MSH Human Resources Office.

