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

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.

If a license expires, the MSH Human Resources Office must notify the employee and the employee's supervisor that he/she cannot work in his/her current position unless proof of current licensure is presented.

C. **Employee** – All employees are required to maintain certification, licensure or registration if required for their position at MSH.

V. **PROCEDURE:**

A. The MSH Human Resources Office will verify possession of a current license, certification or registration for all covered employees during the initial processing for employment.

B. Thirty days prior to expiration of an employee's license the Human Resource Office will notify the employee and the employee's supervisor of the need to submit a renewed license, certification.

C. MSH will pay license renewal dues if funding is available.

VI. **REFERENCES:** Administrative Rules of Montana 37.106.1906.

VII. **COLLABORATED WITH:** Hospital Administrator, Medical Director, Director of Clinical Services; Director of Human Resources, Director of Nursing, Director of Quality Improvement, and Program Manager of the Montana State Hospital Forensic Mental Health Facility.

VIII. **RESCISSIONS:** None, new MSH FMHF policy.

IX. **DISTRIBUTION:** All MSH FMHF Policy Manuals.

X. **ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.

XI. **FOLLOW-UP RESPONSIBILITY:** Program Manager of the Montana State Hospital FMHF.

XII. **ATTACHMENTS:** None.

Signatures:

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<thead>
<tr>
<th>John W. Glueckert</th>
<th>Thomas Gray, MD</th>
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<tbody>
<tr>
<td>Hospital Administrator</td>
<td>Medical Director</td>
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