



## MONTANA STATE HOSPITAL POLICY AND PROCEDURE

### VERIFICATION OF LICENSURE AND CERTIFICATION

**Effective Date:** September 6, 2019

**Policy:** HR-17

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- I. PURPOSE:** To provide a systematic method which ensures current licensure, certification, or registration for Montana State Hospital (MSH) employees to include the Main Hospital, Mental Health Group Homes and the Forensic Mental Health Facility (Attachment A).
- II. POLICY:**
- A. Employees 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 will be removed from their position. The employee may be assigned to another position for which they are qualified or terminated from employment.
- B. New employees must provide documentation of required licensure/certification or registration prior to employment. The Human Resource Department 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 Human Resources Department in conjunction with the appropriate disciplinary process.
- All Licensed Independent Practitioners are also covered under the Montana State Hospital (MSH) "MS-01, Credentialing and Privileging" policy.*
- C. **Reimbursement of Required Dues and Fees:** If the State requires an employee to have and maintain a professional membership, license, or certificate as a condition of employment, the State shall reimburse the employee or directly pay for the membership, license, or certification fee per Montana Operations Manual (MOM); Professional Dues and Licensing Certification Fees.
- D. **Discretionary Reimbursement of Dues and Fees:** At the Hospital's discretion, a professional membership, license, or certificate which is not a condition of employment, but would be justifiably beneficial to the Hospital may be reimbursed or directly paid by the State.
- 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.

- B. **Certification:** Credentialing of qualifications for specific MSH employees which ensures a minimal knowledge base.
- C. **Registration:** Voluntary submitting of qualifications for review and recording on a registration.

**IV. RESPONSIBILITIES:**

A. **Human Resources Staff:**

1. Ensure a copy of pertinent licenses for all new and current employees is kept in the personnel file.
2. Notify supervisors and employees of pending expiration of any license or certification 30 days prior to expiration.
3. Advise the employee of consequences related to an expired license/certification to include possible termination.
4. In the event a license expires, the Human Resources staff must notify the employee and the employee's supervisor that he/she cannot work in his/her current position unless/until proof of current licensure is received by the Human Resources Department.
5. Report any *substantiated* incident which places the employee's license, certification or registration at risk to the appropriate authority in conjunction with the appropriate disciplinary process.

B. **Employee:**

1. Required to maintain certification, licensure or registration required for their position at MSH.
2. Provide a copy of current licensure to the Human Resources Department.

**V. PROCEDURES:**

- A. The Human Resources staff 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 staff will notify the employee and the employee's supervisor of the need to submit a renewed license, certification or registration.
- C. The Human Resources staff will coordinate reimbursement or direct payment for licensure.
- D. **Non-taxable Dues and Fees:** Reimbursement of such dues or fees is non-taxable for the employee provided the provisions of an "accountable plan" are met.

An accountable plan, as defined by the Internal Revenue Service, must adhere to the following:

1. Expenses must have a business connection, that is, expenses must have been paid or incurred while performing service as an employee.

2. An adequate account of these expenses must be provided within a reasonable time.
3. Any excess reimbursement or allowance must be returned within a reasonable period of time.

IRS Publication 15, 5. Wages and Other Compensation.

- VI. REFERENCES:** Department of Administration, State Human Resources Division-MOM Professional Dues and Licensing and Certification Fees; ARM 37.106.1906 Mental Health Center Services and Licensure; ARM 37.106.1918 Mental Health Center Personnel Records.
- VII. COLLABORATED WITH:** Hospital Administrator; Medical Director; Director of Human Resources; Director of Clinical Services; Director of Nursing; Director of Quality Improvement; FMHF Program Manager.
- VIII. RESCISSIONS:** HR-17, *Verification of Licensure and Certification* dated December 30, 2013; MSH MHGH-11, *Verification of Licensure and Certification* dated April 11, 2019; MSH FMHF-06, *Verification of Licensure and Certification* dated February 2, 2016; HR-17, *Verification of Licensure and Certification* dated October 19, 2009; HR-17, *Verification of Licensure and Certification* August 28, 2006; HR-17, *Verification of Licensure and Certification* September 1, 2002; HR-17, *Verification of Licensure and Certification* dated February 14, 2000; H.O.P.P. 12-04L081688, *Verification of Licensure: Environmental Services*, 8/16/88; H.O.P.P. 11-02V082779, *Verification of Licensure: Registered Nurses, Licensed Practical Nurses*, July 8, 1983.
- IX. DISTRIBUTION:** All MSH Policy and Procedure 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:** Director of Human Resources.
- XII. ATTACHMENTS:**
- A. All Classifications of Personnel Requiring License/Certification/Registration

Signatures:

Kyle Fouts  
Hospital Administrator

Holly Callarman  
Director of Human Resources

**ALL CLASSIFICATIONS OF PERSONNEL REQUIRING  
LICENSE/CERTIFICATION/REGISTRATION**

***POSITION TITLE***

Chemical Dependency Counselor  
Teamster – Commercial Driver’s License  
Cosmetologist  
CTRS Certification  
Dentist  
Dietician  
Electrician  
Licensed Practical Nurse  
Licensed Professional Counselor  
Medical Assistant  
Nurse Practitioner  
Occupational Therapist  
Operating Engineer/Stationary Engineer – Boiler License  
Physician  
Physician Assistant  
Plumber  
Psychiatrist  
Psychologist  
Registered Nurse  
Security Officer-Driver’s License  
X-Ray Technician