

UIC HR Policies and Procedures

NUMBER

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<i>Primary Source Verification for Professional Licensure</i>	5/1/2013	3/5/2013
ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	Chancellor	

PURPOSE

To establish a policy for verification of professional license at time of hire and at renewal for job duties requiring licensure under Illinois law. Paper licenses can be altered and are not an acceptable form of verification.

SOURCES AND BACKGROUND

Illinois Compiled Statutes Regulation Chapter 225 Professions and Occupations
The Joint Commission Accreditation Requirements HR 01.02.05 EP 1

APPLICABILITY

All UIC employees and volunteers engaged in performing activities that require state licensure under Illinois law. This includes those employed on the Chicago campus in:

- All Health Science Colleges; Allied Health, Nursing, Pharmacy, Medicine, Public Health, Dentistry;
- All University of Illinois Hospital and Clinics;
- All Mile Square Clinics;
- College of Social Work;
- College of Liberal Arts & Sciences, Department of Psychology.

Such requirements are usually defined in civil service specifications, academic PAPES, or job descriptions. UIC Human Resources-Compliance maintains a list of all such positions by position classification (P-Class), their license requirements and the certifying agency.

DEFINITIONS FOR PURPOSES OF PRIMARY SOURCE VERIFICATION POLICY

PRIMARY SOURCE VERIFICATION (PSV) – Verification of the existence and active status of licensure from the original primary source at which it was granted when these credentials are required by Illinois law. This verification must be done either electronically or by phone, with the preferred site for licensure being the state website. Telephone or email verification may need to be done for licenses which are not available via website.

AT TIME OF HIRE – All persons employed into affected categories will have their license documented and verified through a primary source prior to starting employment.

LICENSE PENDING STATUS - Where the law permits practice in a license-pending status for a limited period of time, an applicant may be hired into the position in a license pending status, not to exceed the

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statutory limit, or six (6) months, whichever is less. The applicant must provide UIC Human Resources with a copy of successful passage of exam, or proof of reciprocal state licensure; the completed application for Illinois licensure; and proof of payment of the licensure fee to the appropriate licensing body. Departments must be aware of and provide appropriate oversight and supervision as required by state law and regulation for any employee hired in a license pending status. Departments are responsible for tracking and follow-up to assure license is verified and documented upon issuance by the State.

LICENSED INDEPENDENT PRACTITIONERS – Physicians, surgeons, dentists, physician assistants and advanced practice registered nurses are credentialed and privileged to practice through the medical staff process or an equivalent process where licensing is tracked as part of the initial credentialing and privileging process and subsequent re-privileging and re-credentialing process applicable to independent practitioners.

EXPIRATION AND RENEWAL – License expiration date as entered by the hiring department HR processor into the appropriate BANNER screen (PPACERT) will be used by campus HR to track and document renewal of required licensure upon expiration.

POLICY

Illinois State statutes identify duties and privileges to practice and provide professional services that require licensure through various agencies of the state. To ensure compliance with state statutes, all UIC employees engaged in such practices will have their licensure verified through the licensing agency prior to assuming practice or providing services.

The Joint Commission credentials facilities that provide care in accordance with regulations propagated by CMS for reimbursement through Medicare and Medicaid. Failure to adhere to these standards may lead to sanctions barring reimbursement from these funds.

Therefore, UIC requires verified documentation of licensure from the accrediting agency at the time of hire, and upon expiration and renewal. Failure to obtain the appropriate license or allowing a license to lapse is a breach of duty subject to discipline and dismissal. Failure to inform UIC of a change in license status, such as suspension, termination, sanction or probation of license status will also be subject to discipline or dismissal. Licensure when required by law or policy is a condition of employment.

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PROCEDURES

RESPONSIBILITY

1. Employee

ACTION

Submits a copy of current active license at time of hire or job start, and upon renewal to supervisor. If hired license pending, submits appropriate documents at time of hire and as soon as license is issued.

Responsibly renews license prior to expiration and informs supervisor of changes in license status such as sanction, probation, suspension or termination of licensure.

2. Hiring Department/Supervisor

Upon hire, or job start, review the list of titles and P-Classes posted on the UIC Human Resources website that require licensure and choose appropriate classification and P-Class.

Verify that the license is active and valid through the licensing agency via website or email. Verification is memorialized with a printed date and time stamped document (printer-friendly version in IDFP) and submitted as part of the new job transaction under the title "professional license."

Complete BANNER screen PPACERT with license type, license number, expiration date, license status, and primary source verification date as certification date to assure verification by UIC Human Resources of license renewal upon expiration. If job duties do not require licensure or the applicant is license pending, submit the appropriate documents with the transaction. If no license is required, verify that the correct P-Class has been chosen.

If license pending, documentation such as an offer letter with a conditional time limit and identification of person responsible for direct supervision, or notification that a licensure test was successfully passed, should be submitted as part of the onboarding process. The document must identify a time limit beyond which the employee cannot work without a license.

It is the department supervisor's duty to document primary source verification as soon as the license is issued. The document should be notated "hired license pending ____" with the date of hire. The primary source document should then be uploaded through an administrative transaction.

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The department supervisor should inform UIC Human Resources of any changes in licensure status, including name change.

3. UIC Human Resources

Prior to license expiration, UIC Human Resources will run reports based on information in the BANNER system and obtain primary source verification from the appropriate licensing agency. The reports will be reviewed and verified by the employing unit or department. Primary source verification will be documented and downloaded in a printable electronic format in BANNER, and PPACERT screen will be updated with the new expiration date, by UIC Human Resources, in addition to other changes in license. Employees who have not renewed will be identified and reported to the employing department. Employees who have not renewed will not be allowed to work.