

Big Bend Community Based Care Policy & Procedure

Series:	1100: Human Resources	
Policy Name:	Verification of Educational Requirements, Professional Licensing and/or Certification Requirements	
Policy Number:	1109	
Origination Date:	02/17/2009	Revised: Board Meeting of 12/13/2018

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to ensure that personnel and independent contractors are meeting applicable state registration, licensing or certification for their job and/or use of professional titles.

Procedure

- A. Prior to the offer of employment, the CEO or their designee shall verify the credentials of job applicants, and independent contractors upon signing of a contract, who have applied for a position or contract which requires a state registration, licensing or certification requirement.
- B. BBCBC will ensure individuals are able to perform the essential functions of a job and/or use of a professional title.
 1. A copy of the applicant's and/or independent contractor's state registration, license, or certification will be obtained.
- C. The CEO or their designee will then contact the State at the following web address, www.myfloridalicense.com, to verify a state registration or licensure. The certification will be printed, initialed by the CEO or their designee and retained in the employee record.
- D. All credential information obtained on employees must be maintained in the employment record. All credential information obtained on independent contractors must be maintained in the Finance Department.
- E. During the course of employment, the CEO or their designee will determine when an employee's or independent contractor's state registration, license, or certificate will expire and upon expiration of the current license, the CEO or their designee will certify that a new state registration, license, or certificate has been issued by going to the following web address, www.myfloridalicense.com.
- F. Failure to provide the necessary documentation in a timely manner to complete the verification may result in disciplinary action, up to and including discharge or, if an independent contractor, termination of the contract.