



## RUTGERS POLICY

**Section:** 60.9.37

**Section Title:** Legacy UMDNJ policies associated with Human Resources

**Policy Name:** Licensures, Registrations and Certifications

**Formerly Book:** 30-01-20-20:01

**Approval Authority:** Senior Vice President for Administration

**Responsible Executive:** Senior Vice President for Administration

**Responsible Office:** University Human Resources

**Originally Issued:** 7/1/1990

**Revisions:** 10/5/2010; 7/1/2013; 10/10/2013 (Updated title)

**Errors or changes?** Contact: [policies@hr.rutgers.edu](mailto:policies@hr.rutgers.edu)

- 1. Policy Statement**  
The policy covers Rutgers University employees who are employed within legacy UMDNJ positions
- 2. Reason for the Policy**  
To provide guidelines to assist legacy UMDNJ departments/units.
- 3. Who Should Read This Policy**  
All Rutgers employees who are employed in legacy UMDNJ, utilize Banner Self Service.
- 4. Related Documents**  
N/A
- 5. Contacts**  
University Human Resources: 848-932-3020
- 6. Policy**

### 60.9.37 LICENSURES, REGISTRATIONS AND CERTIFICATIONS

To ensure that employees' qualifications are consistent with their job responsibilities, they are required to present originals of all licenses, registrations and/or certifications necessary for initial employment, and renewals for continuing employment. All original licenses, registrations and/or certifications shall be independently verified with the certifying agencies (primary source verifications) prior to employment.

For all Health Care practitioners for which a license, certification or registration is required to perform their job responsibilities, current credentials are verified from the primary source at the time of the initial hire and on an ongoing basis. All schools/operating units who employ licensed, registered or certified professionals shall be responsible for verifying same through the certifying agencies (primary source) at the time of renewal.

**PROCEDURE:**

1. At the time of hire, in concert with the requirements of the position, the Human Resources Generalist shall inform each candidate of the need to possess a pertinent credential and instruct the candidate to present the original document prior to hire. The Human Resources Generalist shall visually review the original license, registration, or certification and conduct a primary source verification of the credential with the certifying agency. Such verification may be authenticated via a printed copy of an electronic communication or confirmed by an approved vendor.
2. New hires shall also complete and sign a License/Registration/Certification – Statement of Understanding acknowledging that continued employment is contingent upon a valid license/registration/certification as required by his/her position.
3. When legally appropriate, a copy of the original license, registration or certification shall be maintained in the official employment record.
4. Employees shall be responsible for maintaining the license, registration or certification which is a condition for continued employment.
5. Department heads shall ensure that such employees have current, renewed licenses, certificates or registrations by verifying same through the certifying agencies (primary source verification) on an ongoing basis. Primary source verifications must be conducted prior to the expiration date of the license/registration/certification, and a copy of same shall be maintained in the departmental employee file.
6. Cases in which staff members' credentials have lapsed shall be handled in accordance with the pertinent licensing board regulations for such lapses (i.e., grace periods, etc.). Department heads may contact the assigned Human Resources Generalist for assistance.
7. Staff members who have allowed their credentials to lapse may be subject to discipline, up to and including termination, based upon a case-by-case consideration of the circumstances causing the lapse.
8. If a license, certification or registration should become a requirement for a particular position after a staff member has been working in such position, the staff member shall be given a reasonable amount of time to obtain such credentials, provided the granting of such a grace period does not put the unit or the individual in violation of applicable laws.