

Vermont Psychiatric Care Hospital Policy and Procedure		
License Validation Procedure		
Effective: April 2014	Revised: May 2024	Due to Review: May 2026

## POLICY

License Validation is required by the Joint commission, Centers for Medicare and Medicaid Services (CMS), and the Vermont Office of Professional Regulation (OPR). All Vermont Psychiatric Care Hospital (VPCH) employees in roles that require a Professional License must have a validated current active license. VPCH will verify all required licenses are current and valid using Primary Source Verification (PSV).

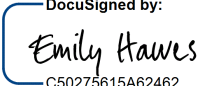
Failure of an employee to maintain a valid license may render them unqualified for their role at VPCH and may result in progressive discipline up to and including dismissal from employment.

## DEFINITIONS:

**Primary Source Verification (PSV):** requires verification at the original source or an approved agent of that source. PSV is required for confirming that an individual possesses a valid license, certification, or registration to practice a profession when required by law or regulation. It is the responsibility of the accredited organization to complete PSV, not the licensed individual.

## PROCEDURE

1. Required license will be validated upon hire, upon license renewal, and no later than the day after the license was set to expire using PSV.
2. The department heads shall be responsible for license validation within their department(s).
3. The VPCH staffing department will work in close collaboration with the department heads to ensure license expiration dates are entered into our electronic time keeping system which will run automated audit reports to help support compliance with this policy. This shall not be the sole tracking process for any department, but should serve as a check/balance for each department's process.
4. The VPCH Quality Department will retain overall accountability for license verification processes.

Approved by	Signature	Date
Emily Hawes, Commissioner, Vermont Department of Mental Health	 C50275615A62462...	5/15/2024