

NWF Health Network 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 12/14/2023

Policy

It is the policy of NWF Health Network (NWFHN), to ensure that personnel and independent contractors are meeting applicable state registration, licensing or certification for their job

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. NWFHN will ensure individuals are able to perform the essential functions of a job.
 1. In the event a state registration, license or certification is required for the position held by the employee or contractor, a copy of the applicant's and/or independent contractor's applicable 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. A copy of the registration, license or certification will be 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 Contract Administration
- 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.