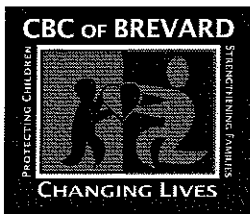


# Community Based Care of Brevard, Inc. Policy and Procedure Manual



**Series:** HR- Recruitment      **COA:** HR 3.02,TS 1.03  
**CFOP:** NA  
**Procedure Name:** Education, Licensing & Credentialing  
**Procedure Number:** HR – 2208  
**Revision #/Date:** (2)09/08  
**Effective Date:** 9/04

**Applicable to:** All CBCB Staff, applicants, and Independent Contractors (non-direct staff)

**SUBJECT:** Education, Licensing & Credentialing

**PURPOSE:** As a part of the background verification process, CBC of Brevard conducts verification of education, required licensure and credentials of potential employees and independent contractors. CBC of Brevard is committed to ensuring, to the best of its ability, that candidates selected to join the organization and those who serve as independent contractors have acceptable clearance, meet applicable state registration, licensing or certification for their job and/or use of professional titles and possess the educational achievement required for the position if any.

**PROCEDURE:**

**References**

(to be added as applicable)

1. Prior to an offer of employment or placement of a temporary employee or an Independent Contractor Agreement for non-service delivery the educational, licensure and/or certification requirements, if applicable, will be verified by the Chief Personnel & Administrative Officer or designee. The verifications for educational, licensure and/or certifications required for direct service Independent Contractors is addressed in the procurement process through Contract Management.
2. CBC of Brevard must ensure that these individuals are able to perform the essential functions of a job and/or use of a professional title. A copy of the applicant's and/or Independent Contractor's educational level, state registration, license or certification, shall be obtained, if required, and maintained in the individual's employment or Independent Contractor Agreement file.
3. During the employment reference process, colleges or universities are contacted to verify the completion of stated degrees where these are a requirement of the position. This is included in the initial background screening for new hires. New employees may be requested to contact the college or university and request that the sealed transcripts are mailed directly to the Chief Personnel & Administrative Officer.
4. Where a state registration or licensure is required, the applicant and/or employee will provide the required documentation. The required documentation will be maintained in the employment file. The employee is responsible for ensuring this certification or license is


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maintained and renewed as appropriate. The Chief Personnel & Administrative Officer, or designee, will track the expiration dates and send a reminder as needed but it is the responsibility of the employee to ensure the required credentials are maintained and current documentation is provided to the Chief Personnel & Administrative Officer prior to the expiration date.

5. CBCB staff with responsibilities regarding direct care for children and families may be required to complete a comprehensive Child Protection Professional Training Program within twelve (12) months of employment start date. All credential information obtained on employees will be maintained in the personnel file. Credential information obtained on Independent Contractors will be maintained in the provider contract file.
6. During the course of employment the Chief Personnel & Administrative Officer, or designee, will determine when a state registration, license or certificate will expire. Prior to the expiration, the Chief Personnel & Administrative Officer or designee will remind the individual to verify that the employee or Independent Contractor (non direct-service) has renewed the relevant registration, license or certificate. A renewed certification must be provided by the employee or Independent Contractor to the Chief Personnel & Administrative Officer for placement in the individual's file prior to the expiration date of the document on file.
7. Failure to provide the necessary documentation in a timely manner to ensure that required licensure and/or certifications are current and valid may result in disciplinary action up to and including termination of employment or, if an Independent Contractor, termination of the contract.
8. CBC of Brevard sub-contractors and partner providers are required to ensure compliance with these requirements in accordance with applicable statutes and their own established policy and procedures.

BY DIRECTION OF THE CHIEF EXECUTIVE  
OFFICER:



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DR. PATRICIA NELLIUS-GUTHRIE  
Chief Executive Officer  
CBC of Brevard, Inc.

APPROVAL DATE: 3/09/09