

Verification of Licensure

THIS POLICY

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Effective Date: 11/01/02
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REPLACES POLICY

Policy Number: 507
Effective Date: 03/93

Policy:

Licensure and certifications are required for specific positions at Wesley Woods Senior Living, Inc. Licensure and certifications for employees in these positions will be verified at the start of employment and at renewal periods as required by state law.

Guidelines:

For All Licensed/Certified Staff

1. At employment, the Human Resources Department will make a copy of the actual license or current temporary license as issued by the State of Georgia, and will deface it with the word "Copy".
 - a. The signed copy will be placed in the employee's personnel file maintained in the Human Resources Department.
 - b. The employee's department director will also verify and copy the license/certification. This authenticated copy will be retained in the department and facility files. The supervisor will be responsible for tracking license and certificate renewals.
2. Employee required to have a state-issued license may not practice at Wesley Woods Senior Living, Inc. unless they have presented a current license to the appropriate individuals, as described above.
3. No licensed employee may work under any name other than the one shown on the current license.

*Approved By: Kenneth Weber, President/CEO, Wesley Woods Inc.
Margaret Bloomquist, Associate Administrator, Wesley Woods Human Resources
Last Revised: 09/01/2007 Adair Maller, Director Human Resources*