


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: Verification of Credentials	POLICY NO: AD-HR-01	Page 1 of 2
RESPONSIBILITY: Human Resources		
APPROVED BY:  DIRECTOR	EFFECTIVE: JUN 12 2017	
	LAST REVIEWED/REVISED: JUN 13 2017	

PURPOSE:

To ensure that Guam Behavioral Health and Wellness Center licensed staff, comply with all applicable regulatory and governing licensing, certification registration agencies.

POLICY

- A. It is the policy of GBHWC to verify the licensed staff and entrust they have the proper licensure, certification, education, and/or registration for those holding positions requiring a license, subject to the minimum qualifications or requirements of their jobs which are defined within their position description questionnaire.
- B. GBHWC Personnel Office shall coordinate with DOA-HR Office to validate the Primary Source Verification.

DEFINITIONS:

Primary Source Verification is a validation process which is defined as the entity whereby the employee's licensure, certification, education, and/or registration is validated by the employer. It shall consist of visual evidence, electronic, and/or verbal (via telephone contact -- date, time, name of verifying party, effective date/expiration date, or other required information).

RESPONSIBILITIES:

The Employee's Responsibility:

1. To furnish the original license, certification, educational transcripts, and/or registration before the employee's hire date. Employee will provide a photocopy of the document(s) to GBHWC Personnel Office and DOA-HR Office to be placed in their personnel jacket.
2. For each time the licensure requirement changes, updates, or renews, the employee shall provide the original documentation and further provider HR as proof of update and/or renewal. The primary source verification must come directly from the credentialing board or local Guam licensure board.
3. The fees/charges for the initial and/or renewal of their license, certification, educational transcripts, and/or registration is to be paid by the employee.
4. Should the employee's position require licensure and the employee has not furnished their license, the employee shall not be permitted to work in the required licensure position.
5. To inform their respective Supervisor/Manager of their licensure status in a timely manner.

PROCEDURE:

1. The applicants/candidates applying for employment in a position requiring education, licensure, certification or registration specifications must provide primary source verification of current proof regarding the specific requirements, addressed directly to DOA-HR Office.
2. Applicants/candidates eligible for required licensure must provide proof of current eligible status prior to employment or appointment and shall provide proof of any licensure change in status thereafter.
3. The DOA-HR Office and/or Guam Behavioral Health and Wellness Center Personnel/HR Office will conduct primary source verification of employee's education, professional licensure, certification, or registration, and other job requirements at the time of hire and at renewals.

REFERENCE(S):

Executive Order No. 2005-34 Police and Court Clearances

DOA Personnel Rules and Regulations 4.002 Filling of Vacancies

DOA Personnel Rules and Regulations 4.108 Rejection of Applicants

DOA Personnel Rules and Regulations 4.201 Scope and Character of Examinations

DOA Personnel Rules and Regulations 4.203 Education and Experience

CARF 2016 Behavioral Health Standards Manual I. Human Resources 2. a., b., and c.

RELATED POLICY (IES):

SUPERSEDES: Title; Policy No.; Effective Date/signature date; Approving individual's name

ATTACHMENT(S):

Checklist of Documentation



GUAM BEHAVIORAL
HEALTH AND WELLNESS
CENTER

790 Gov. Carlos G. Camacho Road
Tamuning, Guam 96913
Phone: (671) 647-1901/5336/5330 Fax: (671) 649-6948

VERIFICATION OF BACKGROUND AND CREDENTIALS

Name: _____

Position applied for: _____

Application will not be accepted without the following documents:	
EDUCATION	MILITARY
High School Diploma	DD-214
GED	
College Transcript	PREFERENTIAL HIRE
	Eligibility letter from the University of Guam Financial Aid Office
WORK ELIGIBILITY	
U.S. Passport, Naturalization Card; OR	PREFERENCE POINTS - DISABILITY
Government of Guam I.D., Driver's License	Letter from the U.S. Veteran's Administration
OR other proof of Work Eligibility; AND	Letter from the Veteran's Affairs
Green Card	Certification letter from Department of Public Health and Social Services
Original Social Security Card	
	OTHER REQUIRED DOCUMENTS
CERTIFICATION & LICENSURE	Police Clearance
M.D. - Psychiatrist	Court Clearance
Psychologist	Traffic Court Clearance
RN - Nurse	Copy of a valid Guam Driver's License
LPN – Licensed Practical Nurse, Med Clinic	
LMHC - Counselor	HR OFFICE USE ONLY:
LPC - Counselor	Received by: _____
MT - Counselor	
LCSW – Social Worker	Date: _____
LMSW – Social Worker	
LBSW – Social Worker	COMMENTS:
Psychiatric Technician	
Basic Training A (BT-A) – Housekeeper	
Other: _____	

Notice: Should you be selected for the position you are applying for, you will need to submit the following documents:
 1. Police Clearance, 2. Court Clearance, 3. Drug Test Consent Form, 4. Medical Examination Form upon clearance of Drug Test.

**GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER
REVIEW AND ENDORSEMENT CERTIFICATION**

The signatories on this document acknowledge that they have reviewed and approved the following:

Policies and Procedure


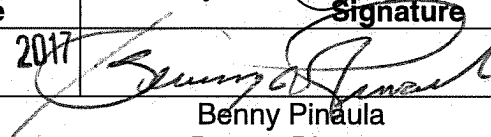
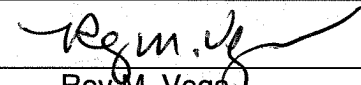
Submitted by: Clinical Team

Program Plan

Policy No: AD-HR-01

Bylaws

Title: Verification of Credentials

Reviewed/Endorsed Title	Date	Signature
	6/13/2017	 Maelei Rose Sampson Human Resources
Reviewed/Endorsed Title	Date	Signature
	JUN 13 2017	 Benny Pinaula Deputy Director
Reviewed/Endorsed Title	Date	Signature
	6/13/17	 Rey M. Vega GBHWC Director