

## License / Registration / Certification Verification Policy and Procedures Acknowledgment

I have received information about the license/registration verification policy and procedures. I understand that:

1. I am responsible for obtaining and maintaining a current license/registration/certification to practice in the State of Washington.
2. I am responsible for renewing my license/registration/certification in a timely manner on or before the renewal date so that it is verifiable.
3. I will not be allowed to work beyond midnight of the expiration date shown on my license/registration/certification if a renewal is not verifiable with the Washington State Department of Health.
4. Failure to maintain a current license/registration/certification will result in corrective action up to and including separation according to policy guidelines.
5. If I have not received a renewed license/registration/certification by one week before the expiration date, I will inform my immediate supervisor and take whatever actions are necessary to obtain a current license/registration/certification.
6. The license/registration/certification verification policy and procedure including corrective action guidelines is contained in the Licensure, Certification and Registration Policy for my review and reference.
7. I will report to my supervisor immediately any pending charges to my license/registration/certification during my previous, current or secondary job.

Should you need additional information about the policies and procedures related to License/Registration/Certification Verification, please visit the HMC Intranet site:

<https://hmc.uwmedicine.org/sites/policiesprocedures/Pages/License,Reigstration,Certification,Verification.aspx>

Date: \_\_\_\_\_

Name: \_\_\_\_\_

(Please Print)

Signature: \_\_\_\_\_