

NORTHCARE NETWORK

POLICY TITLE: Obtaining Full Licensure	CATEGORY: Personnel	
EFFECTIVE DATE: 1/1/15	BOARD APPROVAL DATE: 4/22/15	
REVIEW DATE: 3/17/25	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
RESPONSIBLE PARTY: Human Resources Manager	CEO APPROVAL DATE: 4/3/25 Megan Rooney, CEO	

APPLIES TO

NorthCare Network Personnel

POLICY

Employees hired by NorthCare Network with a limited license status will be provided necessary supervision hours to obtain full licensure.

PURPOSE

The purpose of this policy is to provide guidelines for staff and supervisors when an employee is hired with a limited licensure and needs to obtain full licensure.

DEFINITIONS

N/A

REFERENCES

N/A

HISTORY

NEW POLICY: 1/1/15

REVIEW DATE: 4/7/15, 3/1/16, 1/12/17, 11/27/17, 11/25/18, 9/24/19, 7/29/20, 5/27/21, 3/24/22, 7/18/23, 5/8/24, 3/17/25

REVISION DATE: 5/8/24, 3/17/25

CEO APPROVAL DATE: 4/7/15, 3/7/16, 2/7/17, 12/11/17, 12/4/18, 10/10/19, 8/4/20, 6/1/21, 4/5/22, 8/1/23, 6/11/24, 4/3/25

BOARD APPROVAL DATE: 4/22/15

PROCEDURES

Employees may be hired by NorthCare Network with a limited licensure under the State of Michigan with the expectation that full licensure will be obtained. This understanding will be written in the job offer letter and will include language on a change in pay scale at the time of receipt of full licensure.

During the period that the employee holds a limited license, NorthCare Network is committed to providing the employee the clinical supervision that is required to obtain full licensure. It is the employee's responsibility to assure that the supervisor is providing the required time and that the employee is receiving the level of clinical guidance they require. Should the employee feel that either of these is not being adequately received, the employee should notify the Chief Executive Officer and/or the

HR Manager. It is expected that full licensure will be obtained within 4 years from the start of employment with NorthCare Network in a limited license capacity.