

<b>Chapter:</b>	Human Resources		
<b>Title:</b>	Professional Licensure		
<b>Policy:</b> <input checked="" type="checkbox"/> <b>Procedure:</b> <input type="checkbox"/>	<b>Review Cycle:</b> Triennial  <b>Author:</b> HR Spec.	<b>Adopted Date:</b> 12.2019  <b>Review Date:</b> 10.2023	<b>Related Policies:</b> <a href="#">Equal Employment Opportunity</a> <a href="#">Employer</a> <a href="#">Supervision</a>

**Purpose:**

Hopeful Horizons has positions that require professional licensure by law and believes that investing in the professional development of staff will:

- Help advance the organization’s mission
- Provide added benefits that encourage staff longevity at the organization
- Promote recruitment and hiring
- Assure compliance with South Carolina laws on the requirement for professional licensure

This policy establishes the requirements for proof and verification of professional licensure defined in position description (e.g., social workers, counselors, lawyers, etc.). The policy further describes the benefits afforded to current/prospective employees seeking professional licensure and sets forth requirements for staff to obtain/maintain valid licensure.

**Scope:**

This policy applies to:

- All HH Staff
- Selected HH Staff, as specified: Human Resources, Current licensed staff, Staff working toward licensure
- HH Board Members
- HH Volunteers
- Other: Professionally licensed contractors

**Policy:**

When required to meet qualifications as stipulated by an employee’s/prospective employee’s position description or contract, HH shall require proof of proper licensure or progress toward licensure as part of the hiring/contracting and background screening process.

- A. **Proof of Licensure:** Staff/contractors serving in a master’s level clinical or legal capacity must provide proof of licensure as part of the interviewing process or, if a current employee, when being considered for a position requiring licensure. If the individual is working toward, but not currently licensed, they must demonstrate their ability to obtain appropriate licensure within six months of their hire date or appointment to a position requiring licensure. Proof of licensure must be provided upon receipt. Failure to obtain licensure within six months may be grounds for discipline up to and including termination.
- B. **Licensure Verification:** Human Resources shall complete primary source verification of licensure before an offer of hire (including staff moving into a new position), and at least every three years. A copy of the employee’s/contractor’s license and proof of primary source verification shall be retained in the employees personnel record/contractor’s file.
- C. **Financial Support:** HH may cover the following licensure related costs for master’s level clinical staff seeking licensure:

- One time application fee for initial Licensed Professional Counselor Associate (LPCA), Licensed Marriage and Family Therapist Associate (LMFTA); Licensed Master Social Worker (LMSW).
- Clinical supervision by state authorized supervisors including work time used to obtain clinical supervision hours.
  - i. If a licensure supervisor is available within the agency and a clinician chooses not to use that supervisor, HH will NOT cover the cost of their supervision hours.
  - ii. If an agency supervisor is not available, HH shall pay the contracted clinical supervisor directly up to \$50 an hour for supervision. The employee shall be responsible and directly invoiced for any supervision fee above the HH authorized amount.
- The agency may pay for the biennial renewal fee for continued licensure (LPC, LISW or LMFT).

D. **Merit Increase:** HH shall increase the employee’s salary by an approved amount in the Salary Range Guidelines when staff successfully complete clinical supervision hours and any applicable exam for the next level of licensure including Licensed Independent Social Worker (LISW), Licensed Professional Counselor (LPC), or Licensed Marriage and Family Therapist (LMFT).

**Communication and Training:**

The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process. Employees and volunteers shall receive notice of the Board’s policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

**Definitions:**

1. Primary Source Verification: A central tenet of credentialing, primary source verification is conducted to ensure accuracy, prevent fraud and mitigate risk in making hiring, contracting, staff retention and promotion decisions when licensure, education, certification and/or specific work history are required for a position.

**Other Related Materials:**

- Professional Licensure and Supervision Monitoring Chart
- Recruiting and Selection Procedure
- Background Screening and Primary Source Verification Procedure
- Personnel Records
- Salary Range Guideline

**References/Legal Authority:**

[Professional Counselor and Marriage and Family Therapists, SC Code of Laws 40.75.30, Licensure Requirements.](#)

[Independent Social Worker – Clinical Practice, SC Code 40.63.240, Licensure Requirements.](#)

**Change Log:**

Date of Change	Description of Change	Responsible Party
10.2023	The policy has been updated to the required template; the scope of the policy was broadened to include all positions/contractors requiring licensure; updates include communication and training, definitions, other related materials and references/legal authority.	N. Miller, Prog. Eval. Consultant in consultation with R. Lucovich, HR Specialist