

## Licensure/Certification/Registration (PSV and Non-PSV)

There are two types of documentation which may be maintained under this tab:

**PSV (Primary Source Verification) Licensure** refers to any licenses, certificates or registrations that are required for an employee to perform a patient care job. For these jobs, which are listed on the [PSV Matrix](#), in addition to verifying the renewal, we are required to verify that the credential is still valid through the institution that issued it. The web address to verify licenses are also listed on the [PSV Matrix](#). When the verification appears on the screen, print, sign, and date it before placing it in the blue folder.

PSV renewal processes by department are detailed on the [Licensure Monitoring Matrix](#).

Effective March 1<sup>st</sup>, 2015, when renewing the license/certificate/registration of an employee with access to controlled substances (nursing and pharmacy employees), any disciplinary actions or restrictions placed against the credential must be reported. These items will be listed on the State of Michigan web site used for verification. Reporting should be done via in writing to the employee's Supervisor and/or Manager. A "[Notification Template](#)" for this purpose is available. Job classes impacted by this change include RN, LPN, Nurse Anesthetist, Nurse Practitioner, Nurse Midwife, Pharmacist and Pharmacy Technician. See the "[At a Glance Notification](#)" document for more details.

**Non-PSV documentation** is evidenced when a license, certificate or registration is required to perform a non-patient care job. The blue folder may either contain a copy of the credential itself or the [template](#) indicating that it can be found in MLearning.

Verifying the renewal of all licenses/certificates/registrations is required prior to its expiration.

[\(Policy\)](#)