

UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING

ADMINISTRATIVE POLICIES AFFECTING THE
SCHOOL OF NURSING

TITLE OF POLICY: Evidence of Professional Nursing Licensure and Continuing Education Credits of Faculty Members, Staff and Volunteers

ORIGINAL DATE: April 2008

DATE EFFECTIVE: November 30, 2008

REVISED DATE: October 2019

POLICY: It is the policy of the School of Nursing to retain evidence of professional RN licensure of the University of Pittsburgh School of Nursing faculty in accordance with Pennsylvania State Board of Nursing Regulations and the Pennsylvania Code. It is also the policy of the school to retain evidence of the last current license on file of faculty members who are no longer employed by the school; this copy is retained for ten years.

- PROCEDURES:**
1. Upon employment, nursing faculty members are notified that they must provide to the office of the dean (OOD), either: 1) an original copy of the display portion of their current RN license, or 2) electronic verification copy printed from the PA State Board of Nursing website. This applies to all full-time, part-time, and adjunct faculty called upon to teach at the School of Nursing.
 2. OOD performs on-line verification of all licenses according to their scheduled expiration dates; a copy of the verification is placed in the RN license binder kept in the OOD.
 3. Once an employee leaves the school, their license is pulled from the binder in the OOD and a copy is added to the former employee's personnel file which is held for ten years, at which time the personnel record is purged and appropriate documents are shredded.
 4. The PA State Board of Nursing requires mandatory continuing education credits to be completed in accordance to renewing professional RN license. The SoN is required to keep a record of faculty completed continuing education credits for 5 years. Department Administrators will keep a copy of faculty's record of completed continuing education credits. Faculty member is the responsible party to produce the completed continuing education certificates, should an audit be requested by the PA State Board of Nursing.

Approved by Dean's Council: 11/08

Reviewed: 11/08, 04/15

Revised: 04/15