

**FAMILY PLANNING PROGRAM****SECTION:** Program Administration**POLICY AND PROCEDURE MANUAL****SUBJECT:** Licensure

**POLICY:** All staff and contractors whose job description and clinic task require professional licensure must have a current North Dakota license.

**GUIDELINES:**

1. The delegate agency must verify licensure and certification status of all new employees and consultants/contractors requiring such licensure before the first day of work and upon licensure renewal.
2. Verification can be obtained by the professional licensure board to ensure that the license is valid, current, and has no disciplinary action pending.
  - North Dakota Board of Nursing web site is [www.ndbon.org](http://www.ndbon.org)
  - North Dakota Medical Examiners web site is [www.ndbomex.com](http://www.ndbomex.com)
3. The delegate agency must require that all current employees and contractors shall provide the agency with a "copy" of their license and certification (if appropriate) upon renewal.
4. Copy of licensure and certification must be kept on file in the employee's personnel file or the contractor's file.

**References:**

1. North Dakota Century Code, Chapter 43-12.1, Nurse Practice Act
2. North Dakota Century Code, Chapter 43-15, Pharmacists
3. North Dakota Century Code, Chapter 43-17, Physicians and Surgeons
4. North Dakota Century Code, Chapter 43-48, Clinical Laboratory Personnel
5. North Dakota Administrative Code, Title 54, Nursing, Board of
6. North Dakota Administrative Code, Title 61, Pharmacists, Board of
7. North Dakota Administrative Code, Title 50, Medical Examiners, Board of
8. North Dakota Administrative Code, Title 96, Board of Clinical Laboratory Practice
9. Program Guidelines for Project Grants for Family Planning Services, 2001, p. 10, Section 6.5, Personnel

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