



HCOP EMPLOYEE PROFESSIONAL LICENSURE VERIFICATION POLICY

EFFECTIVE DATE:	July 23, 2025 (Revised)
RESPONSIBLE ADMINISTRATOR:	Associate Dean of Clinical Affairs and Outreach
APPLICABILITY:	Faculty, Staff, and Student Employees

I. PURPOSE

To outline HCOP's policies and procedures for professional licensure verification for faculty, staff, and student employees to ensure every employee has an active license before performing clinical or professional activities that requires professional licensure or certification.

II. POLICY

- All licensed or registered staff including, but not limited to, pharmacists, pharmacy technicians, pharmacy interns, licensed nurses, certified / licensed nurse practitioners, dietitians, physician assistants, psychologists, social workers, physicians, certified public accountants, or other licensed professionals employed by HCOP on a full or part-time basis (including TES) are required to maintain active State of Alabama licensure with their profession's licensing board.
- Failure to renew a registration or licensure by the State of Alabama deadline will result in the individual being put on administrative leave without pay (removed from the work schedule) until evidence of the licensure renewal is obtained and presented to the employee's supervisor. In addition, disciplinary action may be initiated against the employee (up to and including possible dismissal).
- Failure to obtain Alabama licensure upon employment or failure to renew a registration or licensure by the State of Alabama's deadline by an HCOP faculty member is considered "unprofessional behavior" and "serious neglect of professional responsibilities" which can result in faculty dismissal pursuant to [Chapter 3.9 Section 2 \(3.9.2\)- Termination of Faculty Appointments](#) of the Auburn University faculty handbook.

III. PROCEDURES

A. HCOP CLINICAL HEALTH SERVICES (CHS):

- Full-time CHS faculty, staff pharmacists, residents, technicians, fellows, and interns are required to have their **PHYSICAL** (issued and mailed by licensing board) renewed / active license posted in the appropriate clinical site(s) by the **MONDAY** following the **AUBURN UNIVERSITY THANKSGIVING HOLIDAYS** or an alternate date determined by the employee's supervisor. Responsible party: Executive Director of Clinical Health Services
- Part-time (TES) pharmacists, pharmacy technicians, and student interns must have their license posted within the pharmacy **NO LATER THAN** the start of their **FIRST WORK SHIFT** after the

license renewal period.

Responsible party: Executive Director of Clinical Health Services

- All faculty, staff pharmacists, residents, fellows, and interns will provide a **FILE COPY** to CHS for their employee files to demonstrate compliance with this policy and procedure.

Responsible party: Executive Director of Clinical Health Services

- CHS will verify pharmacist, pharmacy technician, pharmacy intern, nurse, physician, prescriber, or other healthcare provider licensure/registration with the Alabama Board of Pharmacy, Alabama Board of Nursing, Alabama Board of Medical Examiners, or other registration / licensing boards as appropriate for the position **UPON HIRE**. This must be verified **BEFORE** the first day of work (by the scheduled work time), including Temporary Service Employees (TES) or faculty members who practice in CHS clinics and pharmacies.

Responsible party: Executive Director of Clinical Health Services.

- Licensure verification will be conducted **ANNUALLY** at the time of licensure renewal and documentation will be maintained in the employee's file.

Responsible party: Executive Director of Clinical Health Services

B. EXPERIENTIAL PROGRAMS OFFICE (EPO):

- All licensed or registered staff including, but not limited to, pharmacists, pharmacy technicians, pharmacy interns, licensed nurses, certified / licensed nurse practitioners, dietitians, physician assistants, psychologists, social workers, physicians, or other licensed professionals who provide **INTERPROFESSIONAL PATIENT CARE AND STUDENT EDUCATION** for patients in HCOP's practice sites are required to maintain active State of Alabama licensure with their profession's licensing board.

- A copy of the healthcare professional's active / current State of Alabama professional license must be provided **BEFORE** the provider will be allowed to provide care within the interprofessional environments within HCOP practice sites (such as CHS pharmacies and clinics). A copy of the current license must be maintained on file and updated annually.

Responsible party: Executive Director of Experiential Programs

- HCOP will ensure that all faculty who provide **EXPERIENTIAL EDUCATION** such as introductory pharmacy practice (IPPE), advanced pharmacy practice (APPE), and interprofessional experiential training for our HCOP students (IPPE, APPE, and IPE preceptors) have an active license to practice pharmacy in the state of Alabama and are licensed preceptors with the Alabama State Board of Pharmacy (in good standing and current).

Responsible party: Executive Director of Experiential Programs

- HCOP will ensure that all faculty, professional staff (part-time, full-time, TES) pharmacists who precept **CO-CURRICULAR** activities have an active license to practice pharmacy in the state of Alabama.

Responsible party: Executive Director of Experiential Programs

C. DEPARTMENT OF PHARMACY PRACTICE:

- Every faculty member within the Department of Pharmacy Practice must be a **REGISTERED PHARMACIST (RPh)**.
Responsible party: Department Head of Pharmacy Practice
- All non-tenure track, clinical faculty members within HCOP's Department of Pharmacy Practice must be licensed to practice pharmacy in the state of Alabama within **THREE (3) MONTHS** of their employment, and this must be renewed bi-annually by the Alabama Board of Pharmacy deadline.
Responsible party: Department Head of Pharmacy Practice
- Tenure-track faculty members within HCOP's Department of Pharmacy Practice are expected to be licensed to practice pharmacy within the State of Alabama. However, the faculty member can submit a "request for waiver" if their faculty role is research intensive or if their role is within administration. This request for waiver must be reviewed by the Department Head to evaluate if the faculty member's roles and responsibilities are consistent with the waiver (the faculty member cannot be involved in patient care or be in a position to influence patient care decisions through their research or through their administrative role). If approved, a copy of the faculty member's license to practice pharmacy in another state (proof that they are a registered pharmacist) and their approved waiver must be kept on file. This waiver will be reviewed annually to assess if the faculty member's role or responsibilities have changed to ensure Alabama licensure is obtained if and when indicated.
Responsible party: Department Head of Pharmacy Practice
- Faculty must provide a copy of their **ACTIVE** license to practice pharmacy in the state of Alabama at the time of hire.
Responsible Party: Department Head of Pharmacy Practice and HCOP Human Resources Liaison
- If a faculty member is hired, and is reciprocating their license from another state, then the faculty member must complete their Alabama licensure **process within THREE (3) MONTHS** of their hire date and provide proof of their licensure to their direct supervisor. The offer letter for the position will include a contingency clause on this process being completed by the specified deadline.
Responsible Party: Department Head of Pharmacy Practice and HCOP Human Resources Liaison
- HCOP will conduct licensure/registration verification through the primary source (Alabama Board of Pharmacy- ALBOP) at least every two years (even years for pharmacists), and documentation will be maintained on file for compliance monitoring.
Responsible Party: Department Head of Pharmacy Practice
- If a faculty member has practice responsibilities at practice sites outside of the state of Alabama (such as Georgia, Florida, or Mississippi), HCOP will ensure that the faculty member has an active license to practice pharmacy in the state in which they have professional responsibilities at the time of hire and annually thereafter to ensure compliance. A copy of the faculty member's active license must be provided and maintained on file.
Responsible Party: Department Head of Pharmacy Practice

D. OTHER STAFF:

- All other staff members whose position requires certification, licensure, or registration will provide proof of licensure to their immediate supervisor each licensing cycle, and this documentation will be filed in the employee's file.
- Responsible party: Employee's Supervisor and HCOP Human Resources Liaison

IV. POLICY MANAGEMENT

This policy will be reviewed by the Clinical Services Advisory Committee (CSAC) and the Associate Dean of Clinical Affairs and Outreach at a minimum of every three (3) years or when there is a regulatory change or a continuous quality initiative (CQI) event that necessitates an earlier review.

V. DEFINITIONS

Clinical Services Advisory Committee (CSAC): A standing HCOP committee composed of faculty, staff, and students who provide guidance for HCOP's clinical initiatives, oversight of clinical and regulatory compliance, input on HCOP's clinical outreach, and recommendations for pharmacy advancement and transformation.

VI. EXCLUSIONS

None

VII. EFFECTIVE DATES

- Original March 2020
- Revised February 15, 2024
- Revised July 23, 2025

VIII. SANCTIONS

Suspension with "leave without pay" status and progressive discipline (up to and including dismissal)

IX. INTERPRETATION

- A.** Associate Dean of Clinical Affairs and Outreach
- B.** Executive Director of Clinical Health Services
- C.** Executive Director of Experiential Programs
- D.** Department Head of Pharmacy Practice
- E.** HCOP Human Resources Liaison

X. REFERENCES / RESOURCES

1. Alabama Board of Pharmacy License Verification Portal:
<https://gateway.albop.com/verification/search.aspx>
2. Alabama Board of Nursing Licensure Lookup Portal:
<https://abn.alabama.gov/applications/LicenseLookup.aspx>
3. Alabama Board of Medical Examiners Licensee Search:
<https://www.albme.gov/consumers/licensee-search/>
4. Alabama State Board of Social Work Examiners License Search:
<https://apps.socialwork.alabama.gov/shared/search.aspx>
5. Alabama State Board of Public Accountancy Licensee Search:
<https://www.asbpa.alabama.gov/findCPA.aspx>