BERRIEN MENTAL HEALTH AUTHORITY
--PROCEDURE--

SUBJECT: Primary Source Verification of Non-Licensed Staff	SECTION: 09-01-02 Page 1 of 1
APPLICATION: Non-Licensed Staff EFFECTIVE DATE: 3/1/96 APPROVED BY: Chief Executive Officer REVISED: 5/97, 5/00, 4/02, 2/05, 6/05, 11/07, 3/08, 4/09, 11/09, 7/14, 5/16, 6/18, 9/22, 9/23, 11/23, 9/25, 2/2026	REQUIRED BY:

POLICY: It is the policy of Berrien Mental Health Authority (BMHA) to assure that all staff are qualified to perform the position they hold.

PURPOSE: To assess and validate, with the primary source whenever possible, the qualifications of staff including their education, criminal record, training, and work/agency experience.

STANDARDS: Credentialing for Non-Licensed BMHA employees is verified and maintained by Human Resources.

PROCEDURE:

1. Employees in positions requiring a high school degree or equivalent shall submit the diploma, certificate of GED, or official educational transcripts to Human Resources.
2. Employees in positions requiring an advanced degree (Associates, Bachelor's, Master's, or Doctorate), will request transcripts from all universities in which degrees were awarded to be sent directly to the Human Resources department.
3. Employees in Case Management positions will complete and submit a Non-Licensed BMHA Credentialing Application.
4. Transcripts will be placed in the employee's personnel file.
5. Human Resources will conduct the following searches:

Pre-employment: All employees will receive Sex Offender Registry (Michigan and National), OIG, MDHHS OIG, SAM, ICHAT, DHS-1929 Central Registry Clearance, and the National Background checks.

Annually: Sex Offender Registry (Michigan and National), ICHAT for Michigan residents and National if non-Michigan resident.

Monthly: SAM & OIG

Reviewer: Director of Human Resources, Credentialing Committee
Reviewed: 11/07, 3/08, 4/09, 8/10, 9/11, 10/12, 7/13, 7/14, 7/15, 5/16, 2/17, 6/18, 6/19, 10/2020, 9/2021, 2/2022, 9/2022, 2/2023, 11/2023, 6/2024, 4/2025, 9/2025, 2/2026