



CC251.01
EFFECTIVE DATE: 25 May 2011

By Order of the Assistant Secretary for Health:

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SUBJECT: Professional Licensure and Certification

1. PURPOSE: To establish the requirements for licensure and certification for candidates and officers of the Commissioned Corps of the U.S. Public Health Service (Corps) whose professional categories require licensure as specified in the [CCI 231.03](#), "Category Specific Appointment Standards." Disciplinary actions, including involuntary separation, may result from non-compliance with this policy.
2. APPLICABILITY: This Instruction shall apply to:
 - 2-1 Candidates for appointment to the Corps whose professional categories require licensure as specified in the CCI 231.03, "Category Specific Appointment Standards."
 - 2-2. All Corps officers on active duty whose professional categories require licensure as specified in the CCI 231.03, "Category Specific Appointment Standards."
3. AUTHORITY:
 - 3-1. [42 USC 216](#), "Regulations"
 - 3-2. [CC46.4.1](#), "Disciplinary Action"
 - 3-3. [CC43.7.1](#), "Termination of Officers' Commissions in the Regular and Reserve Corps Without Consent of the Officers Involved"
4. PROPONENT: The proponent of this Instruction is the Assistant Secretary for Health (ASH). The Surgeon General (SG) is responsible for assuring the day-to-day management of the Corps.
5. SUMMARY OF REVISIONS AND UPDATES: This is the first issuance of this Instruction within the electronic Commissioned Corps Issuance System (CCIS) and replaces Commissioned Corps Personnel Manual (CCPM) CC26.1.4, dated 11 July 2001.

6. POLICY:

- 6-1. Each Corps officer must possess and maintain current, unrestricted licensure, and/or valid credentials appropriate for his/her profession as specified in the [CCI 231.03](#), "Category Specific Appointment Standards." Individual Department of Health and Human Services (HHS) Operating Divisions (OPDIVs), Staff Divisions (STAFFDIVs), and non-HHS organizations to which a Corps officer is assigned may establish additional specific requirements relevant to the achievement of the OPDIV/STAFFDIV/non-HHS organization's goals, as necessary.
 - a. Each Corps officer must provide the Office of the Surgeon General (OSG) proof of current, unrestricted licensure, certification, or registration required by his/her profession to practice in his/her assigned field. The expiration date of the license/certification/registration must be clearly identified.
- 6-2. An officer in a healthcare discipline, who is granted lifetime certification, will be considered in compliance with the Corps' licensure policy. In the event a State imposes stricter license/certification/registration requirements than the certifying organization, the State requirements take precedence over the certifying organization.
- 6-3. An officer violates this policy when the officer:
 - a. Fails to provide the OSG with a photocopy of his/her license/certification/registration prior to the end of a limited tour, or prior to the expiration of the license that is on file; and/or
 - b. Has a license revoked or restricted by any jurisdiction, even if the officer maintains unrestricted credentials in another jurisdiction.

7. RESPONSIBILITIES:

- 7-1. The ASH is responsible for establishing policies related to licensure.
- 7-2. The SG is responsible for assuring the day-to-day management of the Corps. The SG or his/her designee shall manage the licensure verification process listed in this Instruction.
- 7-3. Each officer is responsible for adhering to the guidelines established in this Instruction and operational guidelines established by the SG.

8. PROCEDURES:

- 8-1. Maintain Current License in the electronic Official Personnel Folder (OPF). An officer is required to submit to the OSG a clear and verifiable copy of his/her current license/certification/registration as required by the Category Specific Appointment Standards. Following appointment, an officer appointed based on such credentials is required to maintain current license/certification/registration documentation in his/her eOPF under procedures established by the SG.
- 8-2. Appropriate approval of license-limited tours for new graduates for appointment to certain categories will be determined by the SG.
- 8-3. Restricted Waiver. Upon written request from the officer, and approval of his/her OPDIV/STAFFDIV/non-HHS organization Head or Representative, the SG may waive the licensure requirement only in unusual circumstances. A requirement to pay the standard license fee associated with an unrestricted license is not an unusual circumstance and is not a basis for use of the waiver authority. Such waivers shall be time-limited as

determined by the SG and shall be effective only for the period that the officer occupies the billet for which the waiver is granted.

- 8-4. Unrestricted Waiver. A waiver of the unrestricted scope may be granted by the SG only after an officer has successfully undergone an examination in his/her profession and satisfies all requirements of the State pertaining to clinical competency, such as continuing education. An officer granted a waiver must fulfill the on-going clinical competency requirements of the State in which licensed.

An unrestricted waiver may be granted only in cases in which: (1) the unrestricted license requirements have extensive administrative or financial consequences beyond the standard license fee; and (2) the State seeks to achieve a State purpose clearly inapplicable to the uniformed service based on Federal policy. Examples include the following:

- a. A State imposes a requirement that the healthcare provider reside in the State;
- b. A State imposes a requirement that the healthcare provider pay a substantial amount into a malpractice or injury and compensation fund; or
- c. A State imposes a requirement that the healthcare provider maintain private malpractice liability insurance.

- 8-5. Non-compliance with this policy may result in disciplinary action. Disciplinary action may include but is not limited to:

- a. involuntary separation; ([CC43.7.1](#), [CC46.4.1](#), and related policies)
- b. temporary grade reversion; ([CC23.4.2](#))
- c. denial of special pays; (See category specific special pay policies); and
- d. removal from consideration for promotion. ([CC43.4.1](#))

9. HISTORICAL NOTES: This is the first issuance of this Instruction within the CCIS and replaces CCPM, CC26.1.4, dated 11 July 2001.