



# TJC-Ready Credentialing Checklist

Use this checklist to ensure every personnel file meets the baseline "Primary Source" standards required for healthcare staffing certification.

## Identity & Work Authorization

- Government-Issued Photo ID:** Current Driver's License or Passport.
- Social Security Verification:** SSN trace or copy of signed SSN card.
- Employment Eligibility:** Completed Form I-9 with supporting documentation.

## Education & Employment History

- Education Verification:** Primary source verification (PSV) of highest degree or diploma.
- Employment Verification:** Confirmation of the last 3–5 years of work history (written or verbal).
- Gap Explanation:** Written explanation for any employment gaps exceeding 30–90 days.
- Professional References:** At least two recent clinical references from supervisors (Manager/Director level).

## Professional Licenses & Certifications

- Professional License (PSV):** Direct verification from the State Board of Nursing/Medicine (must be current and unrestricted).
- Board Certifications:** PSV from the awarding body (e.g., ANCC), if applicable.
- Life Support Certifications:** Valid BLS, ACLS, or PALS (American Heart Association or Red Cross).

## Background & Sanctions (Primary Source)

- Criminal Background Check:** National and County-level search (last 7 years).
- OIG/SAM Exclusions:** Monthly screening against the Office of Inspector General and System for Award Management.
- Sex Offender Registry:** Verification against the National Sex Offender Public Website (NSOPW).
- Drug Screening:** Minimum 10-panel pre-employment drug screen.

## Health & Immunizations

- Tuberculosis (TB) Screening:** Negative PPD, QuantiFERON Gold, or Chest X-ray (within 12 months).
- MMR (Measles, Mumps, Rubella):** Proof of 2-dose vaccine series or positive titer.
- Varicella (Chickenpox):** Proof of vaccine series or positive titer.
- Hepatitis B:** Proof of 3-dose series, positive titer, or a signed declination.
- Seasonal Influenza:** Current season vaccination or medical/religious declination.
- Physical Exam:** "Fit for Duty" statement signed by a provider (within 12 months).