



- **Saves time managing license and certifications**
- **Advance reminders of license expiration dates**
- **Reduces complexity of monitoring different license types**

Why Conduct Occupational License and Certification Monitoring?

Monitoring the expiration date of each individual license or certification held by your workers can be complex and time consuming. Establishing a monitoring program that proactively reminds you and your workers of upcoming expiration date or status changes can be instrumental in helping to ensure that your workforce continue to meet the license or certification requirements needed to perform their job functions.

HireRight's Occupational License and Certification Monitoring

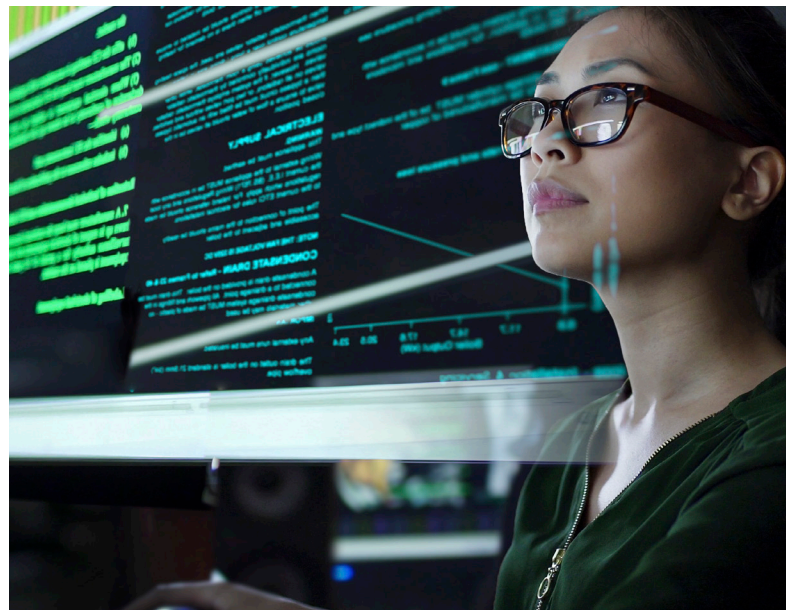
HireRight's Occupational License and Certification Monitoring is an easy to maintain, roster-based solution that tracks license and certification expiration dates that you choose to monitor.

When you initially choose to monitor expiration dates for individuals in your workforce, we will first verify each license or certification at primary source in order to establish and track the expiration date. Once verified, at regular intervals before the expiration date, you and the license or certification holder will receive a reminder notification notice of the upcoming expiration date. In addition, we will check for license status changes at intervals near the expiration date. If there is a verified status change, you will receive a status change alert.

With HireRight's Occupational License Certification Monitoring product, you will have peace of mind knowing the license or certifications expiration dates you need to monitor, are being monitored and verified at primary source.

How it Works

When you establish an Occupational License and Certification Monitoring program with HireRight, you must first provide your roster of workers you wish to monitor, and each license or certification you wish to monitor. The monitoring service is provided per license or certification, so you can choose which licenses or certifications you choose to monitor for any given individual on your workforce. You complete the simple process of uploading your roster, certifying that you have a permissible purpose and have provided the required disclosures to and obtained consent from the monitored workers.



Occupational License and Certification Monitoring

Once the setup process has been completed, HireRight begins occupational license or certifications monitoring. Upon starting, an initial verification of the name, license or certification number, expiration date, and license or certification status will occur to verify that the expiration date and license is accurate. Once verified, you and the individual being monitored will receive reminder notifications that a license needs to be renewed at 120, 90, 60, and 30 days prior, as well as on the expiration date. As the license or certification is renewed, the newest expiration date will be entered into the system and the monitoring will continue until you remove the license or certification from monitoring.

If there is a license or certification status change, you will be notified during the status check intervals. For annual and monthly subscriptions, the status check intervals are focused around the expiration date one month prior, and daily the five days prior to the expiration date and after the expiration date, as well as one month after the expiration date. If there is a verified license or certification status change during these status check intervals, you will receive an alert notification. In addition, the monthly monitoring subscription option, which requires a three month minimum, also conducts quarterly status checks should a license or certification status change outside the expiration date timeframe.

If you are in the healthcare industry and need daily monitoring of sanctions, actions or exclusions, please consider HireRight's Healthcare Sanctions and Actions Monitoring solution.

Getting Started

For more information about HireRight's Occupational License and Certification Monitoring, visit us at www.hireright.com.

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