

# NCQA 2025 license monitoring compliance checklist

With NCQA tightening provider credentialing and monitoring standards on July 1, 2025, healthcare organizations must ensure compliance with the updated license verification and proactive monitoring timelines.

Manual tracking increases the risk of compliance gaps, penalties and accreditation delays.

This quick-reference checklist outlines the five essential steps to meet NCQA's new requirements.



## 5 steps to prepare

### 01 CENTRALIZE PROVIDER LICENSE DATA

- ✓ Conduct an internal audit of current licensure records
- ✓ Consolidate data into a single source of truth for better visibility

### 02 AUTOMATE MONTHLY LICENSE VERIFICATION

- ✓ Implement AI-driven monitoring tools for real-time compliance
- ✓ Set up automated alerts for expiring credentials

### 03 ESTABLISH A RAPID COMPLIANCE RESPONSE PLAN

- ✓ Create a workflow for addressing expirations within NCQA's 30-day window
- ✓ Assign clear roles and responsibilities within compliance teams

### 04 TRAIN STAFF ON NCQA'S UPDATED REQUIREMENTS

- ✓ Provide ongoing training sessions to keep teams informed
- ✓ Schedule quarterly refreshers to maintain compliance alignment

### 05 USE AI-POWERED CREDENTIALING FOR CONTINUOUS COMPLIANCE

- ✓ Monitor provider licenses in real time to avoid lapses
- ✓ Regularly update workflows to stay ahead of regulatory changes

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