



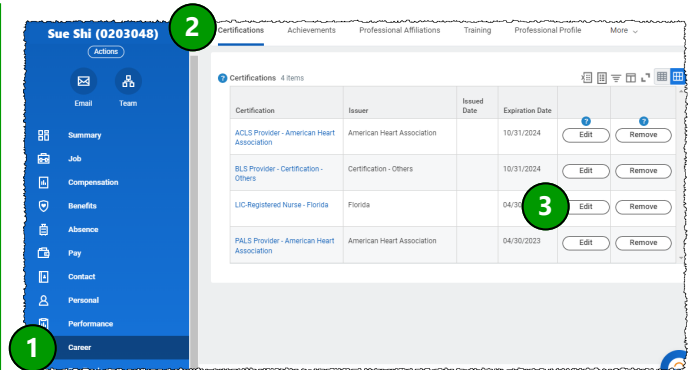
Renew a Certification or License (All Employees)

Certificates and Licenses are Renewed in Workday. When any changes are made, the employee is required to upload documentation for evidence of the change. For licensure, this should be the primary source verification documentation. The employee's manager will approve the entry, check the primary source to verify the certification and license information, as well as enter the Certification Date, Issue Date, and Expiration Date.

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Employee's, from their own profile page:

1. Select **Career**.
2. Select the **Certifications** tab.
3. Select **Edit** on the License or Certification you wish to update.
4. Remove the **Certification Number**, **Issue Date** and then clear out the **Expiration Date**.
(**Note:** the Certificate Number, Issue Date, and Expiration Date are entered by the Manager after they complete the source verification.)
5. Click **Select files** to add the documentation that you have renewed your certification or license.
****IMPORTANT** Primary Source Verification is *required* for licensure. Go to <https://apps.health.tn.gov/Licensure/default.aspx> for Tennessee verification. For licenses in other states, go to the primary source verification site for your state. See page 2 for additional details on Primary Source Verification.**
6. Select **Submit** to complete and route to your manager to complete source verification.





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Primary Source Verification for Licensure

The Primary Source Verification letter must be pulled **before** the expiration date of the current year.

For licenses in Tennessee, go to <https://apps.health.tn.gov/Licensure/default.aspx> and enter your name and information in the search box. Download the letter and attach to your license information in Workday. For licensure in other states, go to the primary verification site for your state.

STATE OF TENNESSEE
DEPARTMENT OF HEALTH
DIVISION OF HEALTH LICENSURE AND REGULATION
DIVISION OF HEALTH RELATED BOARDS

665 Mainstream Dr.
Nashville, TN 37243

tn.gov/health

TENNESSEE BOARD OF NURSING
1-800-778-4123 or (615) 532-5166

Verification Date
↓
June 19, 2023

TO WHOM IT MAY CONCERN:

This letter serves as primary source verification of licensure in the State of Tennessee. To expedite the verification process, this is the standard format used by the Board of Nursing. The Board of Nursing is pleased to furnish the following information from our files:

PROFESSION :	Registered Nurse
RANK :	Registered Nurse
NAME :	[REDACTED]
LICENSE NUMBER:	132400
ISSUE DATE :	06/18/2001
EXPIRATION DATE :	07/31/2025
CURRENT STATUS :	Licensed
STATUS DATE :	06/18/2001
SPECIAL ENDORSEMENTS :	
MULTISTATE STATUS :	Multistate

COMMENTS : There is no history of disciplinary action on this license. The State of Tennessee only provides the above information. Any other information needed must be obtained from the licensee.

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To prove continuous licensure, the verification date must be **before** the previous expiration date. In this example, RN licensures are valid for two (2) years, so the last expiration date for this employee's licensure was July 31, 2023. Therefore, June 19, 2023 is an acceptable verification date.

Note: New hire licensures must be verified before starting in a license-requiring role. For example, for an RN with a start date of June 30, 2023, the verification date on the Certification Letter must have occurred **before** June 30, 2023.