



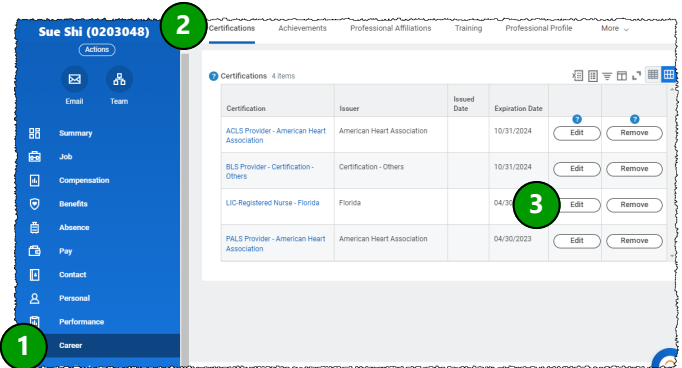
Renew a Certification or License (All Employees)

Certificates and Licenses are Renewed in Workday. When any changes are made, it is required to upload evidence of documentation. The employee's manager will approve the entry and will check the primary source to verify certification and license information.

Renew a Certification or License (All Employees)

From the employee's 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**, and then clear out the **Expiration Date**.
5. Click **Select files** to add the documentation that you have renewed your certification or license.
6. Select **Submit** to complete and route to your manager to complete source verification.



Country:

Certification:

If you cannot find the certification, check here:

Certification Number:

Exam Date:

Exam Score:

Issued Date:

Expiration Date:

Attachments

Drop files here

or