# workday. |

#### VUMC BUSINESS EDUCATION

## **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.

## Renew a Certification or License (All Employees)

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

<u>required</u> for licensure. Go to <u>https://</u> 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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Country	× United States of America ∷≣			
Certification *	× LIC-Registered Nurse - Florida 🗄			
If you cannot find the certification, check here				
Certification Number				
Exam Date	MM/DD/YYYY			
Exam Score				
Issued Date	MM/DD/YYYY			
Expiration Date	MM/DD/YYYY			

Attachments
Drop files here or
5 Select files
6 Submit Save for Later Cancel



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**Renew a Certification or License (All Employees)** 

#### **Primary Source Verification for Licensure**

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

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

DIVISION OF HEALTH RELATED BOARDS 665 Mainstream Dr. Nashville, TN 37243 Verification Date TENNESSEE BOARD OF NURSING 1-800-778-4123 or (615) 532-5166 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 formature by the Board of Nursing. The Board of Nursing is pleased to furnish the following information from One files: PROFESSION : Registered Nurse RANK : Registered Nurse RANK : Registered Nurse RANK : Registered Nurse NAME : 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. Sin Note: New hire licensures must be verified before starting in a license-requiring role. Ten For example, for an RN with a start date of June 30, 2023, the verification date on the Certification Letter must have occurred <u>before</u> June 30, 2023.	DIVISIO	STATE OF TENNESS DEPARTMENT OF HE N OF HEALTH LICENSURE	EE ALTH AND REGULATION	
In gov/health       Verification Date     In gov/health       TENNESSEE BOARD OF NURSING 1-800-778-4123 or (615) 532-5166       June 19, 2023       To WHOM IT MAY CONCENT       This letter serves as primary source vehication of licensure in the State of Tennessee. To expedite the verification process, this is the standard formation studed by the Board of Nursing. The Board of Nursing is pleased to furnish the following information from On thes:       PROFESSION :     Registered Nurse       RANK :     Registered Nurse       NAME :     In this example, RN licensures are valid for two (2) years, so the last expiration date.       ILICENSE NUMBER:     132400       ISSUE DATE :     06/18/2001       EXPIRATION DATE :     07/31/2025       CURRENT STATUS :     Licensed       STATUS DATE :     06/18/2001       SPECIAL ENDORSEMENTS :     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.       Sint Ten     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.	D	IVISION OF HEALTH RELAT 665 Mainstream Dr Nashville, TN 3724	ED BOARDS	
verification process, this is the standard formatused 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 :     Image: Comparison of the previous expiration date is the standard for two (2) is sue DATE :       LICENSE NUMBER:     132400       ISSUE DATE :     06/18/2001       EXPIRATION DATE :     07/31/2025       CURRENT STATUS :     Licensed       STATUS DATE :     06/18/2001       SPECIAL ENDORSEMENTS :     Multistate       COMMENTS :     The State of Tennessee only provides the above information. Any other information needed must be obtained from the licensee.       Sin     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.	Verification Date June 19, 2023 TO WHOM IT MAY CONCERN: This letter serves as primary s	tn.gov/health TENNESSEE BOARD OF N 1-800-778-4123 or (615) 53 source ventication of licensure in	URSING 2-5166 the State of Tennessee. To expedite the	
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.       Sint     Note: New hire licensures must be verified before starting in a license-requiring role.       Ten     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.	verification process, this is the pleased to furnish the followin PROFESSION : RANK : NAME : LICENSE NUMBER: ISSUE DATE : EXPIRATION DATE : CURRENT STATUS : STATUS DATE :	e standard format used by the Bo g information from our files: Registered Nurse Registered Nurse 132400 06/18/2001 07/31/2025 Licensed 06/18/2001	To prove continuous licensure, must be <u>before</u> the previous e In this example, RN licensures years, so the last expiration da employee's licensure was July June 19, 2023 is an acceptable	, the verification date xpiration date. are valid for two (2) te for this 31, 2023. Therefore, verification date.
	SPECIAL ENDORSEMENTS MULTISTATE STATUS : COMMENTS : There is no hi provides the a licensee. Sinc Note: New hire licensee. Ten For example, for a Certif	: Multistate istory of disciplinary action on thi above information. Any other info censures must be verified an RN with a start date of ication Letter must have c	s license. The State of Tennessee only mation needed must be obtained from the before starting in a license-requirin June 30, 2023, the verification date occurred <u>before</u> June 30, 2023.	g role. on the