



Renew a Certification or License (People Leaders)

Certificates and Licenses are Renewed in Workday. The employee’s manager will approve the entry after performing primary source verification at the appropriate agency website. Managers are also able to submit on behalf of the employee.

Renew a Certification or License (People Leaders)

From the Workday homepage:

1. Under Awaiting Your Action, select **Manage Certifications (Employee Name)**.
2. Enter the **Certification Number**. **Note:** If there is not a certification/license number, type **NONE**.
3. Enter **Issue Date**.
4. Enter **Expiration Date**.
5. Select **Submit**.

Awaiting Your Action

1

Manage Certifications: Sue Shi

Inbox - 12 second(s) ago

[Go to All Inbox Items \(1\)](#)

Add / Edit Certification

Country		<div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> × United States of America ⋮ </div>
Certification	*	<div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> × LIC-Registered Nurse - Florida ⋮ </div>
If you cannot find the certification, check here		<input type="checkbox"/>
Certification Number	2	<input style="width: 100%;" type="text"/>
Exam Date		<div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> MM/DD/YYYY 📅 </div>
Exam Score		<input style="width: 100%;" type="text"/>
Issued Date	3	<div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> MM/DD/YYYY 📅 </div>
Expiration Date	4	<div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> MM/DD/YYYY 📅 </div>
		<div style="border: 1px solid gray; border-radius: 15px; padding: 5px 15px; background-color: #0070c0; color: white; display: flex; align-items: center;"> 5 Approve </div> <div style="border: 1px solid gray; border-radius: 15px; padding: 5px 15px; background-color: #f0f0f0;">Send Back</div>




Primary Source Verification for Licensure

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

The employee should pull the letter and attach it in Workday when they enter their renewal information. However, if they did not attach the letter, the manager must pull the Primary Source Verification letter at the proper time and upload it to Workday.

Note: the Licenses & Certifications tab of the Manager Hub in Workday will list your staff with licenses expiring in 90 days or less. This is a great source of letters which should be pulled before they expire.

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

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.