



## 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**.
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	<span style="background-color: #f0f0f0; border: 1px solid #ccc; padding: 2px 5px;">x United States of America</span> <span style="float: right;">⋮</span>
Certification	<span style="color: red; font-size: small;">*</span> <span style="background-color: #f0f0f0; border: 1px solid #ccc; padding: 2px 5px;">x LIC-Registered Nurse - Florida</span> <span style="float: right;">⋮</span>
If you cannot find the certification, check here	<input type="checkbox"/>
Certification Number	<span style="background-color: #0070C0; color: white; border-radius: 50%; padding: 2px 6px; font-weight: bold;">2</span> <input style="width: 100%; height: 20px;" type="text"/>
Exam Date	<span style="font-size: small;">MM/DD/YYYY</span> <span style="float: right;">📅</span>
Exam Score	<input style="width: 100%; height: 20px;" type="text"/>
Issued Date	<span style="background-color: #0070C0; color: white; border-radius: 50%; padding: 2px 6px; font-weight: bold;">3</span> <span style="font-size: small;">MM/DD/YYYY</span> <span style="float: right;">📅</span>
Expiration Date	<span style="background-color: #0070C0; color: white; border-radius: 50%; padding: 2px 6px; font-weight: bold;">4</span> <span style="font-size: small;">MM/DD/YYYY</span> <span style="float: right;">📅</span>

5 Approve
 
Send Back