



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	<input type="text" value="United States of America"/>
Certification	<input type="text" value="LIC-Registered Nurse - Florida"/>
If you cannot find the certification, check here	<input type="checkbox"/>
Certification Number	<input type="text" value=""/>
Exam Date	<input type="text" value="MM/DD/YYYY"/>
Exam Score	<input type="text" value=""/>
Issued Date	<input type="text" value="MM/DD/YYYY"/>
Expiration Date	<input type="text" value="MM/DD/YYYY"/>

5 **Approve**

Send Back



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 employee name and information in the search box. Download the letter and attach to the license information in Workday. For licensure in other states, go to the primary verification site for each state.

The screenshot shows a verification letter from the Tennessee Board of Nursing. The letterhead includes the state seal and the following text: 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. The letter is addressed to 'TO WHOM IT MAY CONCERN:' and states it serves as primary source verification. It lists the following information: 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: [REDACTED], MULTISTATE STATUS: Multistate, and COMMENTS: There is no history of disciplinary action on this license. The State of Tennessee only... Annotations include a green box labeled 'Verification Date' pointing to 'June 19, 2023' in a blue box, and another green box pointing to '07/31/2025' in a blue box. A large green callout box explains that the verification date must be before the previous expiration date, and in this example, RN licensures are valid for two years, so the last expiration date was July 31, 2023, making June 19, 2023, an acceptable verification date. A bottom note states that new hire licensures must be verified before starting in a license-requiring role, with an example of an RN starting June 30, 2023, requiring verification before June 30, 2023.