



## Add a Certification or License (All Employees)

Certificates and Licenses are added in Workday by either the employee or the employee’s manager. When added by the employee, they will enter the Country, Certification Name, and any Attachments to support or provide evidence of the certification or license. As part of the VUMC source verification process, only the employee’s manager will enter the Certification Number, Issued Date, and Expiration Date. If an employee adds the certificate or license information and uploads evidence of documentation, the employee’s manager will approve the entry and will check the primary source to verify certification and license information. For licensure, primary source verification documentation must be attached appropriately (See page 2 for details).

### Add a Certification or License (All Employees)

From the employee’s profile page:

1. Select **Career**.
2. Select the **Certifications** tab.
3. Select **Add** to add a certification or license to the employee’s record.
4. Enter the **Certification Name**. Note that only the employee’s manager will be able to enter the **Certification Number, Issued Date, and Expiration Date**.

*If the Certification is not listed, please proceed to step 5, otherwise, continue to step 7.*

5. Select the **checkbox** after **If you cannot find the certification, check here**.
6. Enter the **Issuer & Name**. Note that only the employee’s manager will be able to enter the **Certification Number, Issued Date, and Expiration Date**.

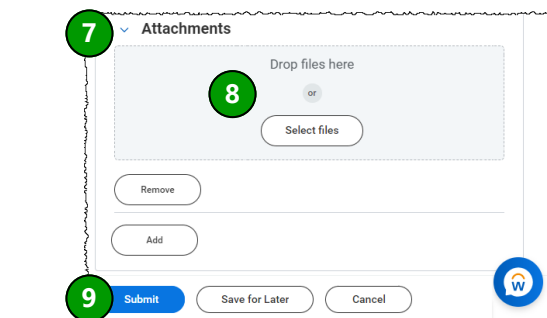
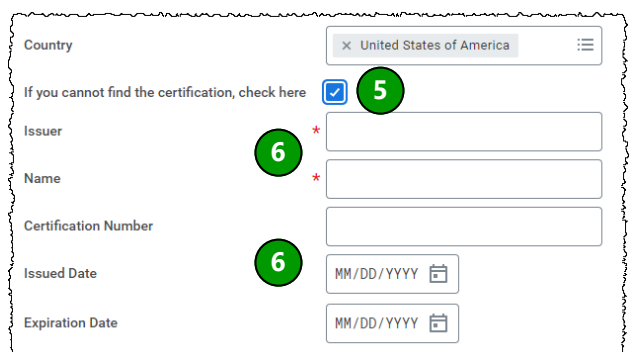
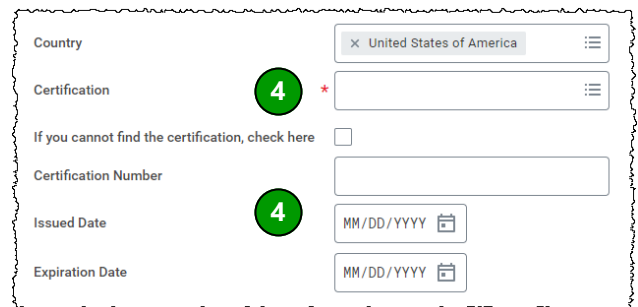
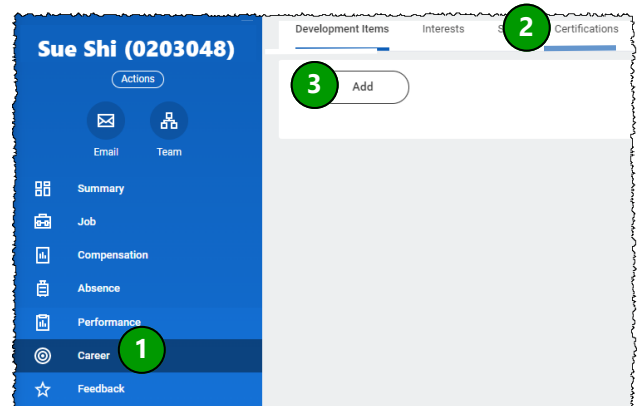
7. Select the **Arrow** next to **Attachments**.

8. Add supporting documents by either:

- Drag and drop documents into the designated section titled **Drop Files Here**, or
- Click **Select Files**

**\*\*IMPORTANT\*\* Primary Source Verification is required for licensure.** Go to <https://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.

9. Select **Submit**





## 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. Key elements include:

- Header:** STATE OF TENNESSEE, DEPARTMENT OF HEALTH, DIVISION OF HEALTH LICENSURE AND REGULATION, DIVISION OF HEALTH RELATED BOARDS. Address: 665 Mainstream Dr. Nashville, TN 37243. Website: [tn.gov/health](http://tn.gov/health).
- Board Information:** TENNESSEE BOARD OF NURSING, 1-800-778-4123 or (615) 532-5166.
- Verification Date:** A green box highlights "June 19, 2023" with an arrow pointing to the "Verification Date" label.
- Expiration Date:** A blue box highlights "07/31/2025" with an arrow pointing to the "EXPIRATION DATE" field.
- License Details:** PROFESSION: Registered Nurse, RANK: Registered Nurse, LICENSE NUMBER: 132400, ISSUE DATE: 06/18/2001, CURRENT STATUS: Licensed, STATUS DATE: 06/18/2001, SPECIAL ENDORSEMENTS: None, MULTISTATE STATUS: Multistate.
- Comments:** "There is no history of disciplinary action on this license. The State of Tennessee only..."
- Annotations:** A large green callout box explains: "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." Another green box at the bottom states: "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."