



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 the certification or license information is entered by the employee, 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 to the transaction prior to submitting to the manager (see page 2 for details). Please ensure you are not creating a duplicate certification/license in the employee record.

Add a Certification or License (All Employees)

From the employee’s Workday profile:

1. Select **Career**.
2. Select the **Certifications** tab.
3. Select **Add** to add a certification or license to the employee’s record.

Do not enter duplicate licenses. Click [here](#) for more information on duplicate licenses.

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**.

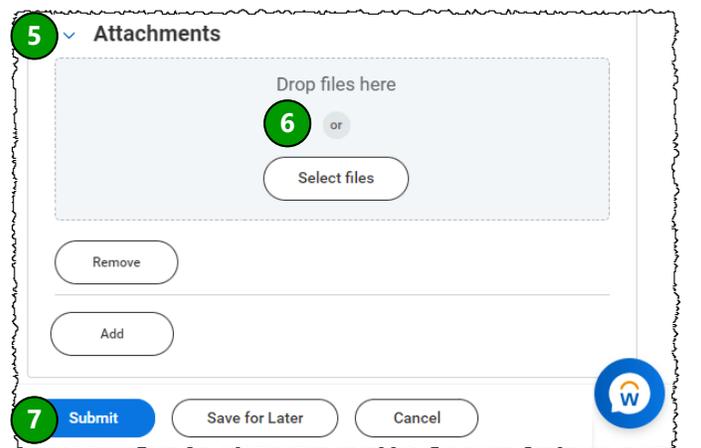
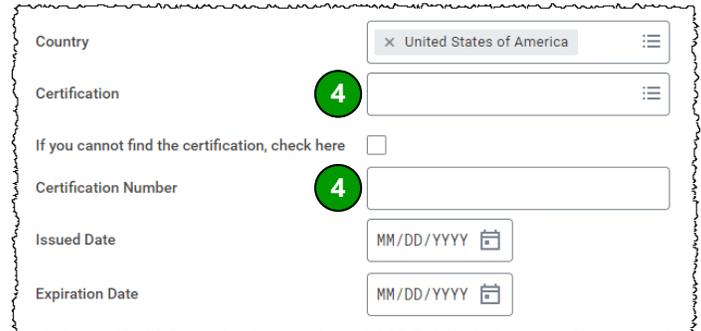
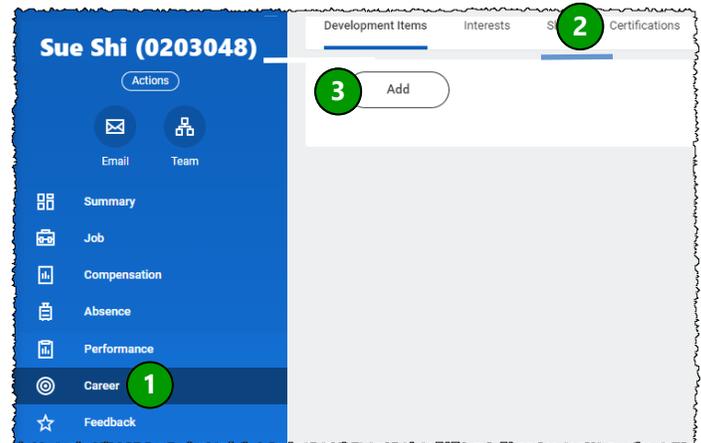
If the Certification is not listed, the manager must enter a Workday Help case, with the following required information, requesting the new Certification/License be added to Workday: Certification/License Name, Issuer, is the License renewable, should this be added to an existing job profile, and should we track an exam date & score.

5. Select the **Arrow** next to **Attachments**.
6. Add supporting documents for **ALL** Certification/Licenses by either:
 - Drag and dropping documents into the designated section titled **Drop Files Here**.
 - Clicking **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.

7. Select **Submit**

If the above information is submitted by the manager, there is no further action required. If it was submitted by the employee, the business process requires manager approval to continue.





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Primary Source Verification for Licensure

It is best practice to upload verification of all Licenses and Certifications.

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

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.



Certification/ License FAQ

Certification/ License FAQ

When do I edit a Certification or License?

- When renewing a certification/license.
- If information is missing or incorrect to update the existing certification/license, including dates and/or source document attachments.

What if I have a missing Certification or License?

- Follow the Add process documented [here](#).
- Please be sure you do not duplicate a certification/license for an individual.

What if I have an expired Certification or License?

- If you are a manager, follow the Edit/Renew process documented [here](#).
- If you are an employee, follow the Edit/Renew process documented [here](#).

What if I have a duplicate Certification or License in Workday?

- Follow the Remove a Duplicate License process documented [here](#).

What if I am getting Error alerts when adding my Certification or License?

- Follow the How To Correct Certification Errors process documented [here](#).

What is the Approval Routing process?

- Below is a grid of the approvals required when a certification or license is added or updated.

If Initiated By:	Approval Required
Employee	Manager or HCM Business Manager
HCM Business Assistant	Manager or HCM Business Manager
Manager	No additional approval required