



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.

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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 **Add**, under Attachments, to add support or provide evidence of the certification or license.

8. Select **Submit**.