Baystate Health

If you are updating information on a certification that already exists in Workday or that you need to renew, click the EDIT button to the right of the certification.

- **Certification** - When editing a certification, you should not change the certification type.
- **Certification Number** - When editing a certification, this typically does not change. If your certification/license does not have a number enter N/A.
- **Issue Date** - This is the original date the certification was first issued to you.
- **Expiration Date** - Update the Expiration Date of your license. If only the month and day are listed enter the last day of the month. For example a BLS may state 5/2027. You will enter a date of 5/31/2027.
- **Attachment** - You will be required to attach a copy of your primary source documentation validating your license.
- **Submit** - If the certification is required for your job, it will require approval by Human Resources.

NOTE: DO NOT add a new certification if you are just updating information to an existing certification. This will cause duplicate certifications in Workday and impacts Kronos scheduling.

If you have a new certification (that is NOT already in Workday), you can add it to the Certifications page of your Career profile in Workday.

- **Certification** - This is the name of the Certification that you have achieved. To search, type in part of the certification name (less is more in Workday) and click Enter. This will return those certifications with the words you are searching on. Select the Certification with the Issuer that matches your certification/license. ***If the certification does not have the issuer of your certification, select Other*. If your certification is not listed please contact HRAnswers for further assistance.**
- **Certification Number** - This is your certification/license number and is specific to you only. If your certification/license does not have a number enter N/A.
- **Issue Date** - This is the original date the certification was first issued to you.

- **Expiration Date** - This is the date the certification will expire. If only the month and day are listed enter the last day of the month. For example a BLS may state 5/2027. You will enter a date of 5/31/2027.
- **Attachment** - You will be required to attach a copy of your primary source documentation validating your license/certification.
- **Submit** - If the certification is required for your job, it will require approval by Human Resources.

NOTE: Manual entry of certifications and issuers is not allowed by Baystate. You must either select a certification from the drop-down list or contact HRAnswers if you cannot find your certification and one can be created.