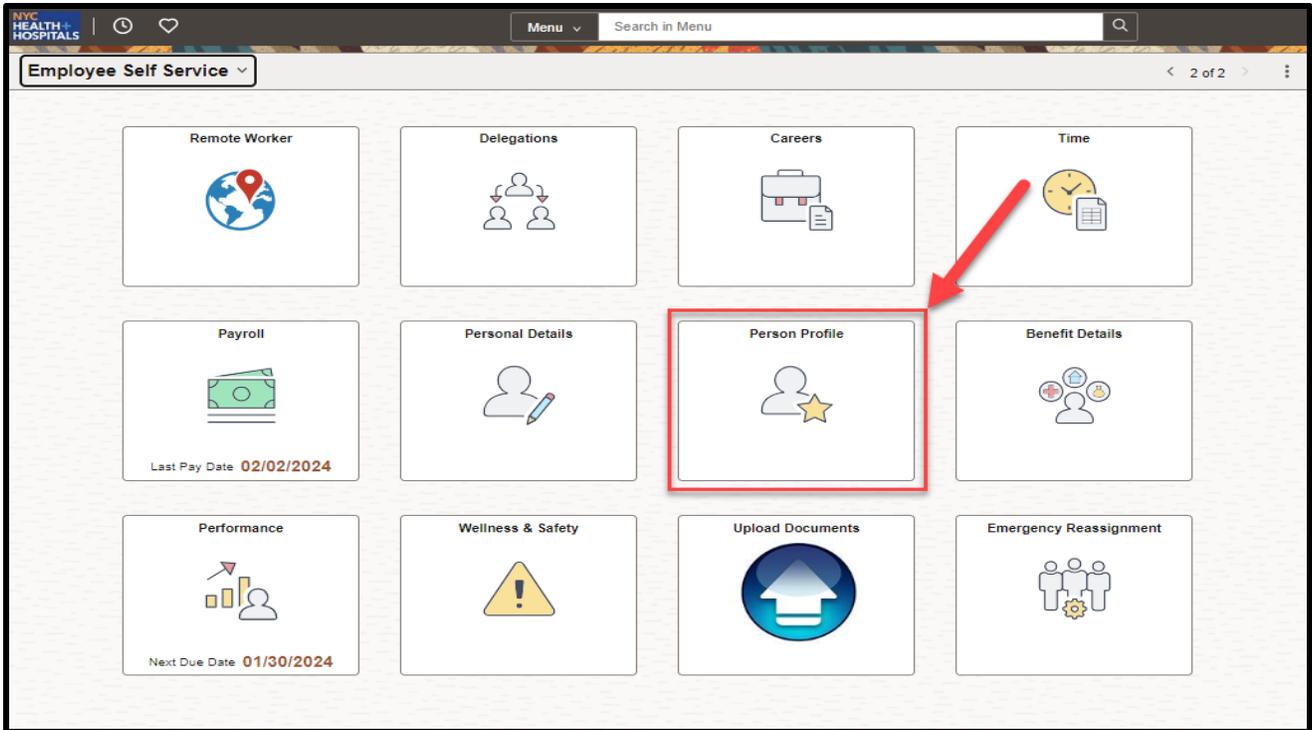


**How to View your Licenses and Certifications**

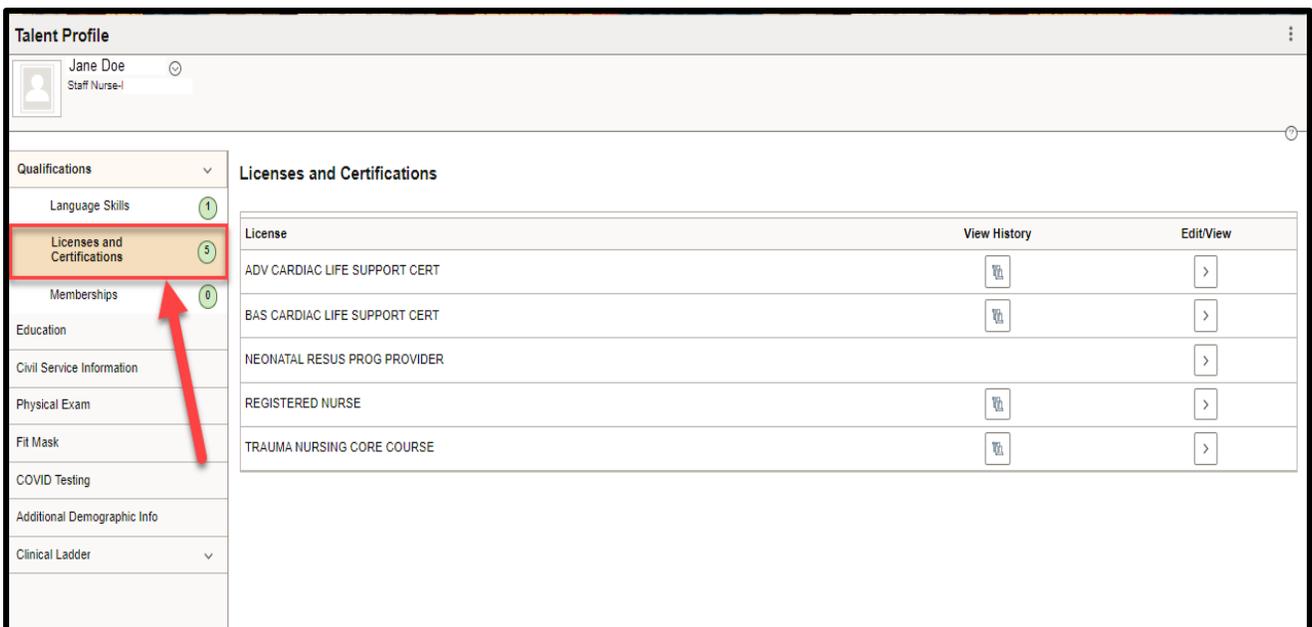
**TABLE OF CONTENTS**

**PAGES 2-3:**      **[How to View your Licenses and Certifications](#)**

1. After successfully logging into PeopleSoft HR, click on the **Person Profile** tile.



2. On the **Talent Profile** page, click on the **Licenses and Certifications** option under **Qualifications** from the menu on the left.



- To view your license and/or certification, click on the **Edit/View** to view license and/or certification.

**Note:** You cannot edit this information.

The screenshot shows a 'Talent Profile' for Jane Doe, a Staff Nurse. The 'Licenses and Certifications' section is active, showing a list of licenses. The 'REGISTERED NURSE' entry is highlighted with a red box, and a red arrow points to the 'Edit/View' button for that entry.

License	View History	Edit/View
ADV CARDIAC LIFE SUPPORT CERT		
BAS CARDIAC LIFE SUPPORT CERT		
NEONATAL RESUS PROG PROVIDER		
<b>REGISTERED NURSE</b>		
TRAUMA NURSING CORE COURSE		

- The **Licenses and Certifications** page is displayed. Here you will view the details of your current license and/or certification.

**Note:** If any information is incorrect or needs to be updated, please contact your local Human Resources department.

The screenshot shows the 'Licenses and Certifications' details page. A red box highlights the message: 'Updates are not authorized for Licenses and Certifications'. Below the message, the details for the 'REGISTERED NURSE' license are displayed.

Effective Date 06/28/2023  
 License REGISTERED NURSE  
[Details](#)  
 Status Active  
 Country United States  
 State New York  
 Renewal Required No  
 Renewal In Progress No  
 Expiration Date 11/30/2025  
 Issue Date 07/31/2020  
 License/Certification Number  
 Issued By NYSED