

## Baptist Health University (BHU) Managing Discipline and License Information

The **Discipline and License Information** area allows details about professional licensure status to be stored so that the system can issue appropriate credit for continuing education courses. You are able to input and manage information for one or more licenses in BHU and need to make sure all information is accurate since it links directly to CE Broker.

Clicking **Manage Discipline and License Information** link from the **My Profile** screen displays the **View Discipline/License Information** screen.

**NOTE:** To ensure that continuing education credit is appropriately awarded for CE courses that you complete, you are strongly encouraged to maintain your license information in the BHU.

### Adding License Information

To add information for a professional license, follow these steps:

1. Click on **My Profile** on the BHU Homepage and you will see the choice of **Manage Discipline and License Information**
2. Click the **Add Discipline/License** link at the upper-right of the **View Discipline/License Information** screen. The **Add Discipline/License Information** screen appears.



**My Profile**  
**View Discipline/License Information**



Add Discipline/License



Return to My Profile

To ensure that continuing education credit is appropriately awarded for CE courses that you complete, you are strongly encouraged to maintain your license information in the HealthStream Learning Center™. Healthcare professionals may input and manage information for one or more licenses.

To add information for a license, click "Add Discipline/License" above. To edit or delete existing license information, click on the license's discipline name listed below.

Discipline	State/Province	Country	License Number	Expiration Date
<a href="#">Other</a>	FL	United States		

If you are a licensed nurse in **California, Florida, or Iowa** and you want to receive continuing education credit where applicable, you **must** provide the required licensure information below.

To input your license information:

1. Select the state in which you are licensed.
2. Select your license discipline (Nurse, Pharmacist, Physical Therapist, etc.).
3. Enter your license number.
4. Enter your national license number, if applicable.
5. Enter your license expiration date.
6. Select SAVE to complete your entry.

You may enter new license information or update your existing license information at any time by returning to the "Maintain Discipline and License Information" link on the "My Profile" tab.

**NOTE:** Required fields, **State/Province, Country, and Discipline**, are noted with an asterisk (\*).

3. Select the state in which you are licensed from the **State/Province** dropdown list.

**NOTE:** If you are licensed in another country, select that country from the dropdown list (the default is United States) before selecting the state or province from the **State** dropdown list.

4. Select your license discipline from the **Discipline** dropdown list.
5. Enter your license number in the **License Number** field.
6. In the **Expiration Date** field, enter your **license expiration date** or click the **calendar** icon to select the date.

**NOTE:** Although license number and expiration date are not required fields, some CE accrediting/approving bodies require this information on CE certificates. For your license number and/or expiration date to appear on certificates you have earned for CE course completion, you must enter your license number and/or license expiration date.

7. Click the **Save** button to save your license information to the system.
8. If you have more than one professional license, you can click **Add Discipline/License** and follow the steps above to enter another license.

### ***Editing License Information***

To edit existing license information, follow these steps:

1. Click on the **Discipline Name** link in the **View Discipline/License Information** screen. The **Edit Discipline/License Information** screen appears.
2. Enter changes into the **State/Province**, **Country**, **Discipline**, **License Number**, and/or **Expiration Date** fields and click the **Save** button. The system returns to the **View Discipline/License Information** screen with the revisions to the previously selected license now displayed.

### ***Deleting License Information***

To delete existing license information, follow these steps:

1. Click on the **Discipline Name** link in the **View Discipline/License Information** screen. The **Manage Discipline/License** screen appears.
2. Click the **Delete** button. A **Delete Verification** window opens.
3. Click **OK**. The system returns to the **View Discipline/License Information** screen with the previously selected license now deleted from the list.

**NOTE:** Deleting a license deletes CE credit for prior course completion.