Verification of Licensure

Primary Source Verification: Ohio eLicense or Nursys

The public, licensees, certificate holders, nursing employers, and other state boards or organizations can verify licensure through Ohio eLicense or Nursys. Both Ohio eLicense and Nursys provide *primary source verification*. (Primary source verification means the individual's reported credentials and qualifications are verified through the original organization or governmental entity that issued the document or credential, or through a designated equivalent source.)

➢ Ohio eLicense: Go to the Board website at www.nursing.ohio.gov. At the top of the front page click on the "Verify a License" box, which takes you to another page. Scroll down that page and click on "Click Here to Verify an Ohio License or Certificate." There is no fee. For your search it is best to enter only the first and last name **or** a license or certificate number, and leave all other fields blank. Use the Google Chrome browser to access the system for best results.

➢ Nursys, a national nursing database maintained by the National Council of State Boards of Nursing (NCSBN) includes data submitted daily by NCSBN member boards, including Ohio. Go to www.NCSBN.org for the following:

- "Nursys e-Notify" is a free notification service that provides automated, electronic license status updates. Employers can enroll their entire nurse list and e-Notify will send regular updates of changes to licenses. Nurses may sign up to receive license expiration reminders and status updates.

- "Nursys Quick Confirm" is a free service to look up and verify nurse licensure information.

License Verification to Work in Another State (Reciprocity or Endorsement)

To expedite the process between state boards of nursing, the majority of state boards of nursing use Nursys for license verification for nurses seeking reciprocity to practice in another state.

RNs and LPNs only

- Go to www.Nursys.com to request license verification. An Ohio nurse seeking reciprocity to practice in another state must complete the verification process through Nursys and submit the Nursys fee of $30 online.

- Do not submit a service request for verification through the Board website or Ohio eLicense. It will **not** be processed and your fee is non-refundable.

APRNs

- Go to https://elicense.ohio.gov/OH_CommunitiesLogin to request a verification of your APRN license.

- Follow the instructions under "New Users" or "Existing Users." From the Dashboard page directly beneath your RN license you will see "my endorsement" followed by all APRN endorsement(s) associated with your RN license. Click on the arrow next to the APRN endorsement that is to be verified and select "Send Verification." Specify in the "reason for submitting service request" box that you need verification of your APRN license. Complete the remaining portions of the form and then submit a $15 payment online. All fees are non-refundable. Use the Google Chrome browser to access the system for best results.

- You must also obtain verification of your RN license through Nursys as described above.

DTs, CHWs, and MA-Cs

- Go to https://elicense.ohio.gov/OH_CommunitiesLogin. If you have not used Ohio eLicense since July 1, 2016, you are a "New User" and you must register to create a user account. If you need assistance, see the registration instructions with screen shots on the Board website at www.nursing.ohio.gov.

- If you registered after July 1, 2016 and have a user account, you are an "Existing User."

- Follow the instructions under "New Users" or "Existing Users." From the Dashboard page click "Options" and then click "Send Verification" from your CHW, DT, or MA-C certificate. Submit a $15 payment online.

- Use the recommended browser, Google Chrome.

If you have questions about verifications, please email verifications@nursing.ohio.gov.