

Adding or Updating a License

All providers must submit a copy of their license and verify effective and expiration dates through Partner Portal.

The information in this job aid applies to screens 2.2 License Information and 8.0 Document Upload.

Adding a License in Partner Portal

1. To add license information to this screen, click the **Add** button and enter appropriate license information.

Dashboard Application Maintenance Correspondence DMS Review Administration Search [Application Header]

1.0 Administrative Information
2.0 Provider Qualifications
2.1 Specialties Information
2.2 License Information
2.3 Certification Information
2.4 County Served
2.5 Services Provided
2.6 Supervisor Details
3.0 Disclosure of Ownership and Control Interest
4.0 Attestations
5.0 Provider Group Linkage
6.0 Account Information
7.0 Fee Payment
8.0 Document Upload
9.0 Provider Review
10.0 Submit

License Information

- The name on the license should match the Provider Name
- If License Number is less than 4 digits, add zeroes (0) to the front of license number to total 4 digits
- Click "Add" if you wish to add Licenses, "Edit" to change existing record, "Remove" to delete existing record
- After pressing "Add", enter data and then press "Add to Grid" to add a record to the grid, "Discard" to not save the record
- If exempt for licensure for Provider Type 66, then at the 8.0 Document Upload screen, please upload personal letter citing the statute reason for exemption noted in the Provider Type 66 Summary.
- For Provider Types 03, 06, 26, 30. If your organization is providing residential services and have multiple residential licensed programs at the same location, please enter a Bed record for each residential licensed program with Bed Effective date and End-date same as License Effective date and End-date

Add

License Type	Issue State	License Number	Name	License Designation	License Effective Date	License Expiration Date	Action
No record found							

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Exit Back Save & Next

License Type	Issue State	License Number	Name	License Designation	License Effective Date	License Expiration Date	Action
No record found							

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* License Type: Select One
* Issue State: Select One
* License Number:
Provider Name: Smith, Anne
* License Designation: Select One
* License Effective Date: MM/DD/YYYY
* License Expiration Date: MM/DD/YYYY

Add To Grid

Exit Back Save & Next

Adding or Updating a License

- **License Type:** Select the type of license from the drop-down.


Provider Type	License Type or Certification	Additional Comments
PT 74 CRNA	Prescriber	<ul style="list-style-type: none"> ◦ Certain states do not issue Nurse Anesthetist licenses. The respective boards will only issue Registered Nurse licenses. It is the responsibility of the RN to get a national certification for their specialty of Nurse Anesthetist. In this case, applicants must supply their RN license and their national Nurse Anesthetist license with effective date.
PT 78 APRN	Prescriber	<ul style="list-style-type: none"> ◦ Certain states do not issue Nurse Practitioner licenses. The respective boards will only issue Registered Nurse licenses. It is the responsibility of the RN to get a national certification for their specialty of Nurse Practitioner. In this case, applicants must supply their RN license and their national Nurse Practitioner license with effective date.



- **Name:** The information entered in this field must match the name on the Provider license.
- **License Designation:** Select the designation of the license from the drop-down
 - Faculty – an individual licensed/appointed as a teacher/trainer within a licensed training facility
 - Fellowship Training – an individual licensed as a fellow in training
 - Institutional Practice – individual licensed to dispense a controlled substance in the course of professional practice, but does not include a pharmacy
 - Permanent – a group, entity or individual granted a license without any provisions
 - Resident – an individual granted a resident in training licensed
 - Temporary – an individual granted a temporary license to practice in the state of Kentucky
 - Provisional - Group PT 76 or Entity
- **License Effective and Expiration Dates:** Enter the effective date and the expiration date of the license (expiration date cannot be prior to the **Requested Effective Date** as entered on the Start New Enrollment screen).

Adding or Updating a License

2. Click **Add To Grid** to populate the grid.
 - Repeat for each license as applicable.
3. Click **Save & Next** to save the grid.
4. Upload a copy of the actual license document to the **8.0 Document Upload** screen.

Updating a License in KY MPPA



License Type	Issue State	License Number	Name	License Designation	License Effective Date	License Expiration Date	Action
Prescriber	Kentucky	18709383	Smith, Anne	Permanent	05/01/2023	05/01/2026	 

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Buttons: [Exit](#) [Back](#) [Save & Next](#)

When updating a license in Partner Portal, users:

- only have to update the expiration date when renewing or extending licenses. Multiple records for the same license are not needed;
 - can only end date with today's date,
 - if the record has already been approved, licenses cannot be deleted in order to maintain historical records;
 - must ensure dates entered into Partner Portal match the dates listed on the license.
1. After starting a Maintenance, navigate to the **2.2 License Information** screen and click the orange **Edit** button.
 2. Update the license expiration date to match the new license.
 3. Click **Add to Grid**.
 4. Click **Save & Next** to save the information and proceed to the next screen.
 5. Upload a copy of the actual license document to the **8.0 Document Upload** screen.