



## **Verification of Ohio Licenses and Certificates**

This document provides information and instructions about verification of an Ohio license or certificate for nurses (LPNs, RNs, APRNs), dialysis technicians (DTs), community health workers (CHWs), or Medication aides (MA-Cs) for the following purposes:

1. The public, licensees, certificate holders, nursing employers, and other state boards or organizations use verification to confirm if an individual holds a current, valid license or certificate in Ohio. For example, employers of nurses need to determine licensure for an employee or potential employee; members of the public need to check the license of a caregiver or potential caregiver. (See *Systems Used for Verification: Ohio eLicense or Nursys below.*)
2. Ohio licensed nurses need licensure verification if they are seeking reciprocity (also known as endorsement) to practice in another state. Verification of the Ohio license is required to provide the other state documentation of current licensure and must be completed through Nursys. (See *Reciprocity section below.*)

## **Systems Used for Verification: Ohio eLicense or Nursys**

The public, licensees, certificate holders, nursing employers, and other state boards or organizations can obtain verification of licensure either 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](http://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](http://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.

### **Reciprocity (or Endorsement) for Ohio Licensed LPNs, RNs, APRNs Seeking to Work in Another State**

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

1. If you are an LPN or RN(only):
  - Go to [www.Nursys.com](http://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.
2. If you are an APRN:
  - Go to [https://elicense.ohio.gov/OH\\_CommunitiesLogin](https://elicense.ohio.gov/OH_CommunitiesLogin) to request a verification of your APRN license. You must also obtain verification of your RN license through Nursys as described above.
  - 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](http://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 RN license (the APRN license option is not yet available). Specify in the “reason for submitting service request” box that you need verification for your APRN license. Submit a \$15 payment online. All fees are non-refundable. Use the Google Chrome browser to access the system for best results.

### **Reciprocity (or Endorsement) to Work in Another State for Ohio Certified DTs, CHWs, and MA-Cs**

- Go to [https://elicense.ohio.gov/OH\\_CommunitiesLogin](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](http://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](mailto:verifications@nursing.ohio.gov).