

Banner Certification and Licensure Screen (PPACERT)

Certification Information PPACERT 8.0 (BANDEV) (2UIC)

ID: 674046209 Joann Smith

Certification Code	Certification Number	Certification Date	Next Certification Date	Expiration Date	Nation or Country
L375 Registered Nurse	401123456	01-JAN-2010		31-MAY-2012	US United States of America

Certification Code: L375 Registered Nurse

Endorsement Code: S1 Illinois IDFP

Endorsement Date: 01-DEC-2011

- 1) Insert UIN or click drop down to select employee by name. Click "Next Block" to populate existing Banner data.
- 2) Insert License Code: (Please reference [Classification Listing](#) on HR website).
- 3) Insert **Certification Number** (License Number).
- 4) Insert **Certification Date** (Original License Date).
- 5) Insert **Expiration Date** (Current Expiration Date).
- 6) Enter **License Status**. This should be "Active."
- 7) Enter **State** license was issued.
- 8) Enter **Country** license was issued.
- 9) Click **Save**.
- 10) Enter **Endorsment code**.
- 11) Enter **Endorsement date**. This is the date of the screen shot you made.
- 12) Click **Save**.