

OSBN Auto-Verification System: Frequently Asked Questions

With the end of plastic license cards, employers need to verify a nurse or nursing assistant's license status online. Existing online verification systems include the National Council for State Boards of Nursing (NCSBN) Nursys® system, or the Board of Nursing's online system that allows individual license lookups.

To make the process of verifying licenses easier and more efficient for employers, the Board has developed a new automated verification system capable of keeping track of several licenses at once.

What It Is

The new automated verification system provides daily, weekly or monthly notifications to an employer of the current license status for all of its nurses or nursing assistants. It's an easy-to-use, low-cost subscription service that automatically notifies an employer when a change occurs to one of their employees' license statuses, including any current discipline, and when licenses are due to renew.

How It Works

The auto-verification service is available for registered public users through the Board's online services section of its website (www.oregon.gov/OSBN).

Once users establish a public user account, they may select daily, weekly or monthly updates of their licensee lists. Updates will be sent to the user's registered e-mail address(s). These updates include any changes in a licensee's license status (active or expired), expected renewal date and discipline status, since the subscription began.

For user convenience, Board staff will upload a user's initial list of multiple licensees at no charge; subsequent changes to a user list must be made by that user, via the easy-to-use online interface. Contact OSBN Database Administrator Matt Hodson at matt.d.hodson@state.or.us to establish your initial list.

Annual subscription fees vary depending on the number of licenses to be monitored. Fee table is:

1-100 licenses:	\$100
101-500:	\$225
501-1000:	\$350
1001-2000:	\$475
2001-3000:	\$600
3001-4000:	\$725
4001-5000:	\$850
5000+:	\$1,000

Step-By-Step

1. From the Board's website (www.oregon.gov/OSBN), click on Online Services which brings you to the Log-In page. To establish your user account, click on the “**New Users Register Here!**” link:

Oregon State Board of Nursing

Home **Online Services** FAQ Log In

Online Services » **My Services**
View a licensee's profile and execute online services.

My Services |

Log In

➔ **Existing User**
If you are already registered, click on the link below, enter your log in information, and click the Log In button to continue.

➔ **New Users** [New Users Register Here!](#)
If you have not previously registered you must first register with us by clicking the 'New Users Register Here' link.

Due to legislation passed in 2009, as of 1/1/2010 each person with prescriptive privileges will be assessed a \$50.00 fee to fund the State Prescription Monitoring Fund.

NOTICE: Once you have submitted your renewal application, if all requirements have been met, your license/certificate can still take up to 3-5 business days to renew. Check our online verification system to determine if your license/certificate has been renewed.

Log in as a:

Licensee/ Certificate Holder

Public User

Email Address:

Password:

➔ [Forgot Your Password?](#)

2. This brings you to the initial sign-in screen. Select Public User, and click “Next”:

Oregon State Board of Nursing

Home **Online Services** FAQ Log In

New User Registration

My Services |

NEW USER REGISTRATION

➔ **User Type**
Personal Info
Password
Confirmation

User Type

*Indicates required field

* You are a: Licensee/ Certificate Holder **Public User**

Once you register as a Public User, you will be able to verify any nurse or nursing assistant for:

- Whether they hold a current (active) license.
- The date the license was issued.
- The date the license was last renewed.
- The date the license will expire.
- Any discipline that was ever taken on a license, and when.
- If the license is currently restricted.
- If the license has a DHS Finding of Abuse against it.

Click the Next button to continue.

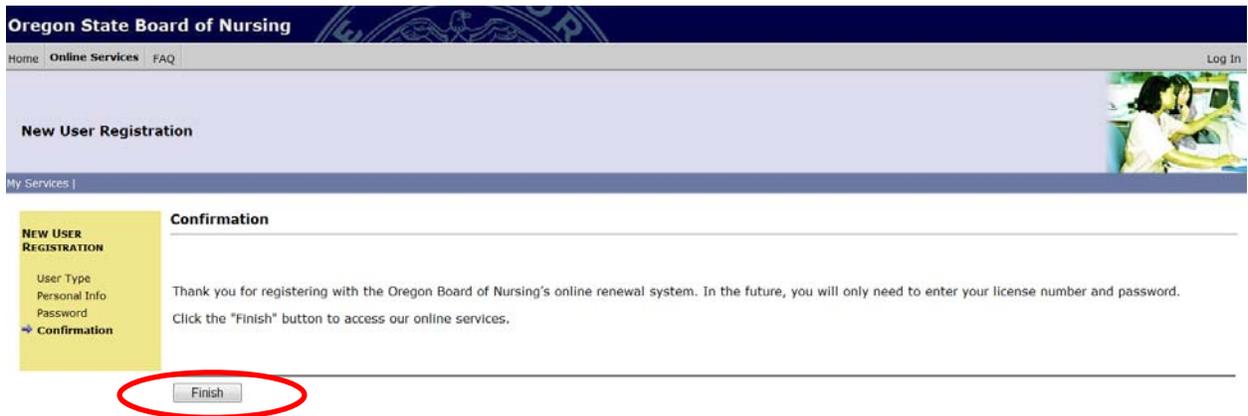
- To establish your account, enter your user name and organization, and click “Next.”

The screenshot shows the 'New User Registration' page for the Oregon State Board of Nursing. The page title is 'New User Registration'. On the left, there is a sidebar with 'NEW USER REGISTRATION' and a list of steps: 'User Type', 'Personal Info', 'Password', and 'Confirmation'. The 'Personal Info' step is currently selected. The main content area is titled 'Personal Information' and includes a legend: '*Indicates required field'. Below this, there are four input fields: 'First Name:' with the value 'Hospital X', 'Last Name:' with the value 'Administrator', and 'Organization:' with the value 'none'. A 'User Type' dropdown menu is also visible with 'Hospital X' selected. At the bottom of the form, there is a text prompt 'Click the Next button to continue.' and two buttons: '< Previous' and 'Next >'. Both buttons are circled in red.

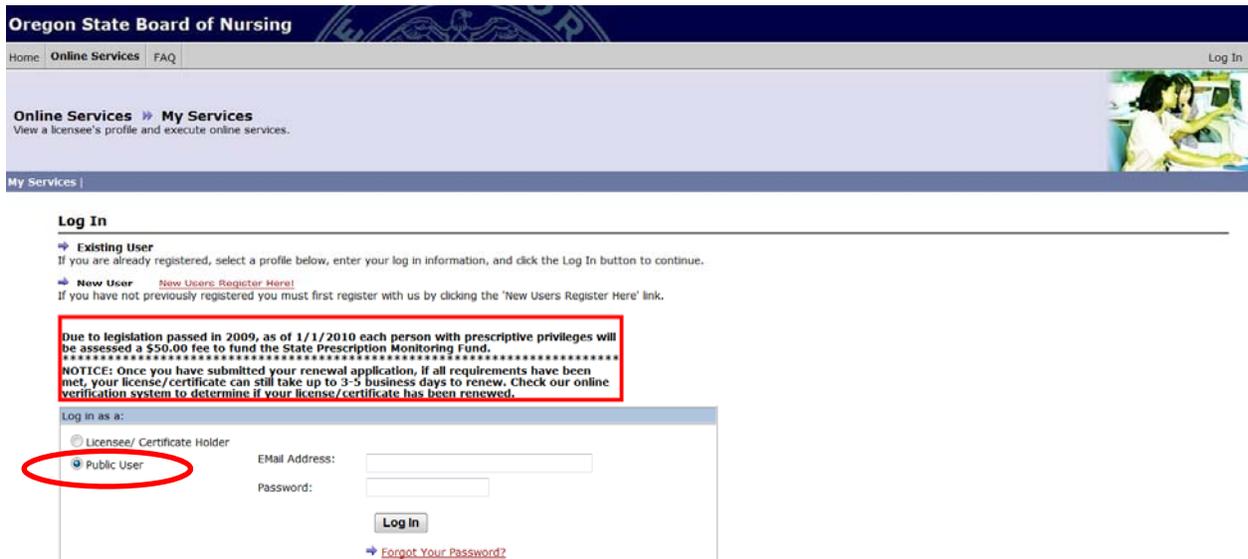
- Register the user e-mail address where you want to receive a renewal notice for your subscription, and select your security question & password. Click “Next.”

The screenshot shows the 'New User Registration' page for the Oregon State Board of Nursing, now at the 'Password' step. The sidebar on the left has 'Password' selected. The main content area is titled 'Password' and includes a legend: '*Indicates required field'. Below this, there are several input fields: 'Name:' with the value 'Hospital X Administrator', 'Email Address:' with the value 'barbara.holtry@state.or.us', 'Select a question:' with a dropdown menu showing 'What is the name of your favorite pet?', 'Enter the answer:' with the value 'Ralphie', 'Enter a Password:', and 'Confirm Password:'. At the bottom of the form, there is a text prompt 'Click the Next button to continue.' and two buttons: '< Previous' and 'Next >'. Both buttons are circled in red.

5. You should then see the confirmation page. Clicking “Finish” will bring you back to the log-in screen.



6. Select Public User, login, and proceed to the main Verification Services page.



7. Select the number of licensees for your subscription, and click “Next.”

My Services | Verification Services |

AUTO VERIFICATION

- Verification Level
- **Verification Level**
- Review
- Payment

Verification Level

Your subscription allows you to view the status of licenses for the RNs and LPNs at your facility

Select the number of licensees you plan to track. The payment amount for each subscription level is shown below along with the maximum number of licensees that can be tracked.

*Indicates required field

* Subscription Level: Select One ▾

Cost	Number of licensees tracked
\$100	1-100 Licenses
\$225	101-500 Licenses
\$350	501-1000 Licenses
\$475	1001-2000 Licenses
\$600	2001-3000 Licenses
\$725	3001-4000 Licenses
\$850	4001-5000 Licenses
\$1000	5000+ Licenses

Click the Next button to continue.

Next >

8. Once you’ve selected your subscription level, you will see a confirmation page. Check the affirmation box and click “Next” to move to the payment screen:

Auto Verification

My Services | Verification Services |

AUTO VERIFICATION

- Verification Level
- **Review**
- Payment

Review

Subscription Level: 501-1000 Licensees

By checking here I affirm the information provided is true and correct.

Click the Next button to continue.

< Previous Next >

9. Following confirmation, you will be brought to the Payment page. Choose your method of payment and follow the on-screen directions:

AUTO VERIFICATION

[Verification Level](#)
[Review](#)
➔ **Payment**

Payment

Your payment amount is displayed below. To submit your payment, click a payment option.

Payment Information

Auto Verification: 501-1000 Licenses \$350.00
Grand Total: \$350.00

Pay by Credit/Debit Card:

I want to pay using a major credit card or debit card.

NOTE: Selecting this option will redirect you to a secured payment site. No private information is kept and site is secure.

Pay by Check:

I want to pay by mailing a check, money order or cashier's check to the OSBN office.

NOTE:

- If your check is postmarked after your license's expiration date, a late fee will be applied to your renewal.
- Please note that your application will not be processed until your payment has been received in our office.
- To avoid late payment penalties, you must have your payment postmarked by midnight of your license expiration date.

Cancel Transaction:

I want to cancel this transaction and pay at a later time.

NOTE:

- If you cancel your transaction your renewal application will be saved and placed in a "Pending" status

10. Assuming you've worked with the Board to load your initial licensee list, you should see the parameters for your account here. (Contact the Board Database Administrator at matt.d.hodson@state.or.us to establish your initial list.) Click on "Set Up Verification Settings" to establish the frequency of your list updates.

Oregon State Board of Nursing

Home **Online Services** FAQ
Welcome Free User! | Logoff

Online Services ➔ **Verification Services**
 Lookup a nurse's license registration information.

My Services | **Verification Services** |

Auto Verification Service

Level: 501-1000 Licensees

Expiration Date: 10-09-2010

Recipients: judith.mcentee@state.or.us; jtmcentee@verizon.net

Frequency: Daily

[Set up Verification Settings](#)

Total number of licenses in Subscription: 115 Licensees

11. Users can select daily, weekly, or monthly notifications. Weekly updates are sent on Mondays, monthly updates are sent on the first of each month. Once you've made your selection, click "Update."



Edit subscription for Oregon State Board of Nursing

Subscriber Email Address:

Email Frequency: *Weekly updates are sent out on Monday, Monthly updates are sent on the 1st of the month

[Update](#) [Cancel](#)

12. Once your initial subscription is established, you can easily add licensees to your tracking list. From the Verification Screen, click on the "Add Licensee Records to Subscription" link at the bottom.



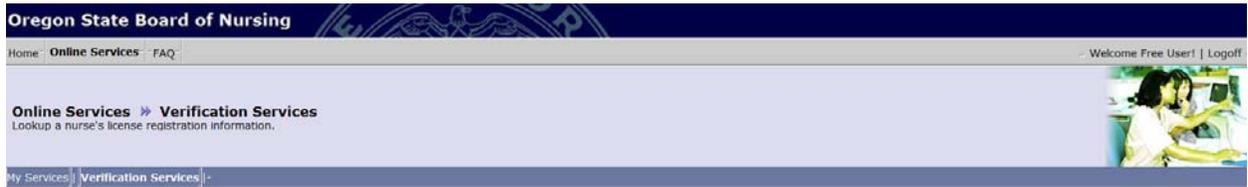
Auto Verification Service

Level:	501-1000 Licensees
Expiration Date:	10-09-2010
Recipients:	judith.mcentee@state.or.us; jtmcentee@verizon.net
Frequency:	Daily
	Set up Verification Settings

Total number of licenses in Subscription: 115 Licensees

[Add Licensee Records to Subscription](#) [Search Licensee Records in Subscription](#)

13. You can enter as many additional licensees as needed, whenever you'd like. Enter the license number (number only, no letters) and the license type, then click "Look Up License."



14. When the name appears, if you choose to add it to your existing list, click "Add This License."



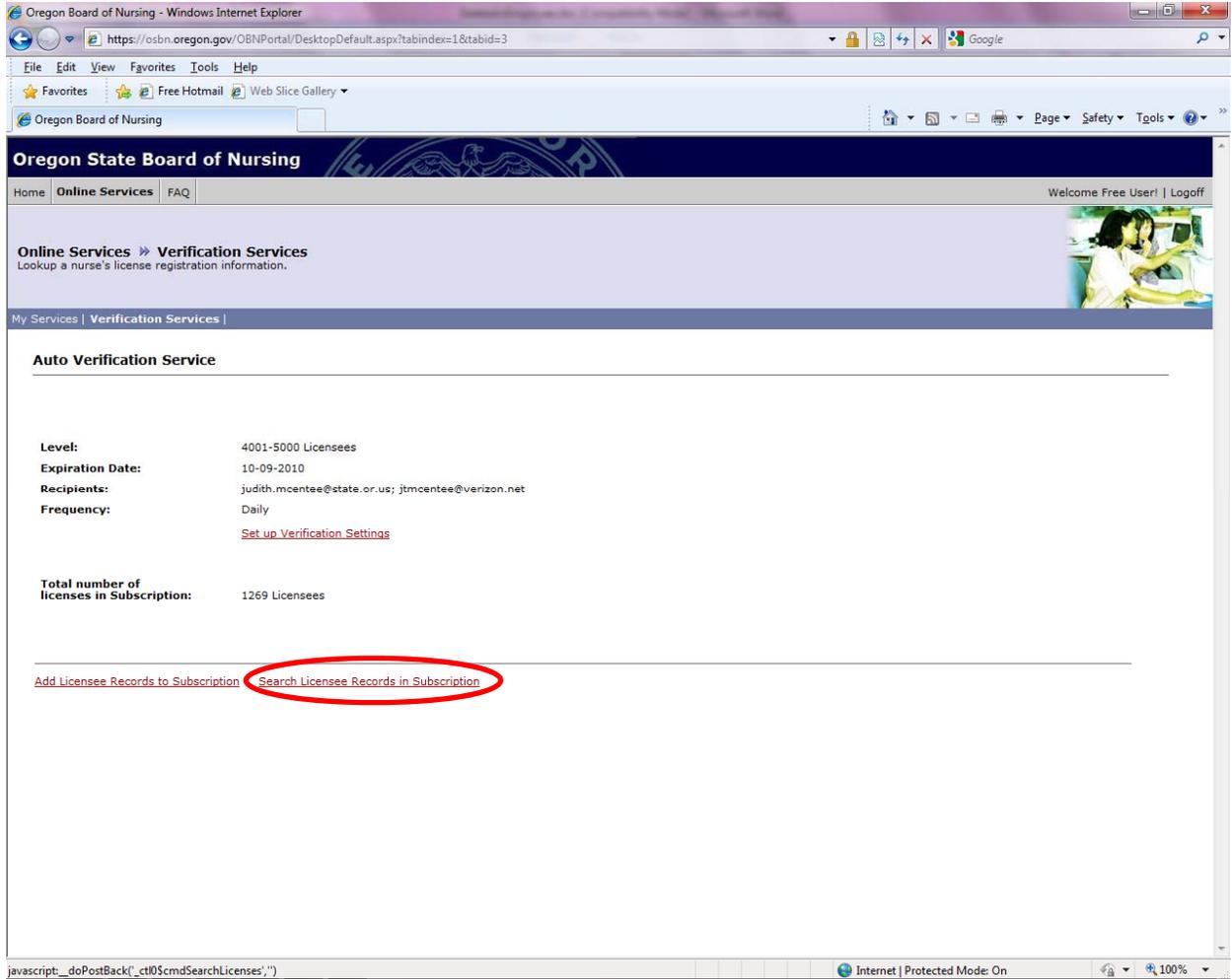
15. After adding the license to your list, you will receive a confirmation message:



16. Repeat steps 12-15 to add further licensee names to your subscriber list.

To Delete a Licensee Record from Your Subscription

1. Click the search Licensee Records in Subscription



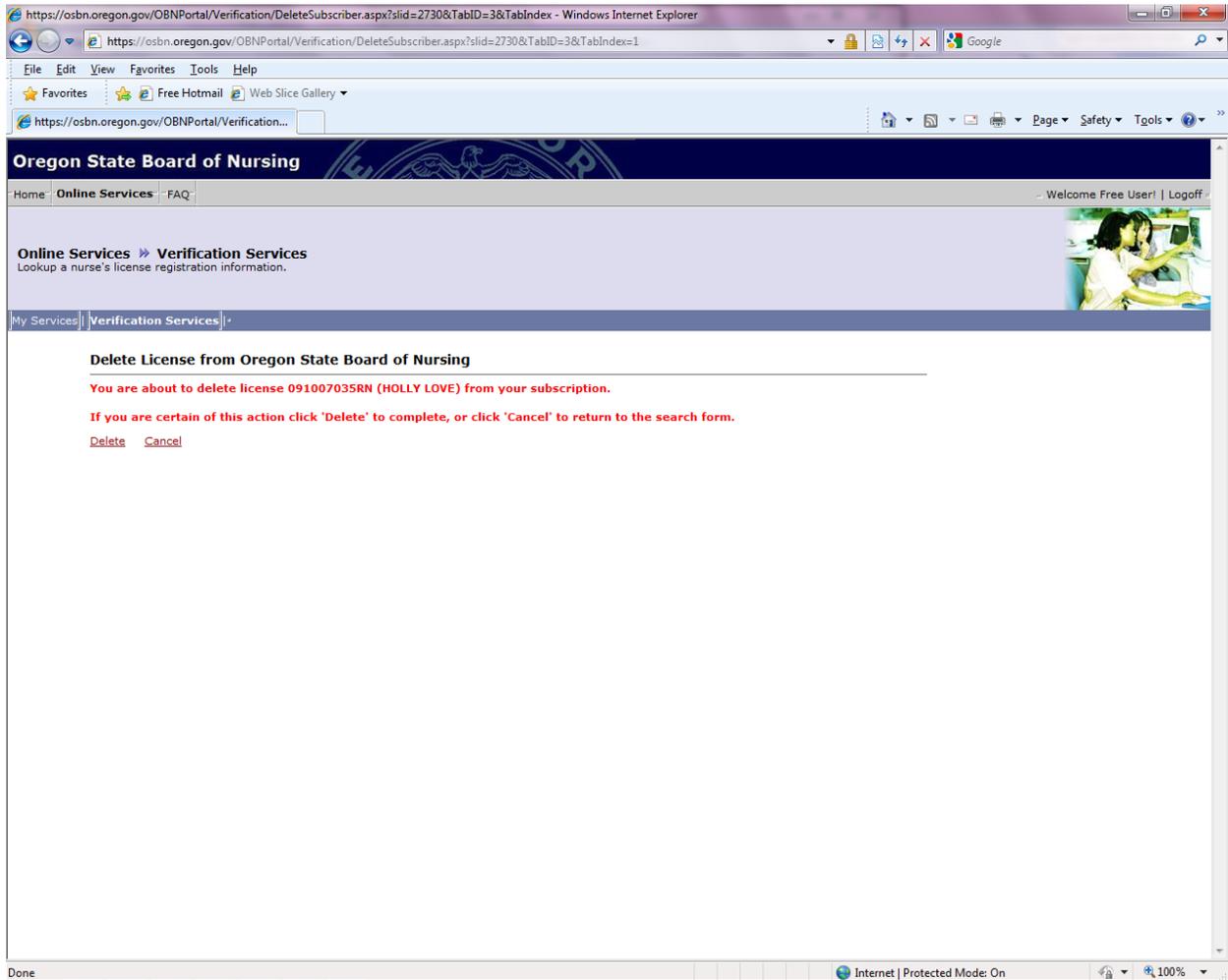
2. Search for the licensee you would like to delete and then click the X under the Delete Column.

The screenshot shows the Oregon State Board of Nursing website interface. The search results table is as follows:

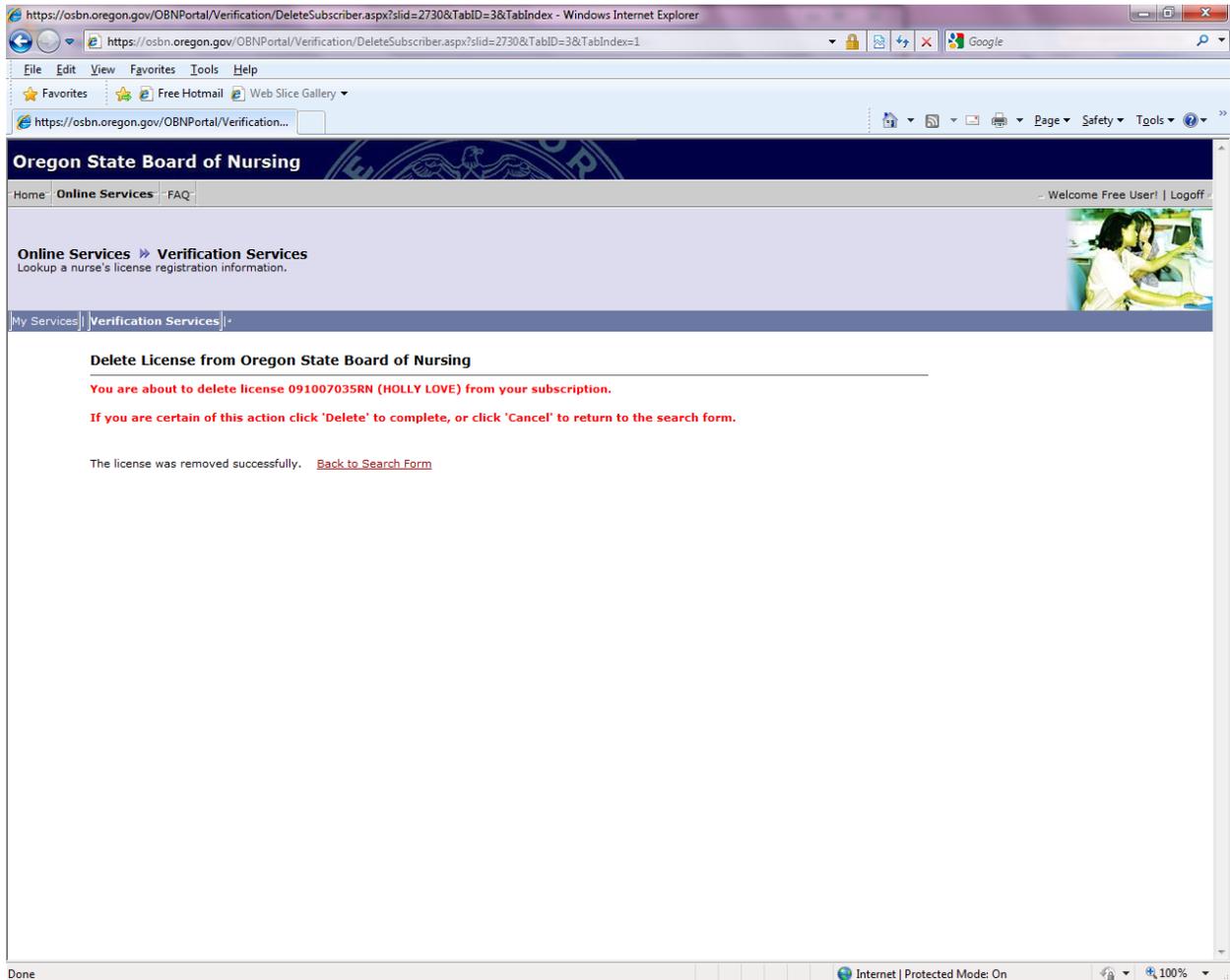
* <input type="checkbox"/>	Last Name	First	Middle	Birth Date	License Number	Expire Date	Delete
<input type="checkbox"/>	ENGQUIST	HOLLIS	JEAN	04-26-1954	089007273RN	04-25-2012	X
<input type="checkbox"/>	LAPOINT	HOLLIS	JC	10-25-1950	000034309RN	10-24-2010	X
<input type="checkbox"/>	LOVE	HOLLY	MERSHON	09-11-1968	091007035RN	09-10-2010	X

The 'X' in the Delete column for the third record (LOVE, HOLLY, MERSHON) is circled in red. Below the table, the number '1' is centered.

3. You will receive this confirmation page. Click Delete once more (or Cancel if you have chosen the wrong license).



4. You will receive this final message.



5. After returning to the search screen, you will no longer see the licensee in your list.

The screenshot shows the Oregon State Board of Nursing website. The search criteria are as follows:

- Last Name: [Empty]
- First Name: holl*
- License Type: [Empty]
- License Number: [Empty]
- Renewal Period: [Empty]
- Renewal Status: All (selected), Discipline, Due, Overdue, Must Reactivate

Search results show 2 records:

* [icon]	Last Name	First	Middle	Birth Date	License Number	Expire Date	Delete
[icon]	ENGQUIST	HOLLIS	JEAN	04-26-1954	089007273RN	04-25-2012	X
[icon]	LAPOINT	HOLLIS	JC	10-25-1950	000034309RN	10-24-2010	X

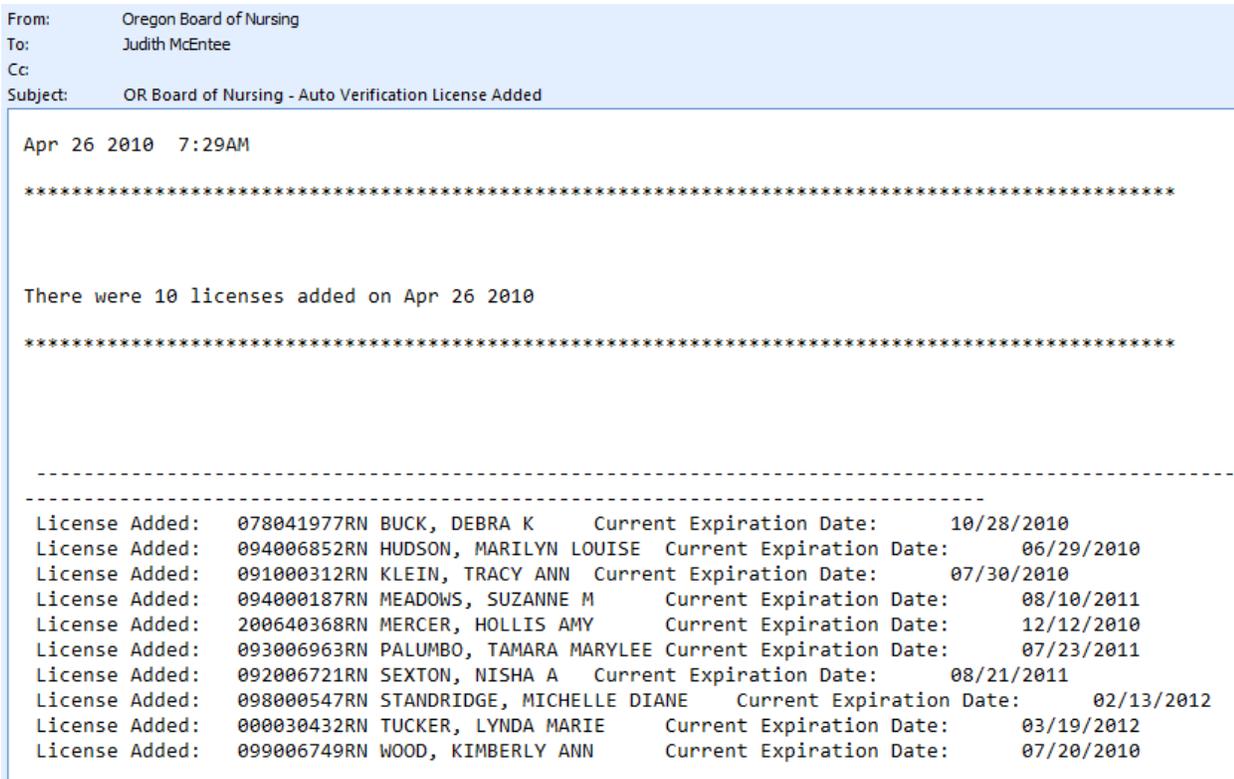
Results showing records 1 - 2 of 2

E-mail Notifications

All notifications are sent out at 1 a.m. Pacific Time. On the first day that you are scheduled to receive an update, all recipients will receive two e-mail messages. The first is a message that confirms that the e-mail address will be included in the subscription.



The second message lists all licensees entered as part of the subscription, along with the current licensure status of the licensee. (“***”) indicates that the license is expired.)



Subsequent messages will include the licensee’s license number, name, and a description of any changes that occurred to license records included in the subscription within the selected period (daily, weekly, or monthly).

From: Oregon Board of Nursing
To: Judith McEntee
Cc:
Subject: OR Board of Nursing - Auto Verification License Data Changed

Apr 26 2010 10:20AM

Changes have occurred with the licensees within your subscription.

Below are the changes

License Number:	000030432RN	TUCKER, LYNDIA MARIE		
Activity on:	04-25-2010	License Expired:	Expiration Date =	12-15-2009
License Number:	200640368RN	MERCER, HOLLIS AMY		
Activity on:	04-25-2010	License Renewed:	New Expiration Date =	05-08-2012

To Renew Your Subscription

1. Login and click on Verification Services

The screenshot shows the Oregon State Board of Nursing website. At the top, there is a navigation bar with links for Home, Online Services, Data Admin, Renewal FAQ, and Auto-Verification FAQ. Below this, there is a section for 'Online Services >> My Services' with a sub-link for 'My Services | Verification Services |'. The 'Verification Services' link is circled in red. Below the navigation, there is a 'Welcome' message and a list of services available to public users, including Email Subscriptions and Data Services.

- If your subscription is up for renewal, you'll see a link directing you to renew. Click on the link.

Oregon State Board of Nursing

Home | **Online Services** | Data Admin | Renewal FAQ | Auto-Verification FAQ

Online Services ▶ **Verification Services**
 Lookup a nurse's license registration information.

My Services | **Verification Services** |

Auto Verification Service

The Auto Verification service is within 30 days of expiring. To renew for another year click the link below.

[Renew your OSBN Auto Verification Service](#)

Level: 1-100 Licensees
Expiration Date: 10-15-2013
Recipients: barbara.holtry@state.or.us;becky.hedges@state.or.us;
Frequency: Weekly

[Set up Verification Settings](#)

Total number of licenses in Subscription: 9 Licensees

[Add Licensee Records to Subscription](#) [Search Licensee Records in Subscription](#)

- When you click on the renewal link, it will ask you to confirm your Verification Level. Choose the number of licenses you wish to track.

Oregon State Board of Nursing

Home | **Online Services** | Data Admin | Renewal FAQ | Auto-Verification FAQ | Welcome Barbara Holtr

Auto Verification

My Services | **Verification Services** |

AUTO VERIFICATION

▶ **Verification Level**
 Review
 Payment

Verification Level

Your subscription allows you to view the status of licenses for the RNs and LPNs at your facility

Select the number of licensees you plan to track. The payment amount for each subscription level is shown below along with the maximum number of licensees that can be tracked.

*Indicates required field

* Subscription Level:

Cost	Number of licensees tracked
\$100	1-100 Licensees
\$225	101-500 Licensees
\$350	501-1000 Licensees
\$475	1001-2000 Licensees
\$600	2001-3000 Licensees
\$725	3001-4000 Licensees
\$850	4001-5000 Licensees
\$1000	5000+ Licensees

Click the Next button to continue.

- Repeat steps #8 and #9 in the first section above to affirm your subscription level and payment.