OSBN Auto-Verification System: Frequently Asked Questions

Since Oregon doesn't issue paper or plastic license cards, employers need to verify a nurse or nursing assistant's license status online. Existing online verification systems include:

1. the National Council for State Boards of Nursing Nursys® E-Notify system (https://www.nursys.com/EN/ENDefault.aspx) that includes only RNs, LPNs, and APRNs, or
2. the Oregon Board of Nursing's online verification system that allows individual license lookups of all Oregon licensees.
3. The Oregon Board of Nursing's **automated verification system** capable of keeping track of several licenses at once. This system is makes verifying licenses easier and more efficient for employers than option 2, and includes CNAs and CMAs.

What It Is

The **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.

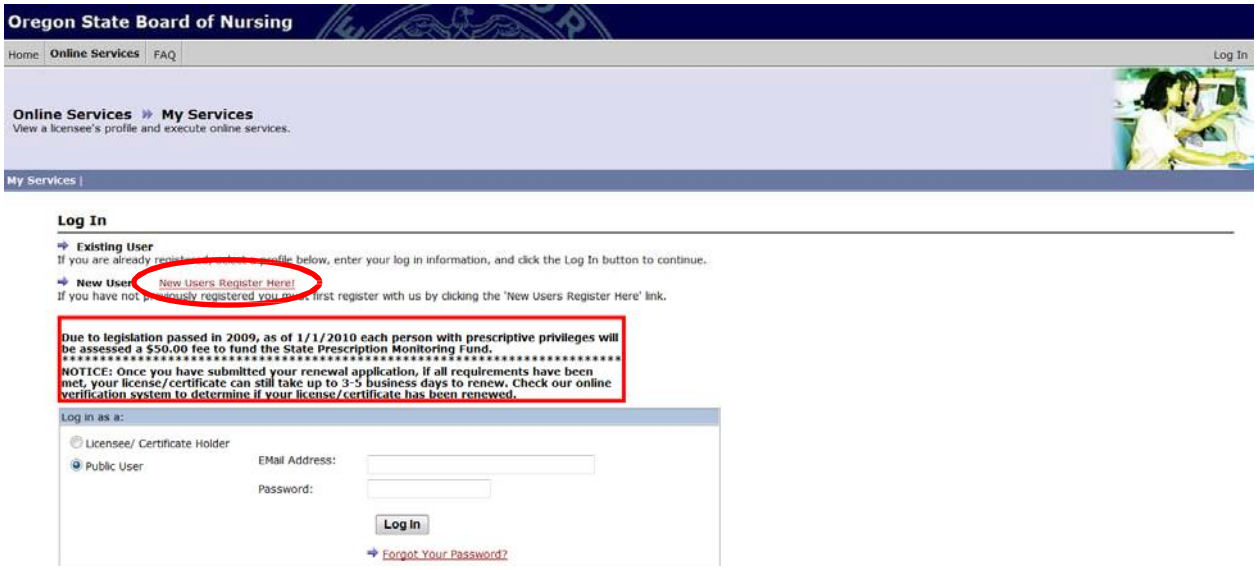
For user convenience, Board staff will upload a user's initial list of multiple licensees at no charge; subsequent changes to a user list must be made by that user, via the easy-to-use online interface. Contact OSBN Database Administrator Jeff Fine at jeff.fine@state.or.us to establish your initial list.

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

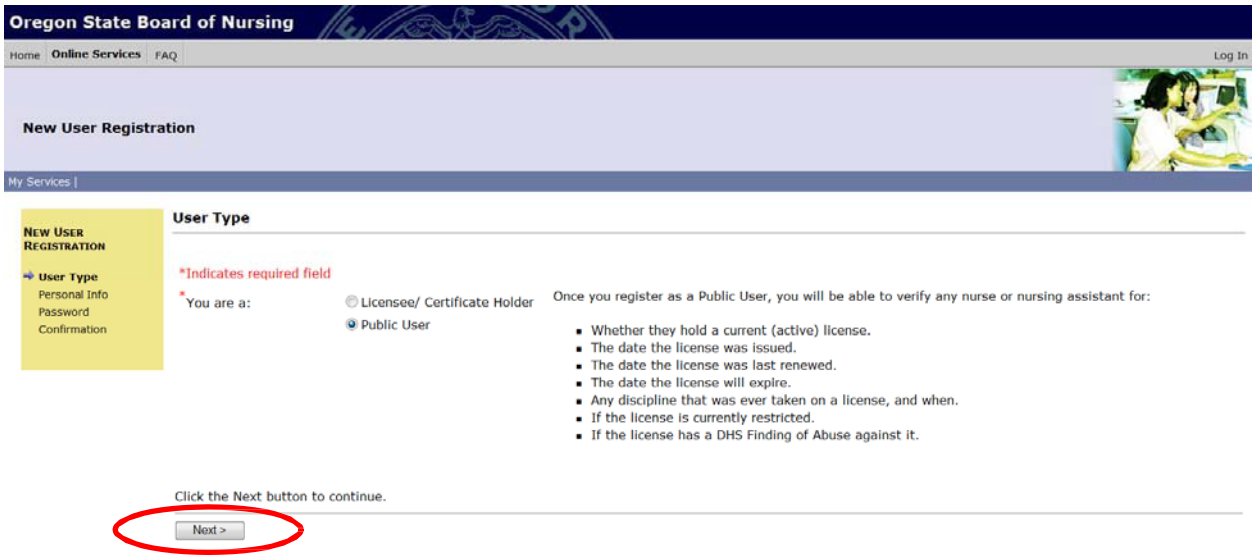
1-100 licenses:	$100
101-500:	$225
501-1000:	$350
1001-2000:	$475
2001-3000:	$600
3001-4000:	$725
4001-5000:	$850
5000+:	$1,000

Step-By-Step

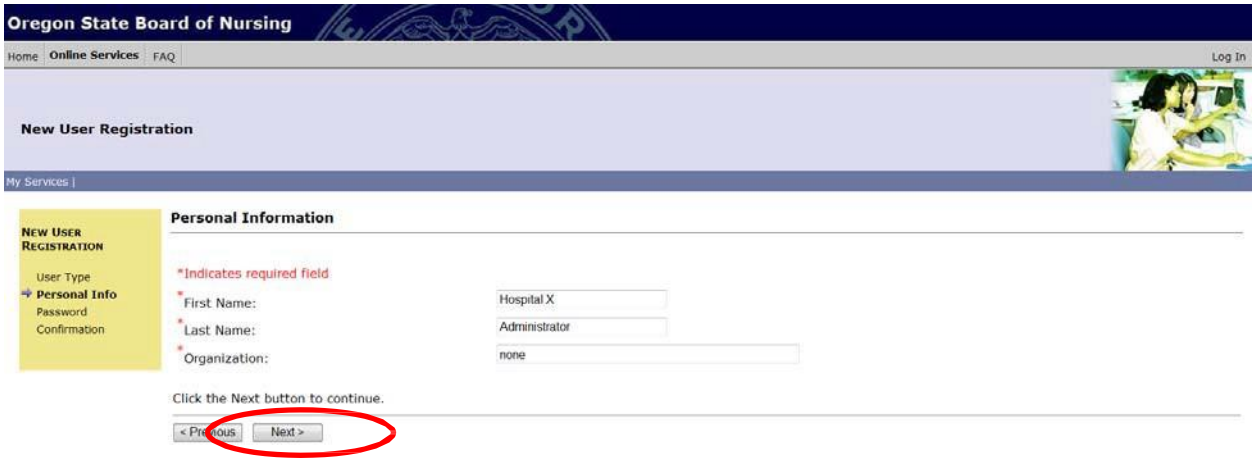
1. From the Board's website (www.oregon.gov/OSBN), scroll to the list of Subscriptions at the bottom of the page and click on Auto-Verification, which brings you to the Log-In page. To establish your user account, click on the "New Users Register Here!" link:



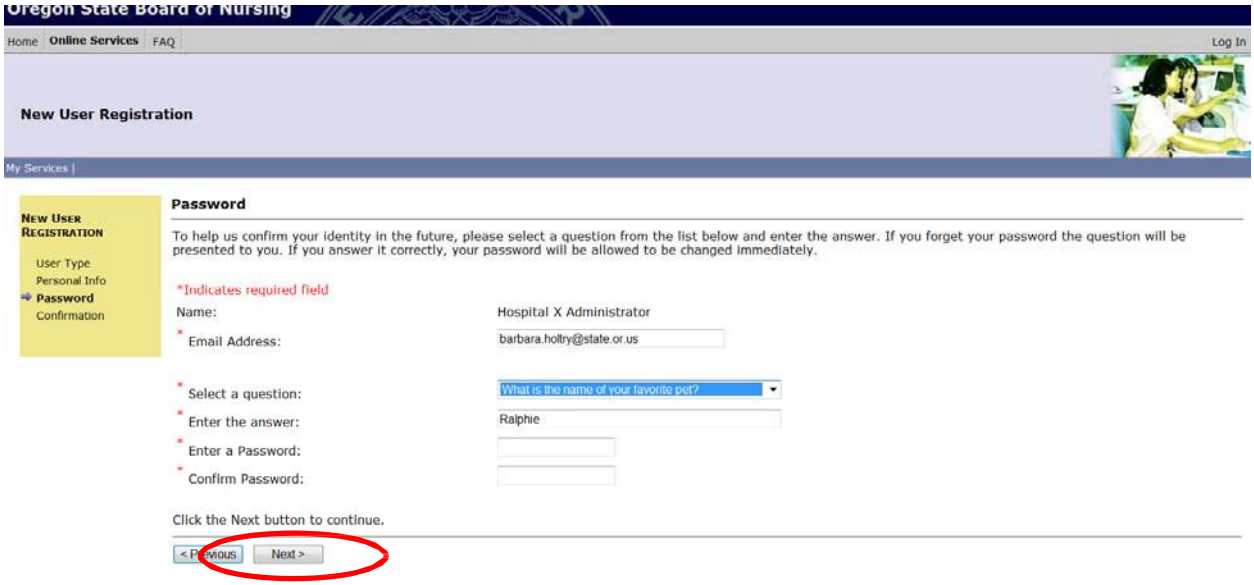
2. This brings you to the initial sign-in screen. Select Public User, and click "Next":



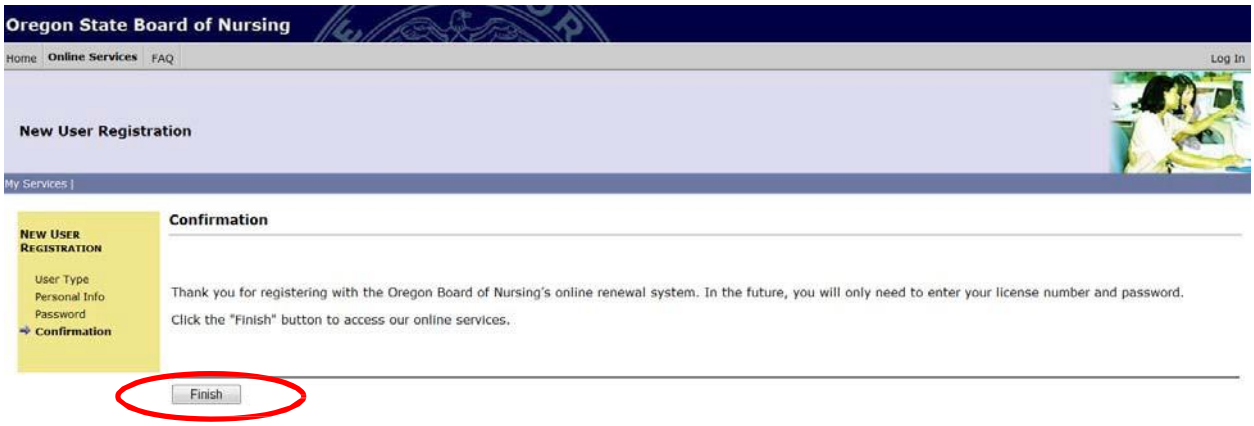
3. To establish your account, enter your user name and organization, and click “Next.”



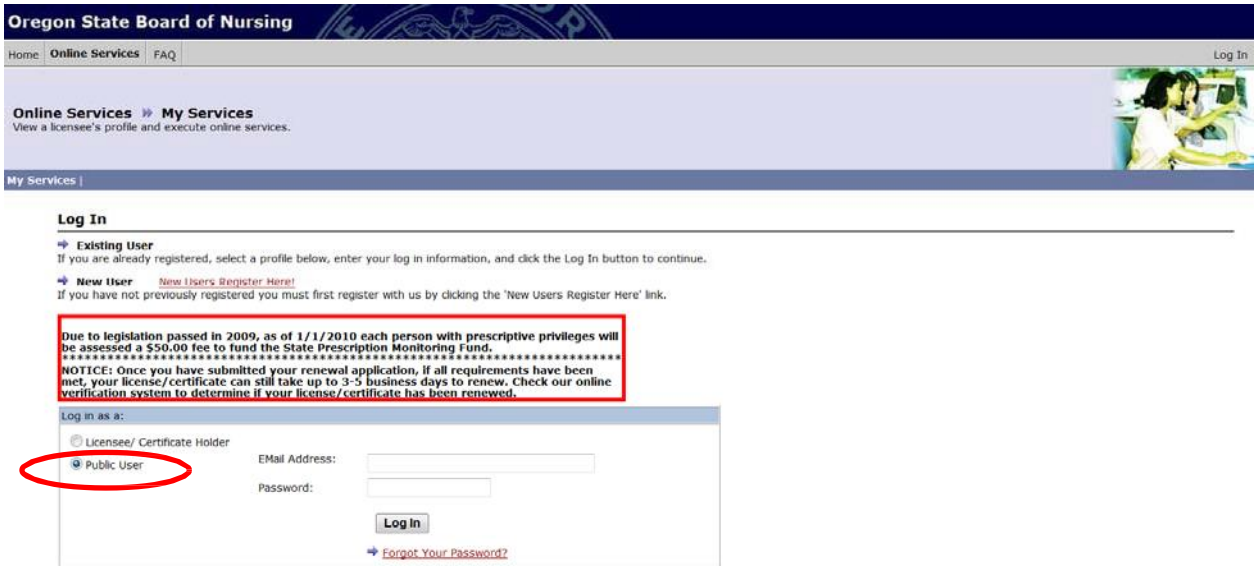
4. Register the user e-mail address where you want to receive a renewal notice for your subscription, and select your security question & password. Click “Next.”



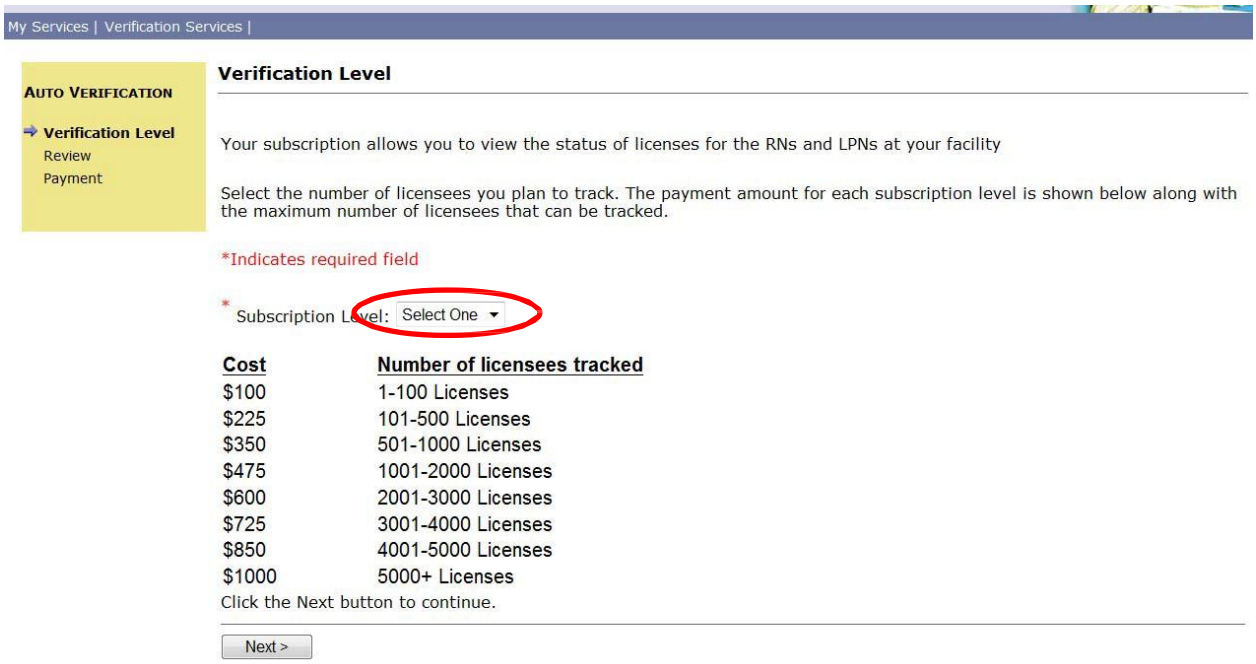
5. You should then see the confirmation page. Clicking "Finish" will bring you back to the log-in screen.



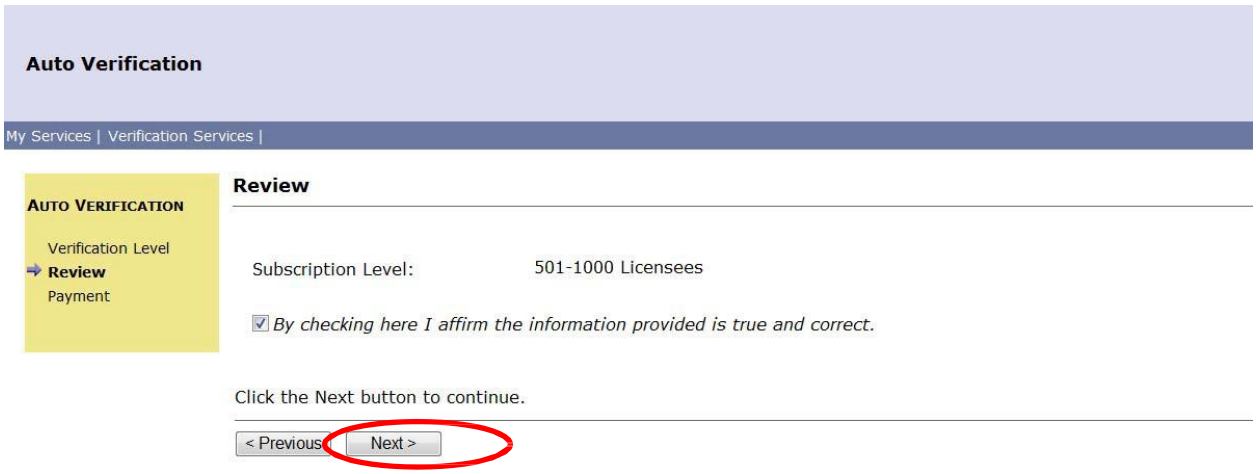
6. Select Public User, login, and proceed to the main Verification Services page.



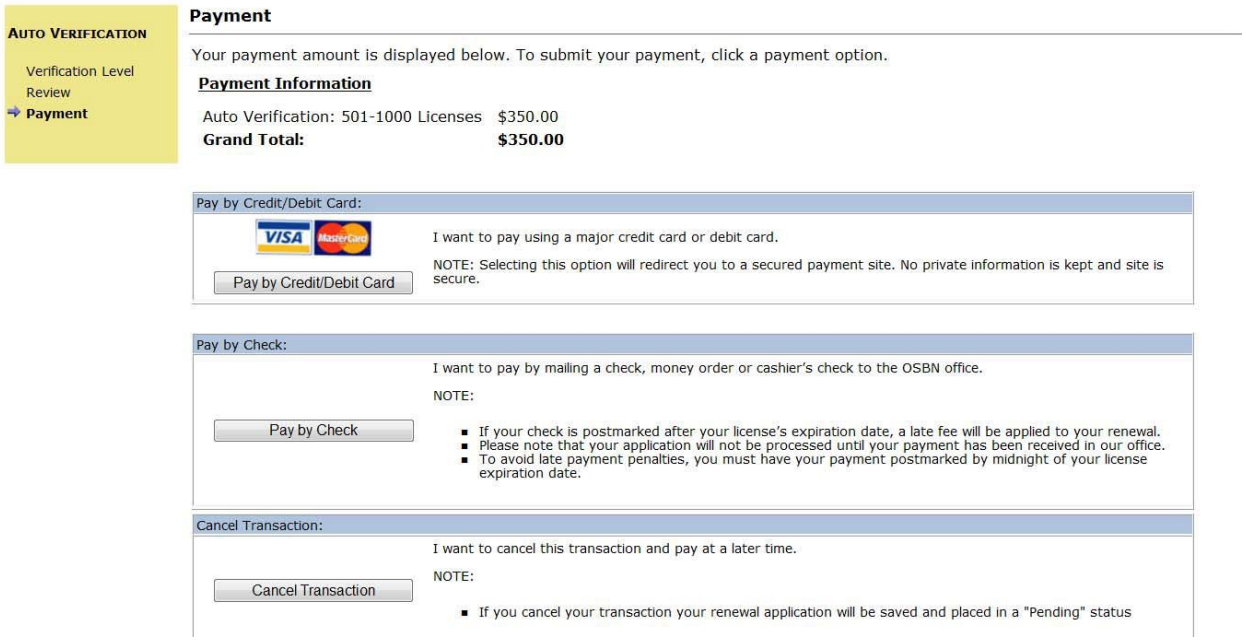
7. Select the number of licensees for your subscription, and click “Next.”



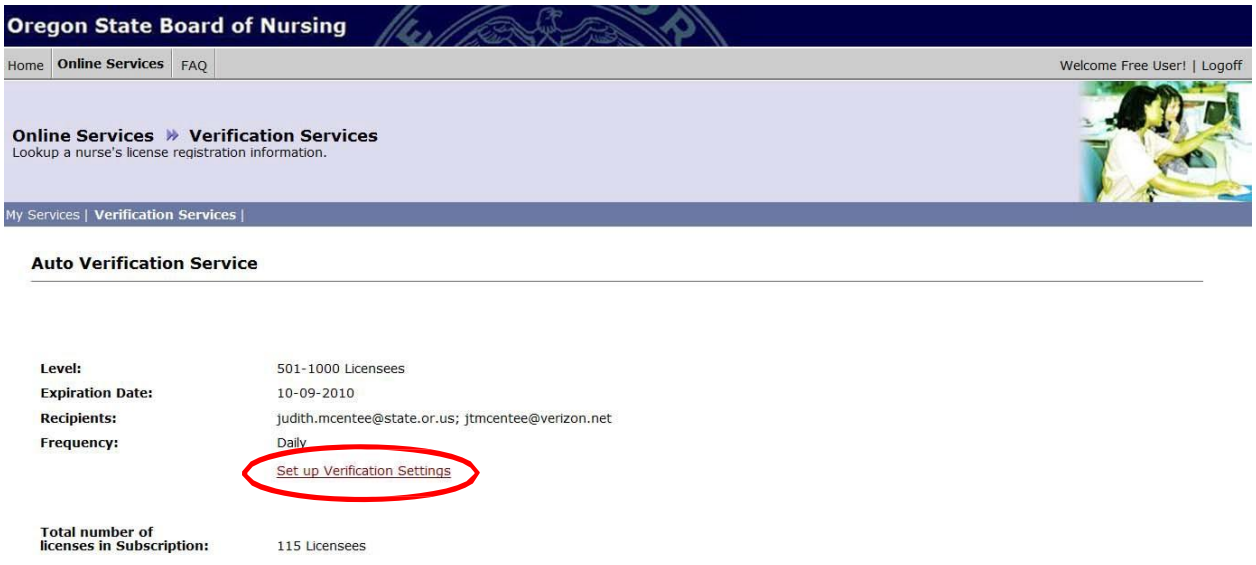
8. Once you’ve selected your subscription level, you will see a confirmation page. Check the affirmation box and click “Next” to move to the payment screen:



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

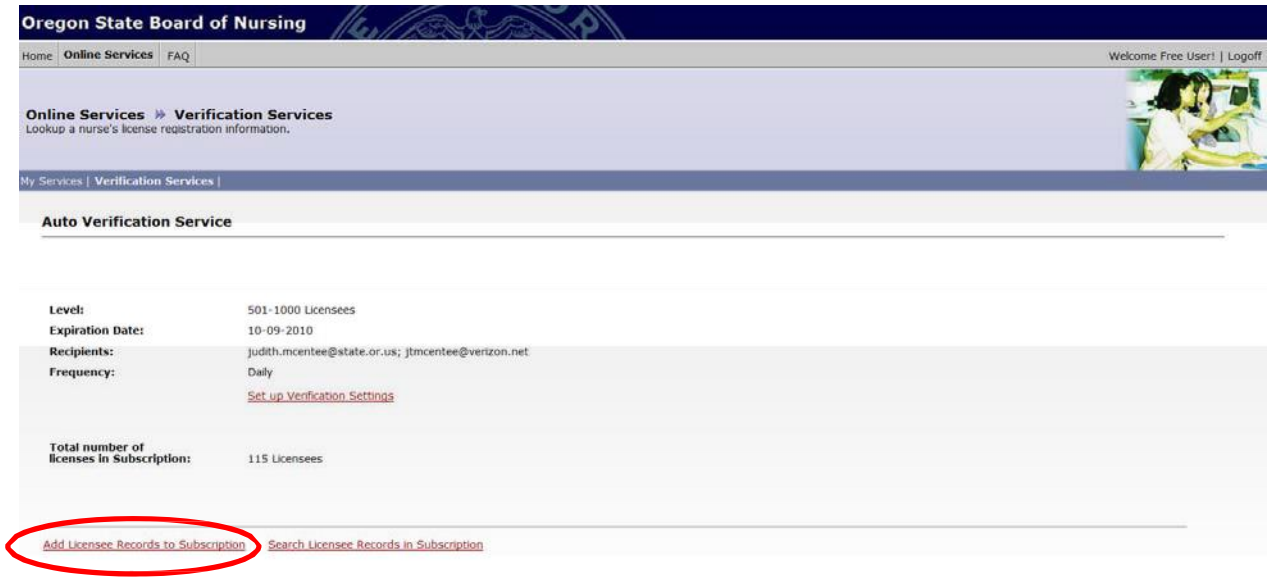


10. Assuming you've worked with the Board to load your initial licensee list, you should see the parameters for your account here. (Contact the OSBN Database Administrator at jeff.fine@state.or.us to establish your initial list.) Click on "Set Up Verification Settings" to establish the frequency of your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



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."

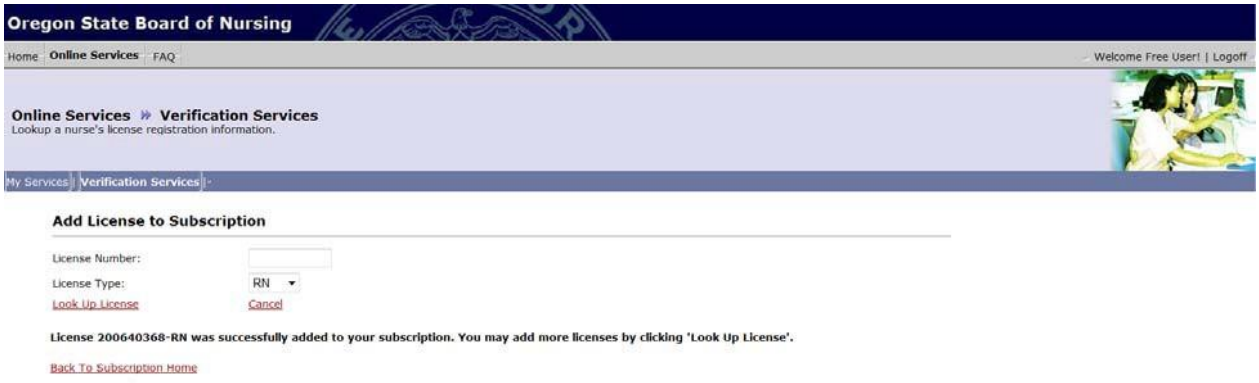
12. Once your initial subscription is established, you can easily add licensees to your tracking list. From the Verification Screen, click on the "Add Licensee Records to Subscription" link at the bottom.



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."

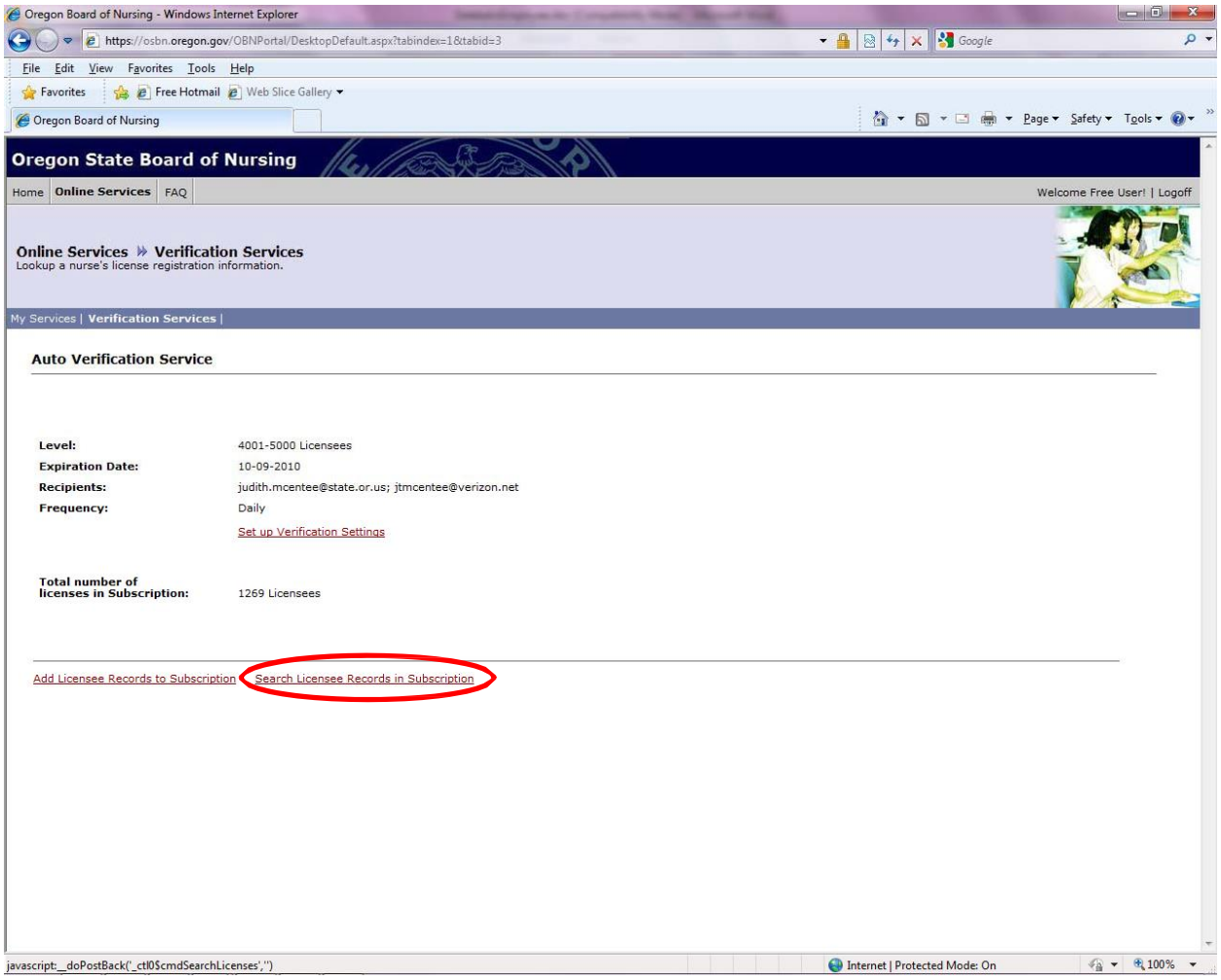
15. After adding the license to your list, you will receive a confirmation message:



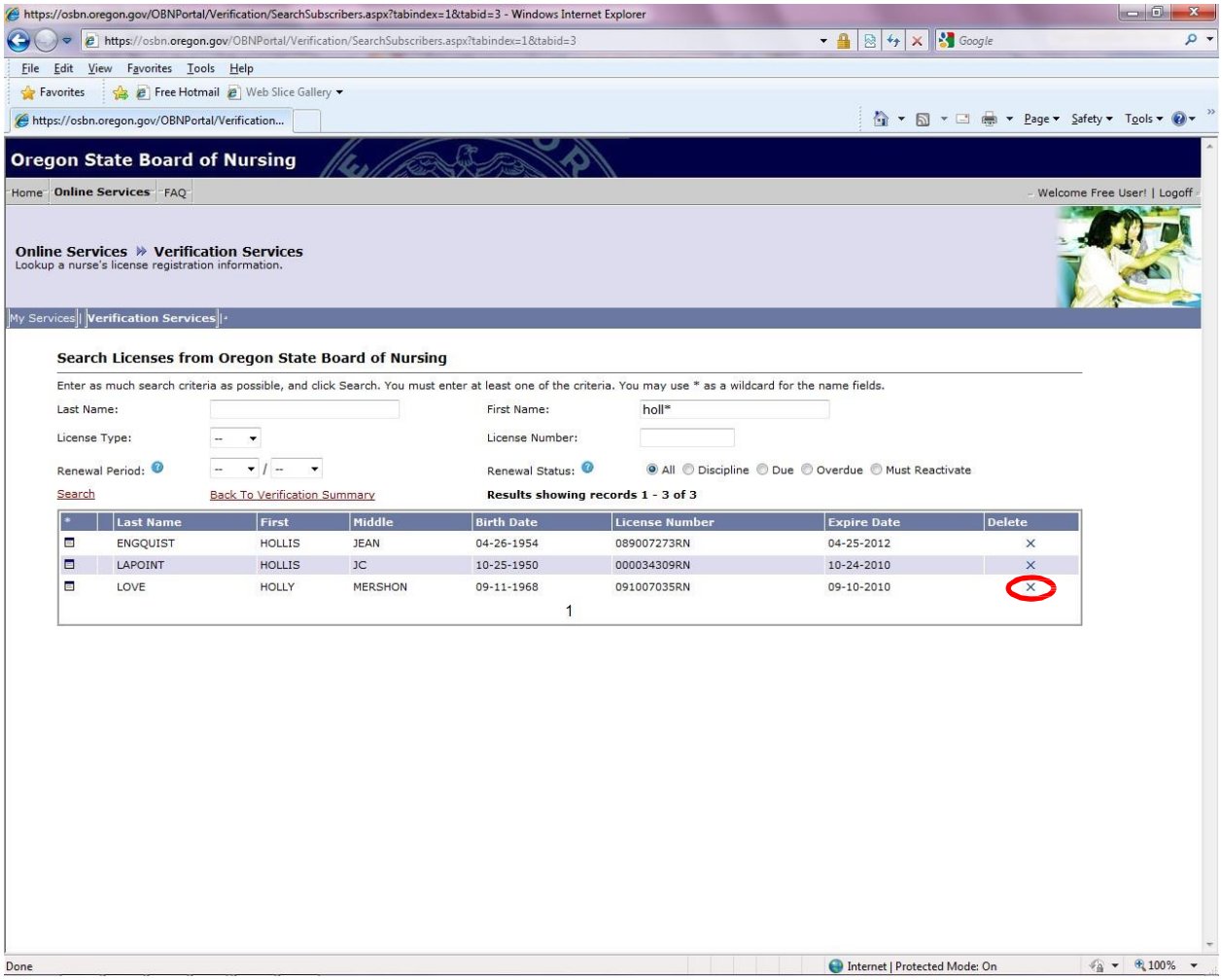
16. Repeat steps 12-15 to add further licensee names to your subscriber list.

To Delete a Licensee Record from Your Subscription

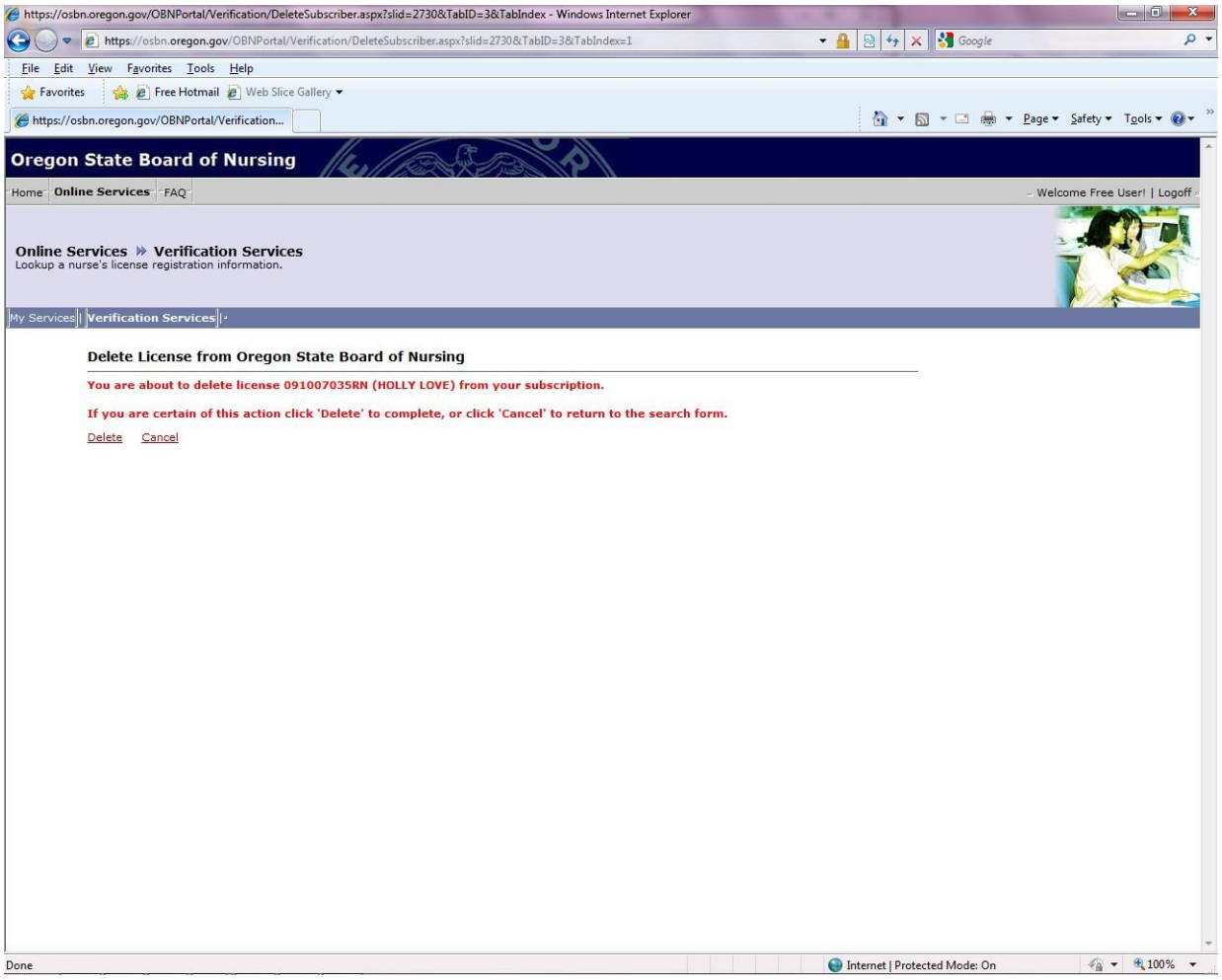
1. Click the search Licensee Records in Subscription



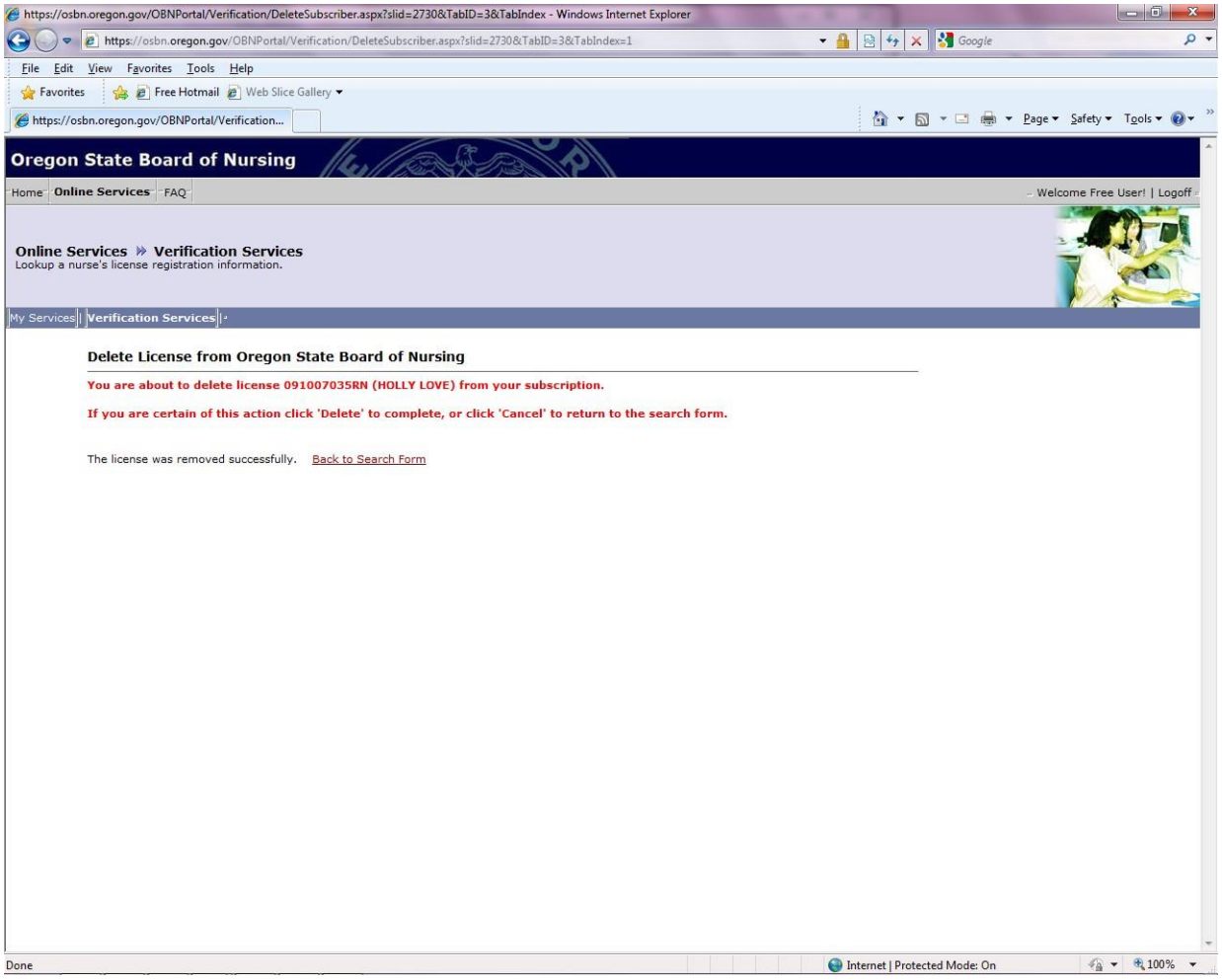
2. Search for the licensee you would like to delete and then click the X under the Delete Column.



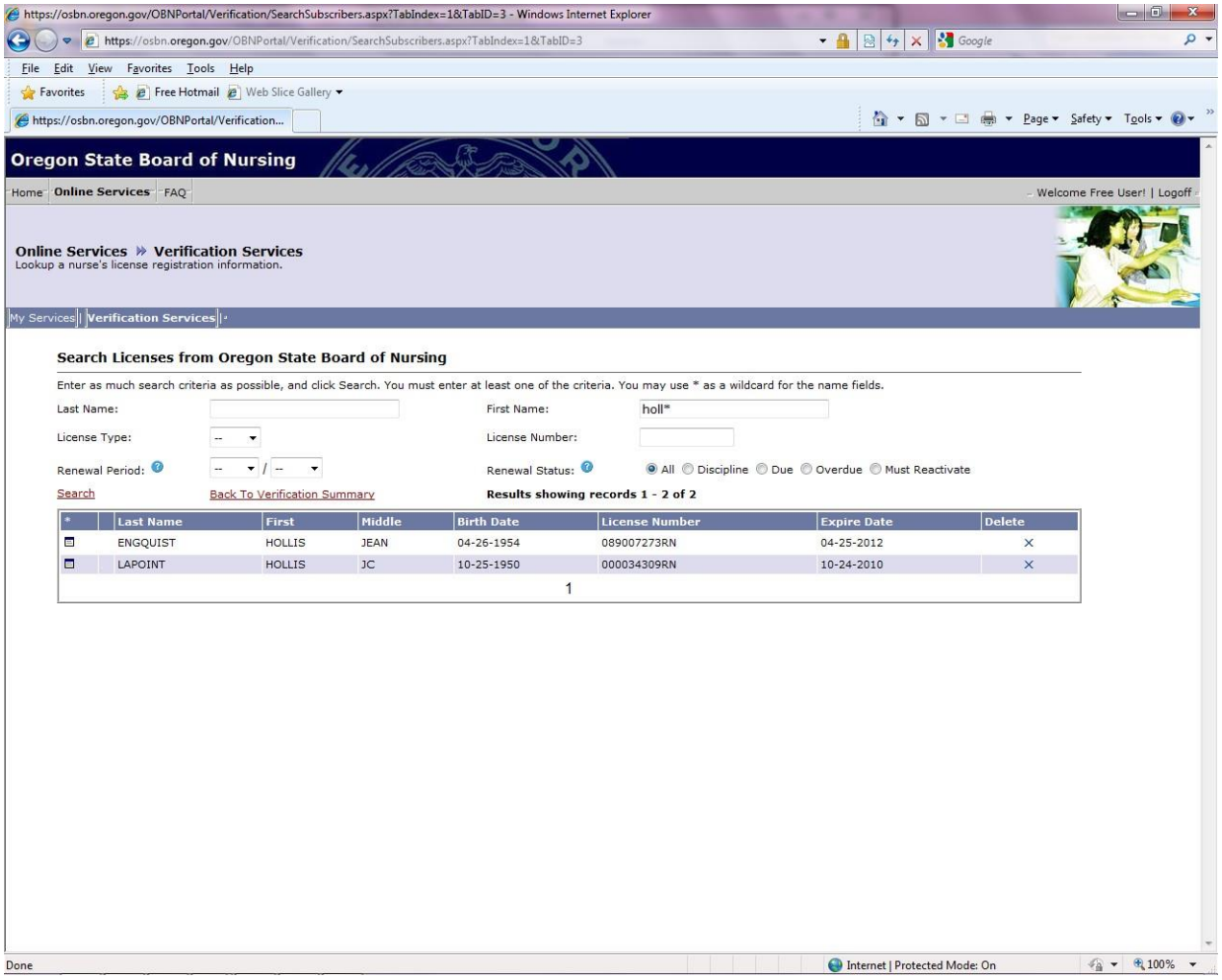
3. You will receive this confirmation page. Click Delete once more (or Cancel if you have chosen the wrong licensee).



4. You will receive this final message.



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



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.

From: Oregon Board of Nursing
To: Judith McEntee
Cc:
Subject: OR Board of Nursing - Auto Verification Welcome Message

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Apr 26 2010  7:28AM

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Thank you for subscribing to the Oregon State Board of Nursing's Auto Verification service.


You can make changes to your subscription settings at any time.

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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.)

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

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Apr 26 2010  7:29AM

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There were 10 licenses added on Apr 26 2010

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------------------------------------------------------------------------------
 License Added:   078041977RN BUCK, DEBRA K     Current Expiration Date:      10/28/2010
 License Added:   094006852RN HUDSON, MARILYN LOUISE  Current Expiration Date:      06/29/2010
 License Added:   091000312RN KLEIN, TRACY ANN  Current Expiration Date:      07/30/2010
 License Added:   094000187RN MEADOWS, SUZANNE M      Current Expiration Date:      08/10/2011
 License Added:   200640368RN MERCER, HOLLIS AMY      Current Expiration Date:      12/12/2010
 License Added:   093006963RN PALUMBO, TAMARA MARYLEE Current Expiration Date:      07/23/2011
 License Added:   092006721RN SEXTON, NISHA A   Current Expiration Date:      08/21/2011
 License Added:   098000547RN STANDRIDGE, MICHELLE DIANE    Current Expiration Date:      02/13/2012
 License Added:   000030432RN TUCKER, LYNDA MARIE     Current Expiration Date:      03/19/2012
 License Added:   099006749RN WOOD, KIMBERLY ANN      Current Expiration Date:      07/20/2010
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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

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Changes have occurred with the licensees within your subscription.

Below are the changes

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License Number: 000030432RN TUCKER, LYNDA MARIE

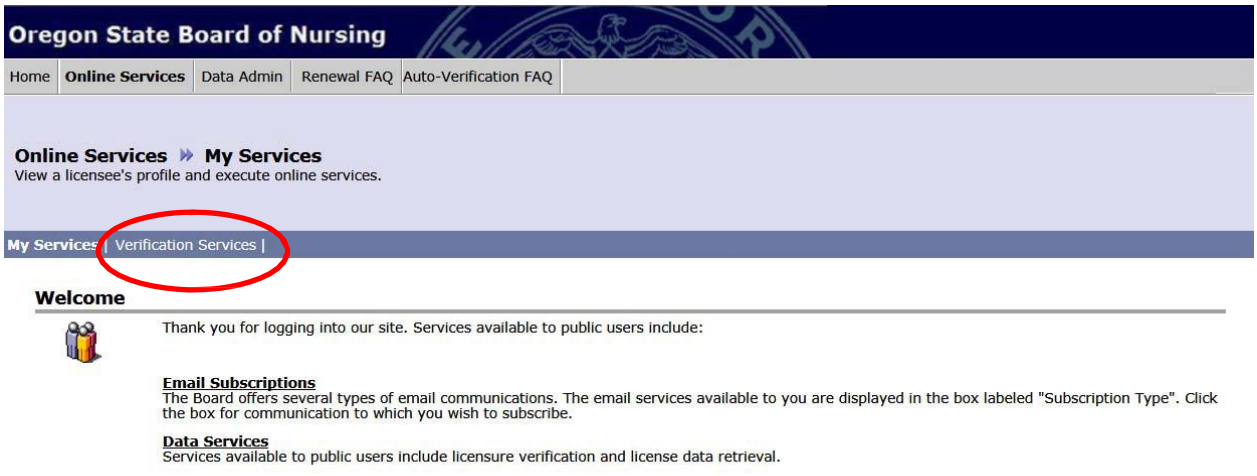
Activity on: 04-25-2010 License Expired: Expiration Date = 12-15-2009

License Number: 200640368RN MERCER, HOLLIS AMY

Activity on: 04-25-2010 License Renewed: New Expiration Date = 05-08-2012

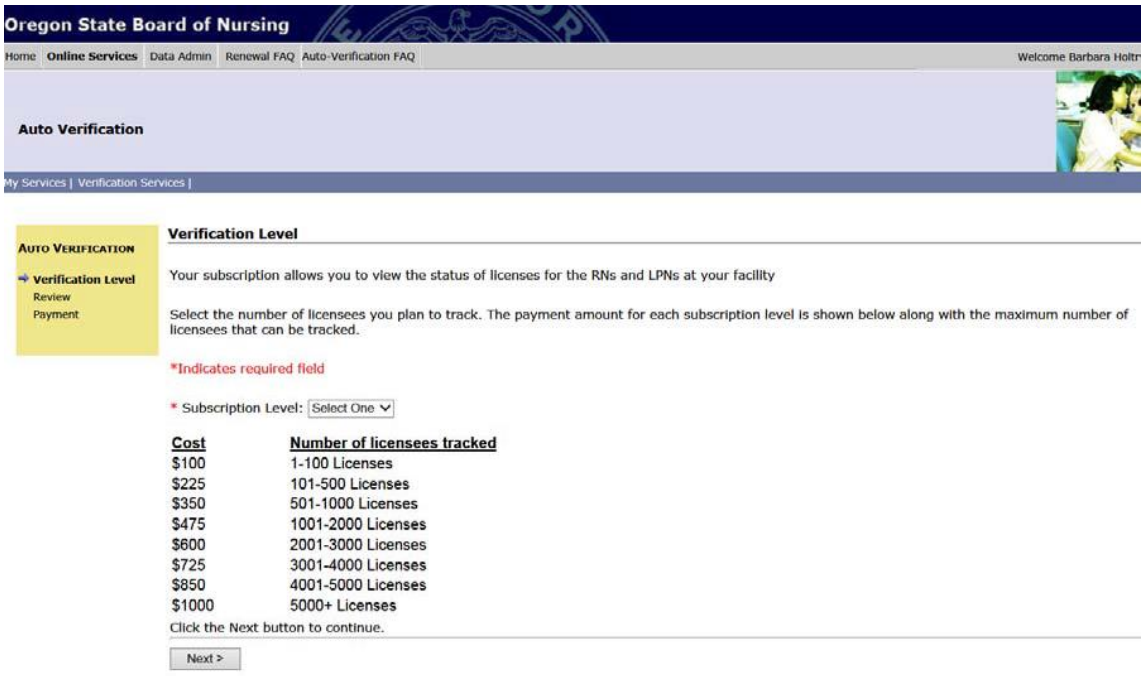
To Renew Your Subscription

1. Login and click on Verification Services



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

3. 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.



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