

# 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 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](http://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](mailto: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](http://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:

**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 |**

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**Log In**

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

➔ **New User** **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

E-Mail 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 |**

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**NEW USER REGISTRATION**

➔ **User Type**  
Personal Info  
Password  
Confirmation

**User Type**

\*Indicates required field

\* You are a:

☐ Licensee/ Certificate Holder

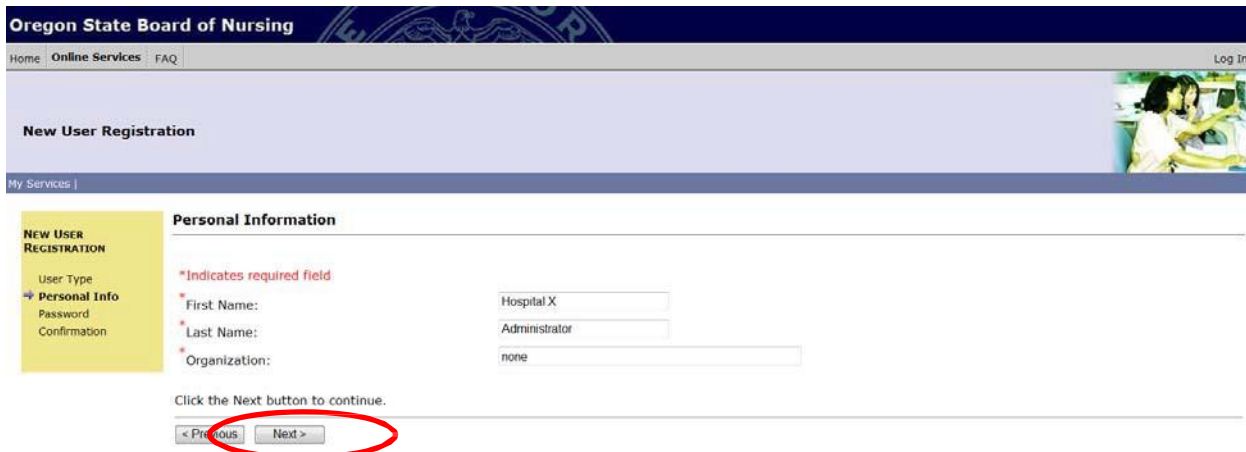
☒ Public User

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.

3. To establish your account, enter your user name and organization, 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

**Personal Information**

\*Indicates required field

\* First Name: Hospital X

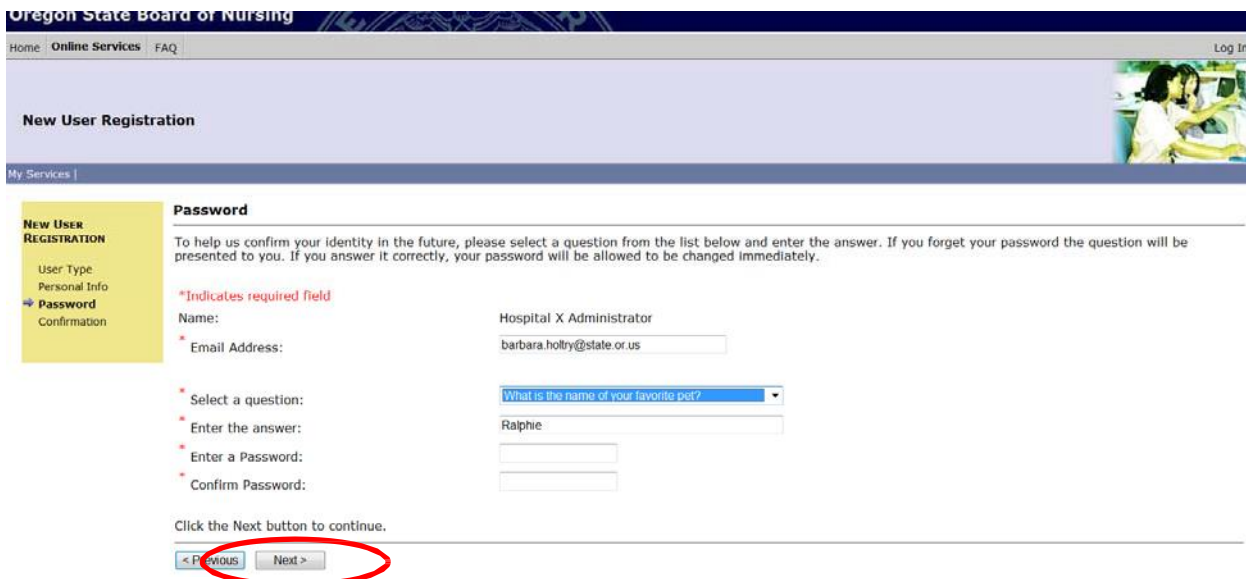
\* Last Name: Administrator

\* Organization: none

Click the Next button to continue.

< Previous **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.”



**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

**Password**

To help us confirm your identity in the future, please select a question from the list below and enter the answer. If you forget your password the question will be presented to you. If you answer it correctly, your password will be allowed to be changed immediately.

\*Indicates required field

Name: Hospital X Administrator

\* Email Address: barbara.holtry@state.or.us

\* Select a question: What is the name of your favorite pet?

\* Enter the answer: Ralphie

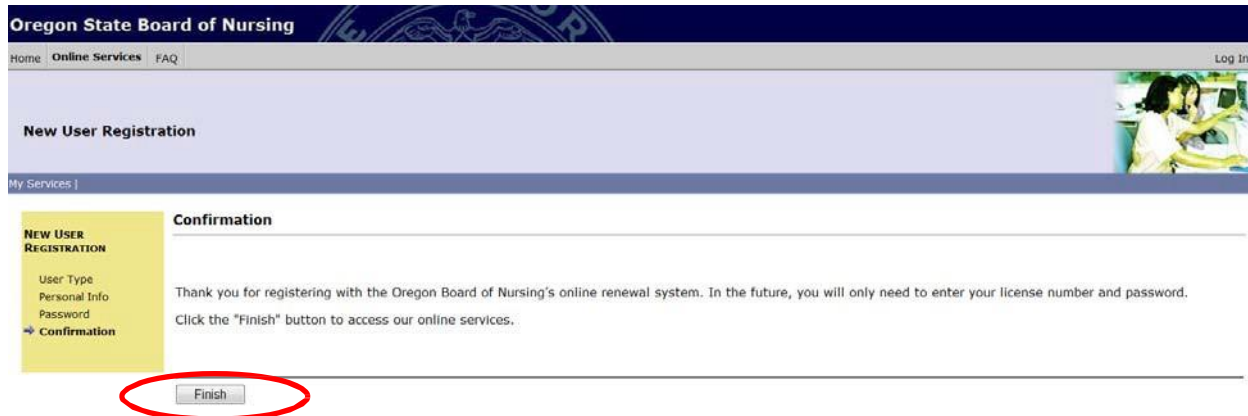
\* Enter a Password:

\* Confirm Password:

Click the Next button to continue.

< Previous **Next >**

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



**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**

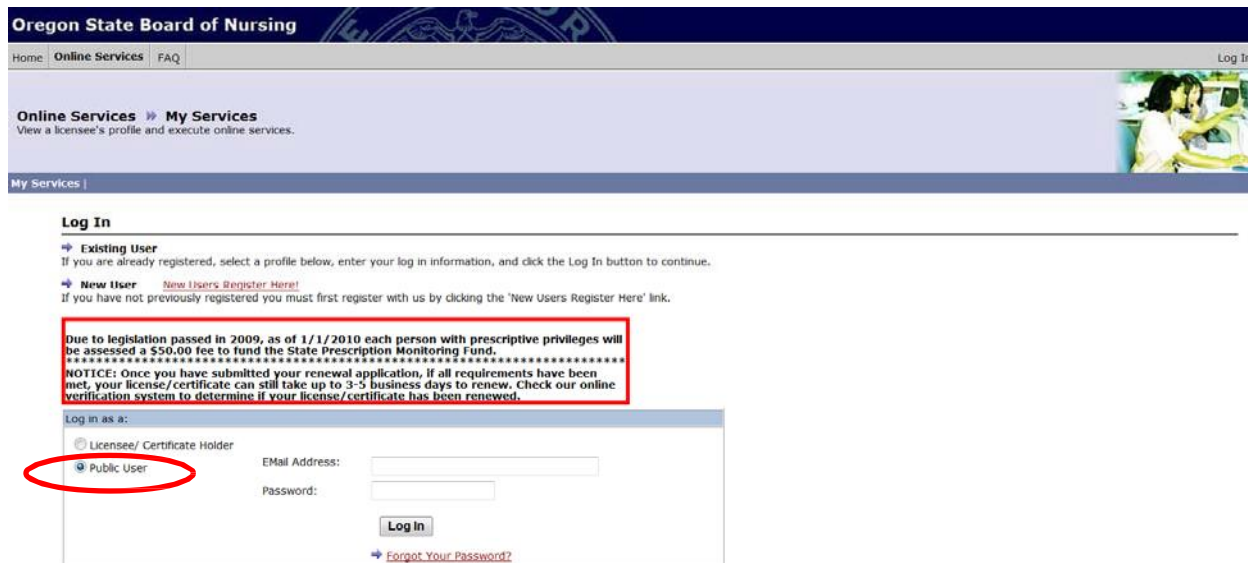
**Confirmation**

Thank you for registering with the Oregon Board of Nursing's online renewal system. In the future, you will only need to enter your license number and password.

Click the "Finish" button to access our online services.

[Finish](#)

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



**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, select a profile below, enter your log in information, and click the Log In button to continue.

➔ **New User** [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**

E-Mail Address:

Password:

[Log In](#)

➔ [Forgot Your Password?](#)

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

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: 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 OSBN Database Administrator at [jeff.fine@state.or.us](mailto:jeff.fine@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

<b>Level:</b>	501-1000 Licensees
<b>Expiration Date:</b>	10-09-2010
<b>Recipients:</b>	judith.mcentee@state.or.us; jtmcentee@verizon.net
<b>Frequency:</b>	Daily
	<a href="#" style="border: 2px solid red; border-radius: 50%; padding: 5px 15px; color: #002060; text-decoration: none;">Set up Verification Settings</a>
<b>Total number of licenses in Subscription:</b>	115 Licensees

- 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."



**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** |

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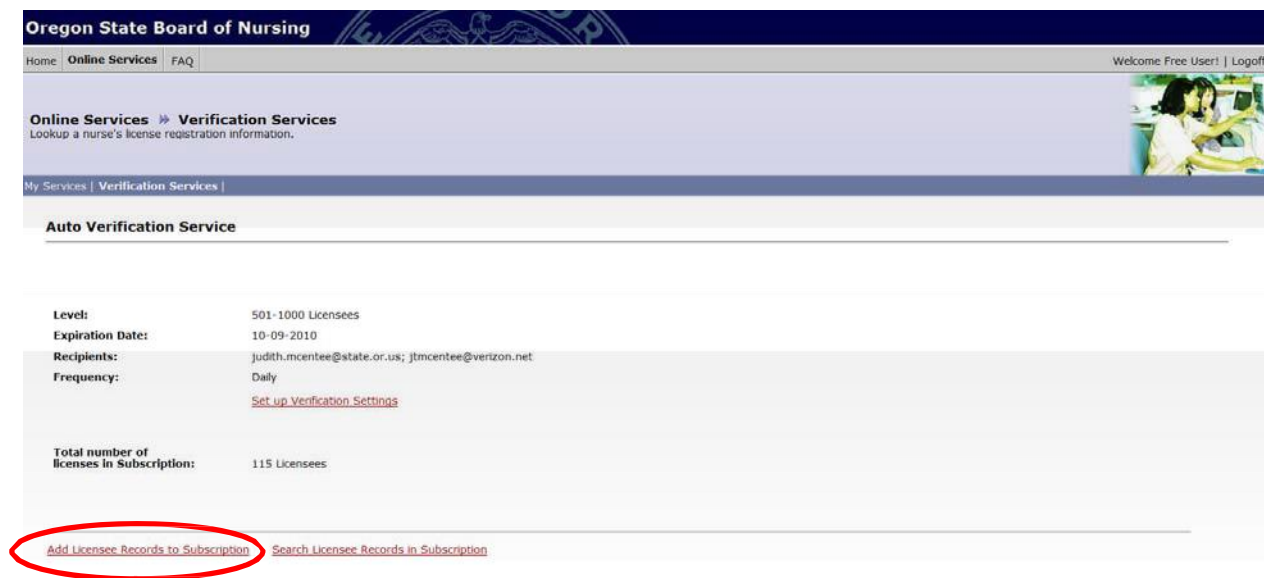
**Edit subscription for Oregon State Board of Nursing**

Subscriber Email Address:

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

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

- 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.



**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** |

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**Auto Verification Service**

Level:	501-1000 Licensees
Expiration Date:	10-09-2010
Recipients:	judith.mcentee@state.or.us; jtmcentee@verizon.net
Frequency:	Daily
	<a href="#">Set up Verification Settings</a>
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."



**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** |

**Add License to Subscription**

License Number: 200640368  
 License Type: RN  
[Look Up License](#) [Cancel](#)

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



**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** |

**Add License to Subscription**

License Number: 200640368  
 License Type: RN  
[Look Up License](#) [Cancel](#)

The licensee's information is displayed below. Review and click 'Add This License' to add the licensee to your subscription.

License: 200640368 - RN  
 Name: HOLLIS AMY MERCER  
 Date of Birth: 12-13-1950  
[Add This License](#)

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



**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** |

**Add License to Subscription**

License Number:   
 License Type: RN  
[Look Up License](#) [Cancel](#)

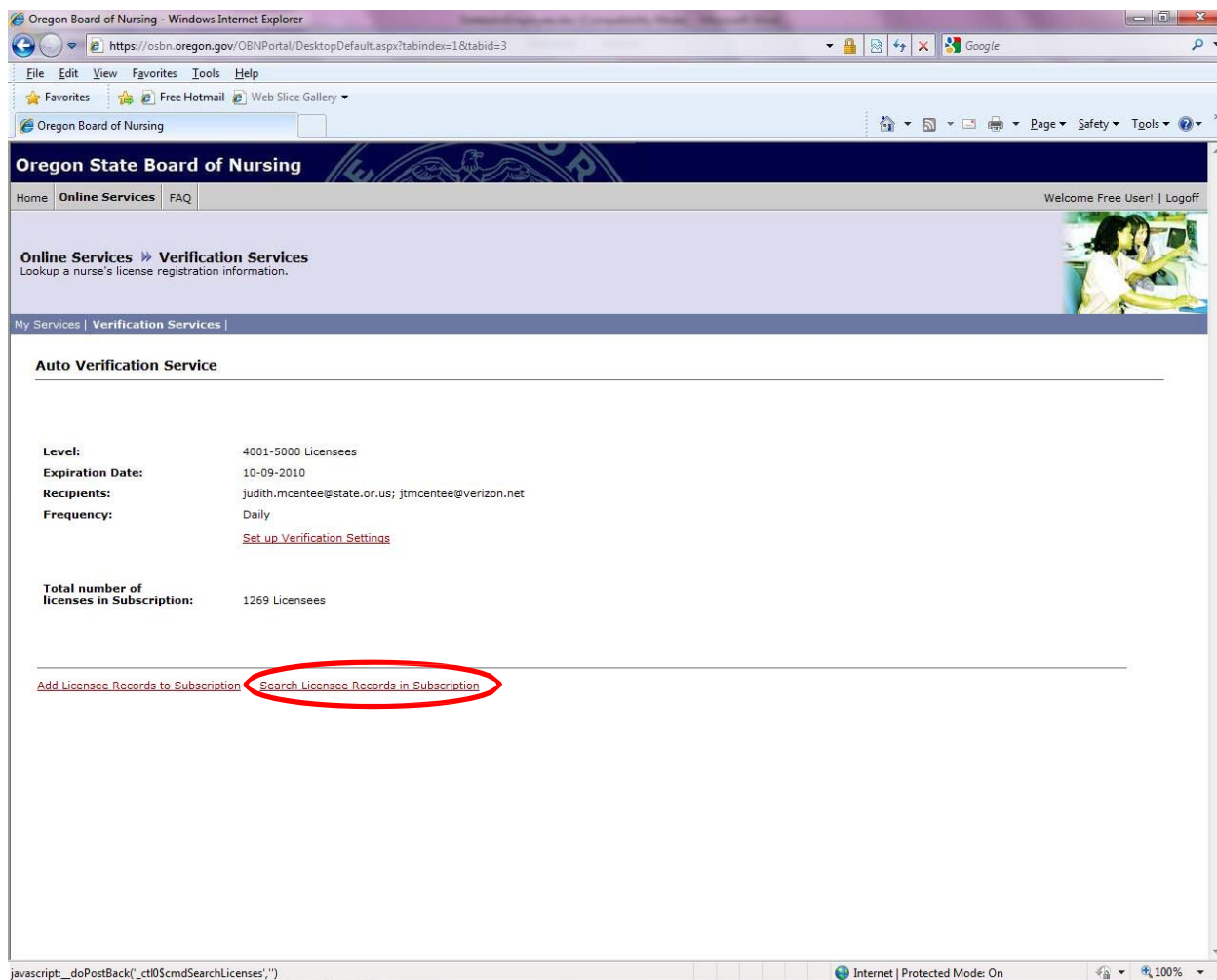
License 200640368-RN was successfully added to your subscription. You may add more licenses by clicking 'Look Up License'.

[Back To Subscription Home](#)

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



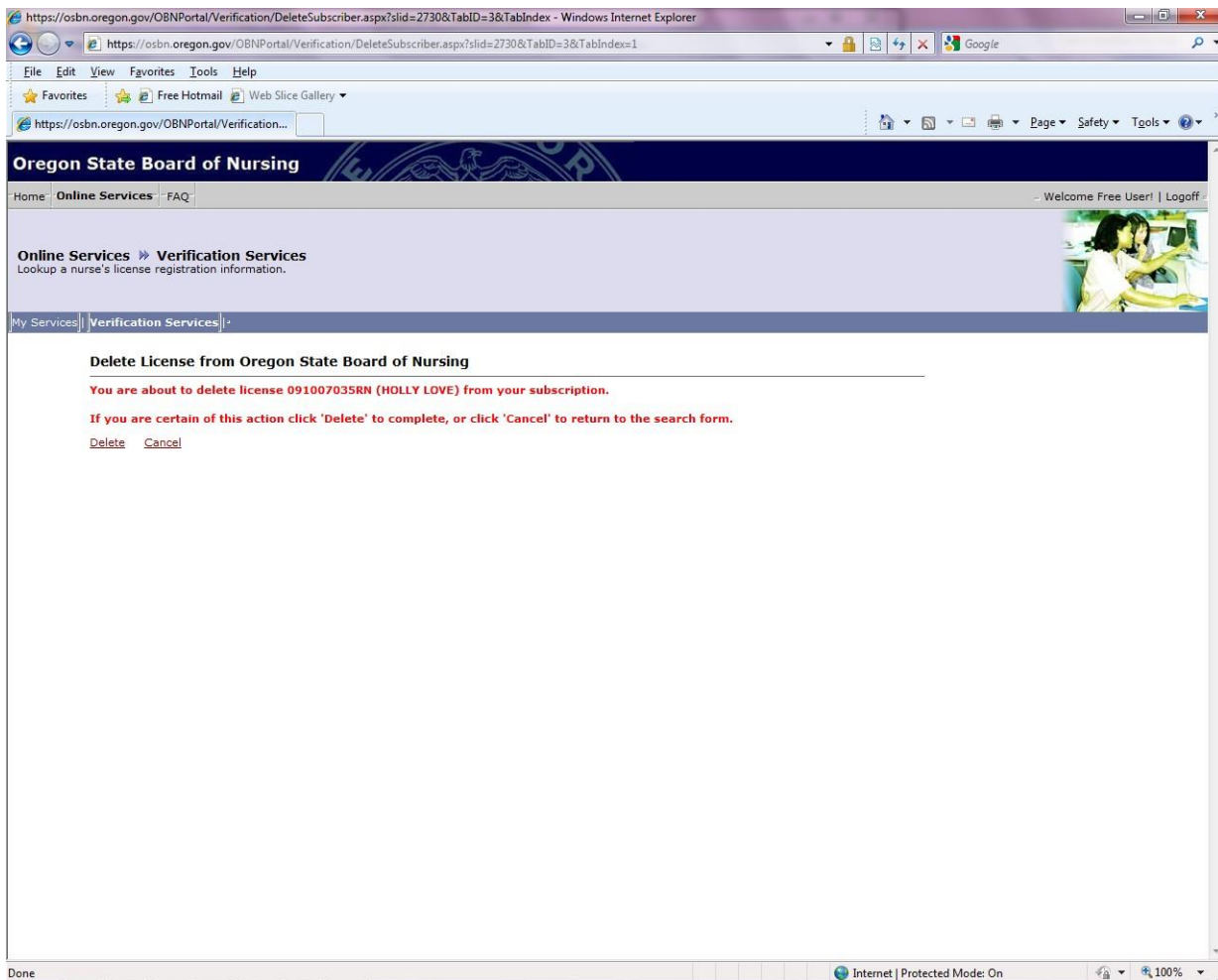
2. Search for the licensee you would like to delete and then click the X under the Delete Column.

The screenshot shows the Oregon State Board of Nursing website in a Windows Internet Explorer browser. The page title is "Oregon State Board of Nursing" and the URL is "https://osbn.oregon.gov/OBNPortal/Verification/SearchSubscribers.aspx?tabindex=1&tabid=3". The page has a navigation bar with "Home", "Online Services", and "FAQ". The main content area is titled "Online Services >> Verification Services" and includes a sub-header "Search Licenses from Oregon State Board of Nursing". Below this, there are search criteria fields for Last Name, First Name, License Type, License Number, and Renewal Period. The search results are displayed in a table with columns: Last Name, First, Middle, Birth Date, License Number, Expire Date, and Delete. The table shows three records: ENGQUIST, LAPOINT, and LOVE. The 'Delete' column for the LOVE record has an 'X' icon, which is circled in red.

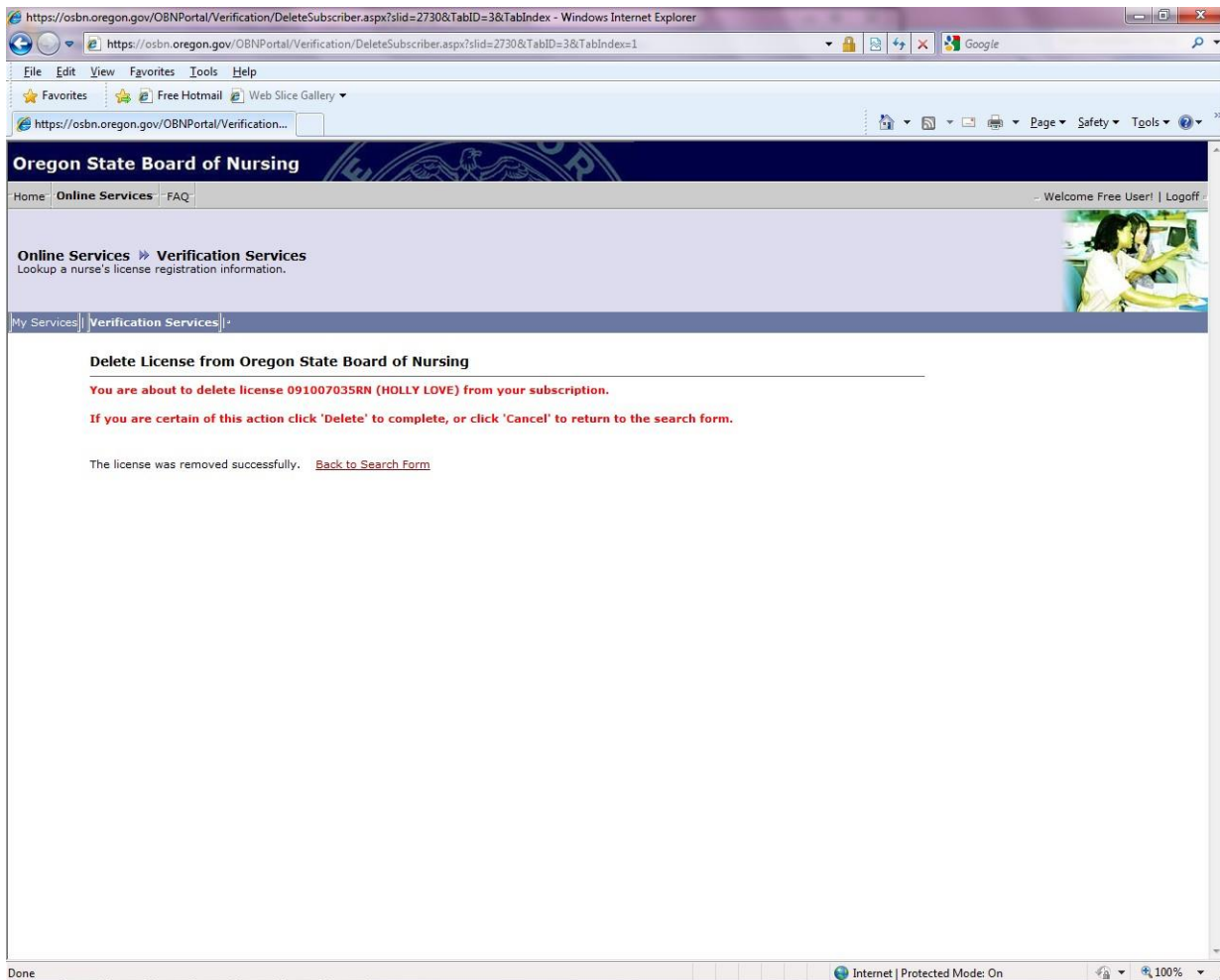
	Last Name	First	Middle	Birth Date	License Number	Expire Date	Delete
<input type="checkbox"/>	ENGQUIST	HOLLIS	JEAN	04-26-1954	089007273RN	04-25-2012	X
<input type="checkbox"/>	LAPOINT	HOLLIS	JC	10-25-1950	000034309RN	10-24-2010	X
<input type="checkbox"/>	LOVE	HOLLY	MERSHON	09-11-1968	091007035RN	09-10-2010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

Results showing records 1 - 3 of 3

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.

https://osbn.oregon.gov/OBNPortal/Verification/SearchSubscribers.aspx?TabIndex=1&TabID=3 - Windows Internet Explorer

https://osbn.oregon.gov/OBNPortal/Verification/SearchSubscribers.aspx?TabIndex=1&TabID=3

File Edit View Favorites Tools Help

Free Hotmail Web Slice Gallery

https://osbn.oregon.gov/OBNPortal/Verification...

Page Safety Tgoals

### 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

#### Search Licenses from Oregon State Board of Nursing

Enter as much search criteria as possible, and click Search. You must enter at least one of the criteria. You may use \* as a wildcard for the name fields.

Last Name:  First Name:

License Type:  License Number:

Renewal Period:  Renewal Status: ☒ All ☐ Discipline ☐ Due ☐ Overdue ☐ Must Reactivate

[Search](#) [Back To Verification Summary](#)

Results showing records 1 - 2 of 2

* <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

1

Done Internet | Protected Mode: On 100%

## 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

Apr 26 2010 7:28AM

\*\*\*\*\*

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.

\*\*\*\*\*

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

Apr 26 2010 7:29AM

\*\*\*\*\*

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, LYNDIA MARIE Current Expiration Date: 03/19/2012
License Added: 099006749RN WOOD, KIMBERLY ANN Current Expiration Date: 07/20/2010

```

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


**Oregon State Board of Nursing**

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

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

**My Services** | **Verification Services** |

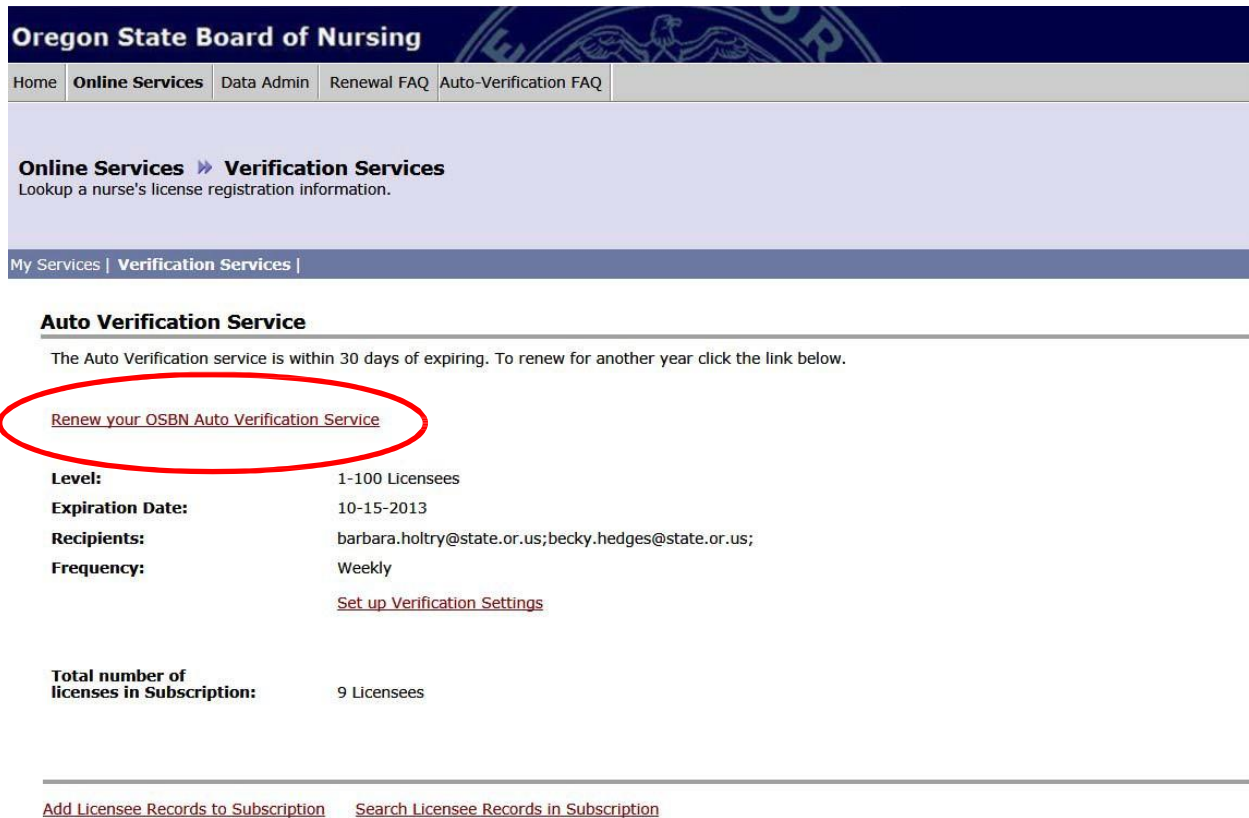
**Welcome**

 Thank you for logging into our site. Services available to public users include:

**Email Subscriptions**  
The Board offers several types of email communications. The email services available to you are displayed in the box labeled "Subscription Type". Click the box for communication to which you wish to subscribe.

**Data Services**  
Services available to public users include licensure verification and license data retrieval.

- 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** |

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**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](#)

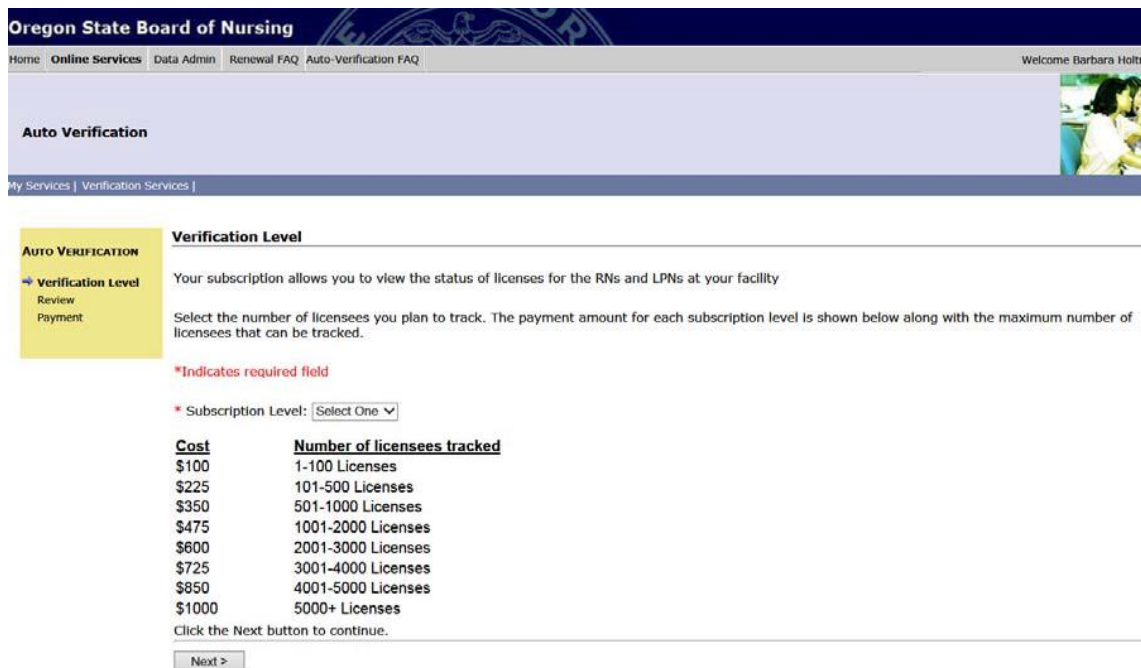
**Level:** 1-100 Licensees  
**Expiration Date:** 10-15-2013  
**Recipients:** barbara.holtry@state.or.us;becky.hedges@state.or.us;  
**Frequency:** Weekly  
[Set up Verification Settings](#)

**Total number of licenses in Subscription:** 9 Licensees

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[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 Holtry

**Auto Verification**

My Services | Verification Services |

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**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.