Adding or Updating a License

All providers must submit a copy of their license and verify effective and expiration dates through Partner Portal.

The information in this job aid applies to screens 2.2 License Information and 8.0 Document Upload.

Adding a License in Partner Portal

1. To add license information to this screen, click the Add button and enter appropriate license information.

Dashboard Application	Maint	tenance	Corres	pondenci	e DMS Re	view A	aministration	Search	I Applicat	ton Header	
1.0 Administrative Information	•	Licens	e Inform	nation					0	0 .	Required
2.0 Provider Qualifications											
2.1 Specialties Information	C	• TI	he name	on the lic	ense should	match the F	Provider Name				
2.2 License Information	1	• If	License I lick "Add"	Number i " if you w	s less than 4 ish to add Lic	digits, add enses, "Ed	zeroes (0) to the it" to change exit	e front of license numb isting record, "Remove	e" to delete	digits existing r	ecord
2.3 Certification Information	Ø	 Al 	ter press	ing "Add	, enter data a	and then pr	ess "Add to Grid	f" to add a record to th	ne grid, "Dis	card" to r	ot save
2.4 County Served	0	• If	exempt f	or licensu	are for Provid	er Type 66,	then at the 8.0 I	Document Upload scr	een, please	upload p	ersonal
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Smith, Anne				Select One		~	
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MM/DD/YYYY		-		MM/DD/YYYY		1	
				Add To Grid			
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Exit						Back Save	& Next



• **License Type**: Select the type of license from the drop-down.

Provider Type	License Type or Certification	Additional Comments
PT 74 CRNA	Prescriber	• Certain states do not issue Nurse Anesthetist licenses. The respective boards will only issue Registered Nurse licenses. It is the responsibility of the RN to get a national certification for their specialty of Nurse Anesthetist. In this case, applicants must supply their RN license and their national Nurse Anesthetist license with effective date.
PT 78 APRN	Prescriber	 Certain states do not issue Nurse Practitioner licenses. The respective boards will only issue Registered Nurse licenses. It is the responsibility of the RN to get a national certification for their specialty of Nurse Practitioner. In this case, applicants must supply their RN license and their national Nurse Practitioner license with effective date.

- **Name:** The information entered in this field must match the name on the Provider license.
- License Designation: Select the designation of the license from the dropdown
 - Faculty an individual licensed/appointed as a teacher/trainer within a licensed training facility
 - Fellowship Training an individual licensed as a fellow in training
 - Institutional Practice individual licensed to dispense a controlled substance in the course of professional practice, but does not include a pharmacy
 - Permanent a group, entity or individual granted a license without any provisions
 - Resident an individual granted a resident in training licensed
 - Temporary an individual granted a temporary license to practice in the state of Kentucky
 - Provisional Group PT 76 or Entity
- License Effective and Expiration Dates: Enter the effective date and the expiration date of the license (expiration date cannot be prior to the Requested Effective Date as entered on the Start New Enrollment screen).



Adding or Updating a License

- 2. Click Add To Grid to populate the grid.
 - Repeat for each license as applicable.
- 3. Click Save & Next to save the grid.
- Upload a copy of the actual license document to the 8.0 Document Upload screen.

Prescriber Kentucky 18709383 Smith, Ann Permanent 05/01/2023		
e	05/01/2026	C ii
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Updating a License in KY MPPA

When updating a license in Partner Portal, users:

- only have to update the expiration date when renewing or extending licenses. Multiple records for the same license are not needed;
- can only end date with today's date,
 - if the record has already been approved, licenses cannot be deleted in order to maintain historical records;
- must ensure dates entered into Partner Portal match the dates listed on the license.
- **1.** After starting a Maintenance, navigate to the 2.2 License Information screen and click the orange Edit button.
- 2. Update the license expiration date to match the new license.
- 3. Click Add to Grid.
- 4. Click Save & Next to save the information and proceed to the next screen.
- 5. Upload a copy of the actual license document to the 8.0 Document Upload screen.



For further assistance with navigation, invitations, or account creation please contact the Partner Portal Technical Support Center at 877-838-5085. Select option 1 and option 1, again, to speak with a customer service representative.