

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 the 2.2 License Information screen, click the Add button and enter the license information described below.

- License Type: Select the type of license from the drop-down.
- Name: The information entered in this field must match the name on the Provider license.

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.

- License Designation: Select the designation of the license from the drop-down
 - 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).
2. Click Add To Grid to populate the grid and repeat for each license as applicable.
 3. Click Save and Next to save the grid.
 4. Upload a copy of the actual license document to the 8.0 Document Upload screen.

Updating a License in KY MPPA

| License Type | Issue State | License Number | Name | License Designation | License Effective Date | License Expiration Date | Action |
|--------------|-------------|----------------|-------------|---------------------|------------------------|-------------------------|---|
| Prescriber | Kentucky | 18709383 | Smith, Anne | Permanent | 05/01/2023 | 05/01/2026 |   |

[First](#) [Previous](#) [Next](#) [Last](#)
(Page 1 of 1)
Page:

[Exit](#)
[Back](#) [Save & Next](#)

When updating a license in Partner Portal, users:

- Must 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.

Adding or Updating a 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.