

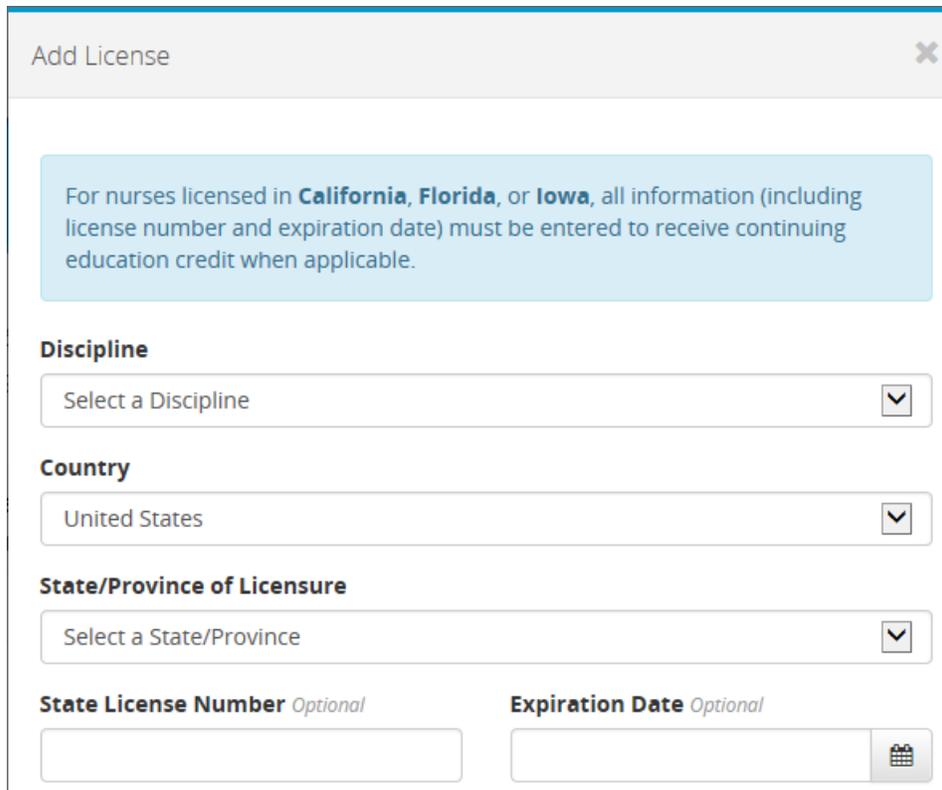
Managing Discipline and License Information

The **Licenses** area allows details about professional licensure status to be stored in HealthStream to ensure that continuing education credit is appropriately awarded for CE courses that you complete.

1. Click the Profile tab to open the profile options list.
2. Select the Licenses option to open the My Licenses page.



3. By default, all students, whether or not they are licensed professionals, will initially see a selection of **Other** and a state designation of Michigan.
4. To change from Other to reflect a discipline for the license you hold, click the **Manage** button and select the appropriate discipline.

A screenshot of the 'Add License' form in HealthStream. The form is titled 'Add License' and has a close button (X) in the top right corner. Below the title, there is a blue informational box that reads: 'For nurses licensed in California, Florida, or Iowa, all information (including license number and expiration date) must be entered to receive continuing education credit when applicable.' The form contains several fields: 'Discipline' (a dropdown menu with 'Select a Discipline' and a downward arrow), 'Country' (a dropdown menu with 'United States' and a downward arrow), 'State/Province of Licensure' (a dropdown menu with 'Select a State/Province' and a downward arrow), 'State License Number' (a text input field with 'Optional' next to it), and 'Expiration Date' (a date picker field with 'Optional' next to it and a calendar icon).

5. If you hold additional licenses, click the **Add License** button to add additional licenses.
6. Enter your license information. (Information that is not required is marked Optional.)
7. Click the **Save** button.