

Google application to manage certificate/license expirations for providers (automatic email reminders sent to providers when expiration dates are approaching and eventually supervisors and/or administrators are copied on emails when critical dates are reached)


The Google application that I developed is based on a Google sheet (sample Google sheet in figure below). The application reads the sheet to check providers' certifications/license. A user/admin must keep the dates updated in the Google sheet in order for it to work properly. The admin must also fill in the "INFO" text (shown in the light green cells in the Google sheet picture below) to add custom text for each license/certificate. The list of certificates/licenses can be customized to any list. (There can be more or less, but the number of licenses/certificates must be set at the time of development. The number can be changed at a later date, but requires revising the application. The names/details of the certificates/licenses can be changed at any time in the Google sheet.)

Google Sheet for list of providers and their certification/license expiration dates

| | A | B | C | D | E | F | G | H | I | J | K |
|---|--|--|----------------------|----------------|---|---|---|---|---|--|---|
| 1 | Therapist | email | Article 9 Expiration | CPR Expiration | Fingerprint Clearance Expiration | Professional License Expiration | Criminal History Self Disclosure Expiration | Professional Liability Insurance Expiration | Auto Insurance Expiration | Central Registry Background Check | Comments |
| 2 | Details for updating certificate ----> | These are the emails that certificate updates are sent to. | INFO | INFO | Please use this link to access the fingerprint application site. https://www.azdps.gov/services/public/fingerprint | Please update your license and send your updated version. | Please use this link to complete the updated form and return. | Please update your liability insurance and send your updated version. | Send proof of auto insurance with the expiration date information. Insurance policies typically last 6 months to 12 months, so you will probably need to send an update of this information once or twice a year. | This column (Central Registry Background Check) is ignored in automatic email process. | The last column (Comments) is ignored in automatic email process. |
| 3 | Name | email | 2/10/2025 | 3/27/2025 | 4/16/2025 | 3/4/2025 | 12/27/2025 | 3/20/2024 | N/A | 5/1/2023 | |
| 4 | | | | | | | | | | | |

The application is set to run every Monday morning (can be changed to a different time length and different day). When the application runs, it checks to see if any certificate/license are missing, expiring, or expired. If the certificate is listed as N/A it ignores this one of that provider. The details of when the providers are emailed and if a HR/admin supervisor is added is customizable. The person copied on the emails or who the provider should follow up with is programmed in and required at the time of development; changing this person requires revising the application.

Sample Emails:

 **The email comes from whoever has the application installed on their Google drive**

to me, **email** ▼

Good morning **Name** /, ← **This name is pulled from the Google sheet (Provider Names – Therapists column)**

This is a notice that your **Professional License Expiration** is overdue by more than a week. You must get this updated in the next week or your services may be suspended. **This license/certificate name is pulled from the Google sheet (dark green shading)**

The expiration date is listed as **Sat Jun 10 2023 01:00:00 GMT-0500 (Central Daylight Time)**. **Date is pulled from the Google sheet**

INFO

Please be sure to update your certification and send the updated information to **Admin Name (email)**.

Thank you. **Custom message to provide more details about license/certificate pulled from the Google sheet (light green shading)**

The email comes from whoever has the application installed on their Google drive

to me, **provider email** ▼

Good morning **Provider Name**

This is a notice that your Auto Insurance Expiration is listed as an expired date. Please send Christy your updated auto insurance information, so you do not keep receiving these emails..

The expiration date is listed as Fri Jul 29 2022 02:00:00 GMT-0500 (Central Daylight Time).

Send proof of auto insurance with the expiration date information. Insurance policies typically last 6 months to 12 months, so you will probably need to send an update of this information once or twice a year. Please be sure to update your certification and send the updated information to **Admin Name (email)**

Thank you.

The email comes from whoever has the application installed on their Google drive

to me ▼

Good morning **Provider Name**

This is a notice that your CPR Expiration is due in the next 30 days.

The expiration date is listed as Wed Jul 12 2023 02:00:00 GMT-0500 (Central Daylight Time).

INFO

Please be sure to update your certification and send the updated information to **Admin Name (email)**

Thank you.

The current configuration is:

- Missing: email provider and supervisor that their documents are not on file and need to be sent in (labeled URGENT – MISSING)
- Overdue by 14 days or more: email provider and supervisor that their license/certificate is overdue by over two weeks, services may have to be suspended, and they need to reach out to the team lead to ensure they can continue services (labeled URGENT – OVERDUE)
- Overdue by 7-13 days: email provider and supervisor that their license/certificate is overdue and services may have to be suspended until addressed (labeled URGENT – OVERDUE)
- Overdue by less than 7 days: email provider and supervisor that their license/certificate is overdue (labeled overdue)
- Due in 7 days or less: email provider and supervisors that their license/certificate is due in the next 7 days (labeled due in the next 7 days)
- Due in 7-14 days: email provider that their license/certificate is due in the next 14 days (labeled due in the next 14 days) (also email supervisor if Fingerprint Clearance)
- Due in 15-30 days: email provider that their license/certificate is due in the next 30 days (labeled due in the next 30 days) (also email supervisor if Fingerprint Clearance)