

How to Inquire About Your Application/Renewal Status

PULSE Portal provides users with a paper free way to maintain licensing and education information. This guide will show you how to inquire about your application or renewal status.

From the PULSE Portal Home Page (www.pulseportal.com), select **District of Columbia** from the drop-down list. You can access services from all 17 Boards of the Occupational and Professional Licensing Division:

To use these services, first select your Board. Services available vary depending on the Board chosen. You will need the following personal or business information to use these services:

Individuals

Social Security Number (SSN)
Confirmation ID
Last Name

Businesses

EIN (Federal Tax Number)
Confirmation ID
Business Name

PULSE Portal Navigation Guidelines

- PULSE Portal is compatible ONLY with Internet Explorer 6.0 or better. Earlier versions of Internet Explorer, Mozilla Firefox, or other browsers will NOT work.
- If a link/screen is not loading, make sure that you do not have a pop-up blocker activated on your computer or your web browser.
- DO NOT use your browser's back button; you will lose your information and will have to reenter the Portal.
- When the Portal asks for a license or social security number, do not include dashes, spaces, or special characters.

Error Messages

Inquiry Services

If you do not enter all the required fields or enter information incorrectly, a message in red will appear at the top of the page indicating the criteria you still need to enter.

Address Forms

If the address you are entering is within the United States then select ONLY a state with the street address. If the address is within Canada then select ONLY a province with the street address. For all other addresses, you will need to add the country.

Application and Credit Information Forms

If you do not enter all the required fields or enter information incorrectly, a message in red will appear at the top of the page indicating the fields you still need to enter. For example, you must enter a state or province if you have an American or Canadian address.



Application/Renewal Status Inquiry

1. From the PULSE Portal services menu, select **Application/Renewal Status Inquiry** under the Search/Inquiry subhead.

The screenshot shows the PULSE portal home page. At the top, there is a Pearson VUE logo. Below the logo, the word "PULSE" is prominently displayed. A welcome message reads: "Welcome to Pearson's Credentials Management System for Certification and Licensing Programs". There are two dropdown menus: "Choose a state/jurisdiction to begin:" set to "District of Columbia" and "Choose a board to continue:" set to "Accountancy". A section titled "Select a service:" provides a list of links under three categories: "Search/Inquiry Services" (Search Licensees, Application/Renewal Status Inquiry, Licensee Information Inquiry), "Licensing Services" (Submit a License Application, Reinstate/Reactivate License, Change your Address), and "License Renewals" (Renew an Existing License). A "Request Documents" section includes links for "Request a Letter of Certification" and "Request a Duplicate License".

2. Select the type of licensed entity: **Business** or **Individual**
3. Enter the Confirmation ID that was e-mailed to you after completing the application or renewal and either of the following information:

For Individuals: SS number and last name

For Businesses: EIN number and company name

4. Select either **License Application** or **License Renewal**.

Important: Make sure your pop-up blocker is disabled.

The screenshot shows the "Application/Renewal Status Inquiry" form. It features a Pearson VUE logo at the top. The form title is "Application/Renewal Status Inquiry". Below the title, there is a "Type:" section with radio buttons for "Business" and "Individual", where "Individual" is selected. The form contains several input fields: "Confirmation ID" (with the value "48452"), "SSN" (with the value "764-32-1234"), and "Last Name" (with the value "Sample"). At the bottom of the form, there are radio buttons for "License Application" and "License Renewal", where "License Renewal" is selected. There are two buttons: "View/Refresh Report" and "Cancel". At the bottom of the page, there is a disclaimer: "Do not use your browser's back button or all your data will be lost. You must disable your pop-up blocker to view reports, for instructions Click Here. For System related questions, Click Here. For State Licensing related questions, Click Here." Below the disclaimer are links for "Terms & Conditions of Use", "Privacy Policy", and "Download Adobe Reader". The footer text reads: "Copyright © 2005 Pearson Education, Inc. or its affiliate(s). All rights reserved."

Application/Renewal Status Inquiry

- View the information. You can scroll from page to page with the controls at the top of the screen. You may also print the screen.

When you are finished, you close out of the screen by clicking the **X** in the top right corner.

- Closing the report will take you back to the application/renewal status inquiry page.

Click **Cancel** to return back to the main menu.

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Name: Sample, Tom		SSN: xxx-xx-5432		Confirmation ID: 48453			
Application ID	135	License Type	Certified Public Accountant	Received Date	09-09-2008		
		Status	Pending Review-B1	Status Date	09-09-2008		
Required Items		Satisfied?	Comment				
College Transcripts verifying Baccalaureate degree or equivalent in Accounting -- Received or Not Needed		Pending					
Complete Fees -- Received Or Not Needed		Pending					
Completed Certificate of Experience (Rqd for Endorsement) -- Received or Not Needed		Pending					
Completed Verification of Licensure Form (Rqd for Endorsement) -- Received or Not Needed		Pending					
Copy of Government-Issued ID -- Received or Not Needed		Pending					
Exam Scheduling Form -- Received or Not Needed		Pending					
Foreign Academic Credentials Services -- Received or Not Needed (FACS Evaluation)		Pending					
Letter of Certification from Reciprocal State -- Received or Not Needed		Pending					
Passing Exam Information -- Received Or Not Needed		Pending					
Question 1 Answered		Pending					