

How to Search Licensees

PULSE Portal provides users with a paper free way to maintain licensing and education information. This guide will show you how to search for licensees.

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 one of the following pieces of personal or business information to use these services:

Individuals

License Number
License Type
First or Last Name
City
Social Security Number

Businesses

License Number
License Type
Business Name
City
Postal Code

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.

Search Licensees

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

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VUE

Home Adjust font size

PULSE

Welcome to Pearson's Credentials Management System for Certification and Licensing Programs

Choose a state/jurisdiction to begin: District of Columbia

Choose a board to continue: Accountancy

Select a service: Simply choose the appropriate link for the tasks you want to accomplish today.

Search/Inquiry Services
[Search Licensees \(to find and verify a person or entity is licensed\)](#)
[Application/Renewal Status Inquiry](#)
[Licensee Information Inquiry](#) Click this link to search for licensees

Licensing Services
[Submit a License Application](#)
[Reinstate/Reactivate License](#)
[Change your Address](#)

License Renewals
[Renew an Existing License](#)

Request Documents
[Request a Letter of Certification](#)
[Request a Duplicate License](#)

2. Select the type of licensed entity: **Business** or **Individual**.
3. To perform the search you must enter data into at least one of the search criteria fields.
4. Click **Next** to operate the search feature.

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Search Licensee

Search Licensed Entity

Type:
 Business Individual

Please enter at least one of the search criteria below:

If you have difficulty finding the licensee, please try a wildcard search by placing a percentage sign (%) in the front and/or back of a particular section of the name, i.e., Real% will retrieve all names beginning with Real and %Real% will retrieve all names that have Real within the name.

If entering the name, you must enter at least two characters.

SSN

License Number

License Type

Last Name Testruttt

First Name

City

Next>> Cancel

Search Licensees

- Results will appear at the bottom of the page (you must scroll down) sorted by last name.
- You may re-sort the results by status, city, or state by clicking on the respective headings in blue type.

Important: If you have difficulty finding the licensee, try a wildcard search by placing a percentage sign (%) in the front and/or back of a particular section of the name.

- Select the BLUE highlighted name for the licensee you wish to view.

- View/verify the licensee's information.

- Click **Revise Inquiry** to look up another license or **Cancel** to return to the main menu.

Particular Section of the Name, i.e., Names will return all names beginning with that and names will return all names that have that within the name.

If entering the name, you must enter at least two characters.

SSN

License Number

License Type

Last Name

First Name

City

Next>> Cancel

Displaying 1 - 4 (of 4 matching records) Page 1 of 1

Name / (* Denotes Alias Name)	License Type	License Number	Status	City	State
TESTRUTT, ALEXANDER	Certified Public Accountant	CPA214367	Active	GREENTOWN	DE
TESTRUTT, LARRY	Certified Public Accountant	CPA214364	Active	GREENTOWN	MD
TESTRUTT, BILL	Certified Public Accountant	CPA214363	Active	WASHINGTON	DC
TESTRUTT, SARA	Certified Public Accountant	CPA214362	Active	WASHINGTON	DC

Displaying 1 - 4 (of 4 matching records) Page 1 of 1

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](#)

Home Adjust font size

Search Licensees (to find and verify a person or entity is licensed)

State Board Inquiry Date: District of Columbia Accountancy 09/02/2008 09:29 AM

TESTRUTT, BILL

Mailing Address: WASHINGTON, District of Columbia 20002

Licenses

Certified Public Accountant					
License Number	Original Issue Date	Basis of Application	Status	Effective Date	Expiration Date
CPA214363	08-26-2008	Reciprocity	Active	08-26-2008	12-31-2008

Qualifications

Revise Inquiry Cancel