

How to Request a Letter of Certification

PULSE Portal provides users with a paper free way to maintain licensing and education information. This guide will show you how to request a letter of certification.

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

State
License Number
First and Last Name
Full Address

Businesses

State
License Number
Business Name
Full Address

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.



Letter of Certification Request

1. From the PULSE Portal Services menu, select **Request a Letter of Certification** under the Request Documents subhead.

The screenshot shows the Pearson VUE PULSE portal. At the top, there is a Pearson VUE logo and navigation links for 'Home' and 'Adjust font size'. The main heading is 'PULSE' with a subtitle 'Welcome to Pearson's Credentials Management System for Certification and Licensing Programs'. Below this, 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 instructions and lists several categories of services: 'Search/Inquiry Services' (Search Licensees, Application/Renewal Status Inquiry, Licensee Information Inquiry), 'Licensing Services' (Submit a License Application, Reinstate/Reactivate License, Change your Address), 'License Renewals' (Renew an Existing License), and 'Request Documents' (Request a Letter of Certification, Request a Duplicate License). A small tooltip is visible over the 'Request a Letter of Certification' link.

2. On the Request Letter of Certification screen, select **Business** or **Individual** by clicking the appropriate link highlighted in blue.

The screenshot shows the 'Request a Letter of Certification' page. It features the Pearson VUE logo and navigation links. The main heading is 'Request a Letter of Certification' with a sub-heading 'Service Request'. Below this, there are two tabs: 'Request Letter of Certification(s)' and 'Business' (highlighted in blue), and 'Individual' (highlighted in blue). A text box contains the following information: 'The following are required when requesting a Letter of Certification from Minnesota, Wisconsin: Adobe Acrobat 5.5 or Adobe Acrobat 6.01 must be installed on your machine. Using an unsupported version of Adobe Acrobat, including Adobe Acrobat 6.0, may prevent your Letter of Certification from displaying. If you currently have an unsupported version of Adobe Acrobat, click [HERE](#) to download Adobe Acrobat Reader. Pop-ups must be enabled on your browser, because a new browser window will be opened to display the certification. You must print the certification to your local printer. Failure to print the certification will result in the need to submit a new request and pay the applicable fees.' At the bottom, there are instructions: '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](#).' There are also links for 'Terms & Conditions of Use', 'Privacy Policy', and 'Download Adobe Reader', followed by a copyright notice: 'Copyright © 2005 Pearson Education, Inc. or its affiliate(s). All rights reserved.'

Letter of Certification Request

3. From the Request a Letter of Certification menu, select your state or jurisdiction and complete the requested information below. Fields highlighted in blue are REQUIRED.

When finished, click **Continue**.

<input type="checkbox"/> North Dakota	<input type="checkbox"/> Ohio	<input type="checkbox"/> Oklahoma
<input type="checkbox"/> Oregon	<input type="checkbox"/> Outside the United States	<input type="checkbox"/> Pennsylvania
<input type="checkbox"/> Puerto Rico	<input type="checkbox"/> Rhode Island	<input type="checkbox"/> South Carolina
<input type="checkbox"/> South Dakota	<input type="checkbox"/> Tennessee	<input type="checkbox"/> Texas
<input type="checkbox"/> U.S. Virgin Islands	<input type="checkbox"/> Utah	<input type="checkbox"/> Vermont
<input type="checkbox"/> Virginia	<input type="checkbox"/> Washington	<input type="checkbox"/> West Virginia
<input type="checkbox"/> Wisconsin	<input type="checkbox"/> Wyoming	

License Number	<input type="text" value="CPA214363"/>	*Required
Last Name	<input type="text" value="testruitt"/>	*Required
<i>Full Last Name must be entered.</i>		

Send letter(s) to respective mailing address
 Send letter(s) to address below

Name	<input type="text" value="Joe Pearson"/>	*Required
Line One Address	<input type="text" value="3 Bala Plaza"/>	*Required
Line Two Address	<input type="text" value="Suite 300"/>	
City	<input type="text" value="Bala Cynwyd"/>	*Required
State	<input type="text" value="Pennsylvania"/>	
Province	<input type="text"/>	
Country	<input type="text"/>	
Postal Code	<input type="text" value="19004"/>	

Only one of the State, Province and Country fields may be populated.

**** We only accept VISA, MASTERCARD, and AMERICAN EXPRESS ****

4. Verify your information is correct and then click **Continue**.



Home Adjust font size

Request a Letter of Certification

Individual Licensee Letter of Certification

Fee Summary	
Name ADDVARK, ELBERT G	License Number CPA4322
Service Request District of Columbia - Individual Licensee Certification Total Fee \$30.00	

**Total Fee includes DC OPLA and any applicable Pearson VUE fees.*

You may wish to print this page for your records.

Note: The above amount will not be charged to your credit card until you complete the payment process. Click the Continue button to proceed with the payment process.

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](#)

Letter of Certification Request

3. Enter your credit card and billing information. Blue fields are REQUIRED. Click **Continue** when finished.

Credit Card Holder Name: Elbert Addvark
Email Address: eaddvark@aol.com
Street Address Line One: 123 A Street
Street Address Line Two:
Street Address Line Three:
City: Washington
State: District of Columbia
Province:
Country:
Postal Code: 20500
Transaction Amount: \$30.00
** We only accept VISA, MASTERCARD, and AMERICAN EXPRESS **
** Transaction amount cannot exceed \$25,000.00 **
Credit Card Number: 5555 5555 5555 4444
Expiration Date (mm-yyyy): 10 | 2008
Phone Number (###-###-####): 555-555-5555

By entering credit card information and clicking submit, you are certifying, in accordance with state and federal law, that all information provided is accurate and that you are the authorized user of the credit card and as such, remain bound under the terms and conditions of the issuing credit card company. Pearson VUE is not liable for misuse and/or incorrect information provided by the user of this service.

Continue Cancel

4. Verify your credit card information and click **Submit Credit Card Info**.

Important: Upon clicking the submit credit card info button, you will be charged the transaction amount shown.

5. When finished, the next screen will show the status of your request as Processed. You may either go back to the Main Menu or process another letter.

PEARSON VUE

Home Adjust font size

Request a Letter of Certification

Credit Card Information

Please verify your information.

Credit Card Holder Name: Elbert Addvark
Email Address: eaddvark@aol.com
Street Address Line One: 123 A Street
City: Washington
State: District of Columbia
Postal Code: 20500
Transaction Amount: \$30.00
Credit Card Number: XXXX-XXXX-XXXX-4444
Expiration Date: 10 - 2008
Phone Number: 5555555555

WARNING: UPON CLICKING THE SUBMIT CREDIT CARD INFO BUTTON, YOU WILL BE CHARGED THE TRANSACTION AMOUNT SHOWN ABOVE. NO CHARGES WILL BE INCURRED BY YOU UNTIL YOU CLICK THE SUBMIT CREDIT CARD INFO BUTTON.

By entering credit card information and clicking submit, you are certifying, in accordance with state and federal law, that all information provided is accurate and that you are the authorized user of the credit card and as such, remain bound under the terms and conditions of the issuing credit card company. Pearson VUE is not liable for misuse and/or incorrect information provided by the user of this service.

Back Submit Credit Card Info