

How to Submit a License Application

PULSE Portal provides users with a paper free way to maintain licensing and education information. This guide will show you how to submit a license application.

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
Personal Information (Name, Address,
Gender, Date of Birth, etc.)

Businesses

EIN (Federal Tax Number)
Company Name
Company Information (Address, Phone
Number, etc.)

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.

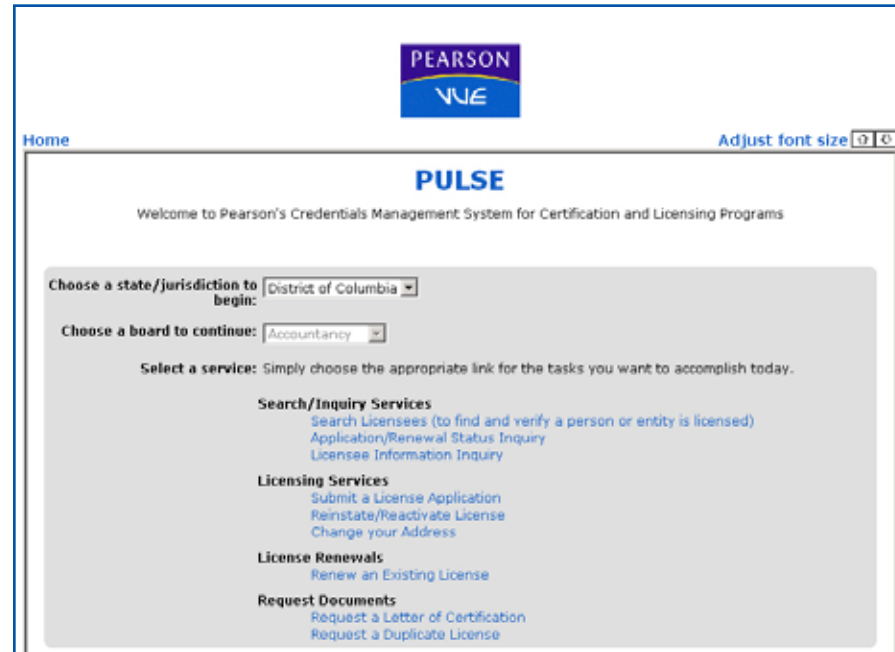
Application and Credit Information Forms

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.



Submit a License Application

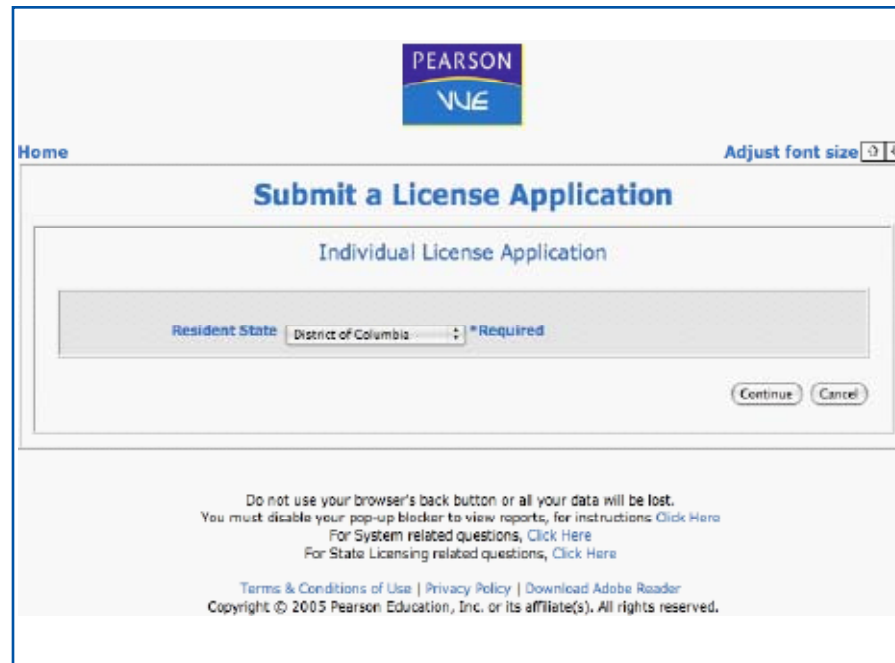
1. From the PULSE Portal Services menu, select **Submit a License Application** under the License Services subhead.
2. On the Submit a License Application screen, select **Business** or **Individual** by clicking the appropriate link highlighted in blue.



The screenshot shows the PULSE portal home page. 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 sub-heading '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:' lists several options under different categories: Search/Inquiry Services, Licensing Services, License Renewals, and Request Documents. The 'Submit a License Application' link under Licensing Services is highlighted in blue.

3. From the Individual License Application screen, select your state or jurisdiction from the drop-down list.

If submitting a Business License Application, an EIN and company name must also be provided.



The screenshot shows the 'Submit a License Application' screen for an 'Individual License Application'. It features a Pearson VUE logo and navigation links for 'Home' and 'Adjust font size'. The main heading is 'Submit a License Application' with a sub-heading 'Individual License Application'. Below this, there is a dropdown menu for 'Resident State' set to 'District of Columbia' with a '* Required' label. There are 'Continue' and 'Cancel' buttons. At the bottom, there is a warning: 'Do not use your browser's back button or all your data will be lost.' followed by links for 'Click Here' for instructions, system-related questions, and state licensing-related questions. There are also links for 'Terms & Conditions of Use', 'Privacy Policy', and 'Download Adobe Reader'. The footer contains the copyright notice: 'Copyright © 2005 Pearson Education, Inc. or its affiliate(s). All rights reserved.'

Submit a License Application

- Select your License Type and then click **Continue**.

- Enter the contact information for the applicant. Fields highlighted in blue are REQUIRED. Enter information for all the appropriate fields, and then click **Continue**.

Important: Dates must be entered in MM-DD-YYYY format. If you are from the United States or Canada you do not need to choose from the country drop down; choose either a state or province from the drop down selections.

- If submitting a business license you will be asked to select your agency type from the dropdown menu. Select your agency type and then click **Continue**.

Submit a License Application

7. Respond to each question by clicking **Yes** or **No**.
When done, click **Continue**.

Important: Depending on your response, you may be required to add an explanation in the comment box.

Submit a License Application

Individual License Application

Question Number 1 for State of District of Columbia: Certified Public Accountant

1. Do you certify that you are in compliance with the "Clean Hands Before Receiving a License or Permit Act of 1996" (DC Law 11-118, DC Code Section 47-2961 et seq.) and you do not owe any outstanding debt over \$100 to the District government as a result of any fine, fee, penalty, interest, or past due taxes as stipulated in that law?

Question

If you answer "no" to this question, you must provide a comment with full information and complete details. If the information does not fit in the comment field, provide the information on a separate sheet of paper and mail it (with a copy of your Confirmation Page) to Pearson VUE.

Answer No Yes * Required

Comment

Question Number 2 for State of District of Columbia: Certified Public Accountant

2. Have you ever been convicted of a crime (other than minor traffic violations) not previously reported to the Board?

Question

If you answer "yes" to this question, you must provide a comment with full information and complete details. If the information does not fit in the comment field, provide the information on a separate sheet of paper and mail it (with a copy of your Confirmation Page) to Pearson VUE.

Answer No Yes * Required

Comment

Question Number 3 for State of District of Columbia: Certified Public Accountant

3. Have you ever been suspended or debarred?

8. Read the General Requirements carefully and then select the Licensure Method that best fits your situation.

Important: Be sure to click the expanded information box describing the additional information for each Licensure method.

Once you have chosen and printed out all pertinent requirements, click **Continue**.

If submitting a business license skip to step 12.

GENERAL REQUIREMENTS FOR ALL CPA APPLICANTS

All applicants for a certified public accountant's license in the District of Columbia who were, **educated in the United States** shall meet the following requirements

1. Applicant must be at least 18 years of age; and
2. Applicant must not have been convicted of a crime or moral turpitude which bears directly on the applicant's fitness to be licensed; and
3. A complete and notarized application, including required supporting documents and TOTAL fees. You **will not** be invoiced later for the license or examination fees; and

Original Licensure Methods

- Endorsement**
Holds an Endorsement license in another Endorsement state or territory of the United States with standards which are comparable to DC's requirements.
- Examination**
Successful completion of the AICPA Examination on the first attempt and meeting other requirements.
- Experience**
Applicant holds a District of Columbia issued CPN/Permit Not to Practice and is applying for a Certified Public Accountant license after achieving requisite hours of experience.
- Re-Examination**
Successful completion of the AICPA Examination on the second or a later attempt and meeting other requirements.
- Reciprocity**
Possesses a valid license as a CPA from any of the jurisdictions whose Licensing standards are verified by NASBA's National Qualifications Appraisal Service to ensure the standards are substantially equivalent to the Uniform Accountancy Act.

Submit a License Application

9. Enter your education history beginning with the most recent. Click **Add** for additional institutions. When entering an address, only select a state, province, OR country. If you are from the U.S. or Canada, there is no need to add your country.

When done, click **Continue**.

10. If you have held a license in another state or jurisdiction, you will be asked to submit that information in the next screen.

Provide the required information and then click **Continue**.

Submit a License Application

Individual License Application

Education History

Please enter your education history starting with the most recent. Click "Add" when you are done with a given institution and then enter the information for the next. When you are done with this section click "Continue." When entering the address only enter a State, Province, OR Country. If you are from the United States or Canada, there is no need to enter a Country.

Institution Information

Institution Name

City Name **State** **Country**

Province

Institution Type

Student Information

Begin Date **End Date** **Graduated**

Credit Hours **Degree Type**

11. Enter your employment history beginning with the most recent. Click **Add** for additional employers. When entering an address, only select a state, province, OR country. If you are from the U.S. or Canada, there is no need to add your country.

When finished, click **Continue**.

Individual License Application

Work Experience

Please enter all relevant work experience starting with the most recent. Enter a work experience then click "Add." You can add as many work experiences as is needed. Once you are done with this section click the "Continue" button. (The following fields are required: Employer Name; City Name; State, Country OR Province; Position Title; Begin Date; Position Type; and Employment Type)

Employer Name

Contact Information

Line One Address **Line Two Address** **Line Three Address**

City Name **Postal Code** **State**

Province **Country**

Phone Number **Email Address**

Position Info

Position Title **Begin Date** **End Date**

Position Type

Employment Type

Submit a License Application

12. One copy of your license is provided with the initial application. If you need additional copies you can request them in the next screen for a fee.

If you do not want any copies, click **Continue**.

Check this box to request duplicate license(s). Leave blank and select "Continue" if you do not wish duplicate copies.

Copies Requested

Send the duplicate license(s) to this address.

Line One Address

Line Two Address

City

State

Postal Code

Send the duplicate license(s) to this address.

Line One Address

Line Two Address

City

State

Postal Code

13. Carefully read the Attestation Information.
If you agree, check the **Agree** box at the bottom of the screen and then click **Continue**.

Attestation Information for State of District of Columbia: Certified Public Accountant

The data which you furnish on this application form will be used by the DC OPLA to assess your qualifications for a license. Disclosure of your social security number is required under D.C. laws (DC Law 13-269--"Child Support and Welfare Reform Compliance Amendment Act of 2000"). You are not legally required to provide the data requested on this application, however, if you do not provide this data, the DC OPLA Board of Accountancy may be unable to grant a license.

I certify that the information submitted in and with this application is true and complete, and that I have read and understand the requirements under District of Columbia [Municipal Regulations, Chapter 25](#). I acknowledge that a copy of the District of Columbia Statutes can be obtained free of charge at [PearsonVUE.com](#).

I understand that submitting false information is grounds for denying my application or suspending, revoking, or taking other disciplinary action against my license or registration after it is issued.

NOTICE OF MAKING FALSE STATEMENTS

Any person convicted of making false statements shall be fined not more than \$1,000, imprisoned for not more than 180 days, or both. A person commits the offense of making false statements if that person willfully makes a false statement that is in fact material, in writing, directly or indirectly, to any instrumentality of the District of Columbia government, under circumstances in which the statement could reasonably be expected to be relied upon as true.

NOTICE OF NON-DISCRIMINATION

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code 2-1401.01 et seq. ("the Act"), the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

NOTICE OF FRAUD, CORRUPTION AND WASTE

If you are aware of corruption, fraud, waste, abuse, or mismanagement involving any D.C. government agency, official or program, contact the Office of the Inspector General (OIG) at the OIG Hotline, (202) 727-0267 or (800) 521-1639 (toll free). All reports are confidential and you may remain anonymous. By law, government employees are protected from reprisals or retaliation by their employers for reporting to the OIG. The information you provide may result in an investigation leading to administrative action, civil penalties, or criminal prosecution in appropriate cases.

Submit a License Application

14. This screen allows you to review your information and additional requirements. It also features your fee summary.

Once you have reviewed your information and have indicated your understanding of the fees, click **Continue**.

PEARSON
VUE

Home Adjust font size

Individual License Application

State: District of Columbia
Last Name: Bush
License Type: Certified Public Accountant

Fee Summary	
CPA License Application Fee	\$65.00
Total Amount Due	\$65.00

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.

[Click here to review your License Application](#)

[Click here to view additional licensing requirements](#)

I understand that all license application fees are non-refundable.

Continue Cancel

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](#).

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

16. Verify your credit card information and click **Submit Credit Card Info** to submit your license application to the OPLD for processing.

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

17. Once your credit card and application have been submitted, carefully read the Additional State Requirements. When, finished click **Done**.

Credit Card Information

Credit Card Holder Name: George Bush
 Email Address: george.bush@aol.com
 Street Address Line One: 1600 pennsylvania ave
 Street Address Line Two:
 Street Address Line Three:
 City: washington
 State: District of Columbia
 Province:
 Country:
 Postal Code: 20500
 Transaction Amount: \$65.00
 ** 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 / 2010
 Phone Number (###-###-####): 6106175199

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

