

## How to Renew an Existing License

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

From the PULSE Portal Home Page ([www.pulseportal.com](http://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  
License Number  
Renewal ID (sent to you by e-mail)  
Last Name

### Businesses

EIN (Federal Tax Number)  
License Number  
Renewal ID (sent to you by e-mail)  
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.



## Renew an Existing License

1. From the PULSE Portal Services Menu, select **Renew an Existing License** under the License Renewals subhead.

PEARSON  
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

**Licensing Services**  
Submit a License Application  
Reinstate/Reactivate License  
Change your Address

**License Renewals**  
[Renew an Existing License](#)

**Request Documents** Click this link to renew your license  
Request a License or Certification  
Request a Duplicate License

2. On the Search License Renewal screen, select **Business** or **Individual**. Enter the appropriate search information, and then click **Next**.
- For Businesses: EIN, License Number, Renewal ID, and Postal Code.
  - For Individuals: Last Name, License Number, Renewal ID, and SSN.

**Important:** The renewal ID is automatically sent to you by the District of Columbia when your license is set to expire.

PEARSON  
VUE

Home Adjust font size

### Renew License

#### Search License Renewal

Type:  
 Business  Individual

Last Name

License Number

Renewal ID

SSN

Next>> 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](#)  
For State Licensing related questions, [Click Here](#)

[Terms & Conditions of Use](#) | [Privacy Policy](#) | [Download Adobe Reader](#)  
Copyright © 2005 Pearson Education, Inc. or its affiliate(s). All rights reserved.

## Renew an Existing License

3. Select a renewal action and click **Next**.

PEARSON  
VUE

Home Adjust font size

### Renew an Existing License

#### Renewal Action

Please select one renewal action

License Number:	CPA214363
License Type:	Certified Public Accountant
Licensee's Name:	TESTRUTT, BILL

Renewal Action	Fee
<input type="radio"/> Renew	\$110.00
<input type="radio"/> Paid Inactive	\$110.00
<input type="radio"/> Voluntary Cancel	\$0.00
<input type="radio"/> Deceased	\$0.00

Next>> 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](#)  
For State Licensing related questions, [Click Here](#)

[Terms & Conditions of Use](#) | [Privacy Policy](#) | [Download Adobe Reader](#)  
Copyright © 2005 Pearson Education, Inc. or its affiliate(s). All rights reserved.

4. Read the Attestation information. If you agree, click **I Agree** and the renewal process will continue.

**Important:** In order to request an online license renewal, you must agree to the terms presented to proceed.

To go back to the Attestation page, click **Back**.  
Click **Cancel** to go back to the main menu.

### Renew an Existing License

#### Attestation

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 renewal 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.

The law governing accountancy licensure in the District of Columbia is DC Law 12-261 "Second Omnibus Regulatory Reform Amendment Act of 1998." The regulations governing accountancy licensure are included in DC Municipal Regulations Title 17, Chapter 25. Any conflict between these instructions and the law and regulations is inadvertent. The law and the regulations take precedence in the event of any inadvertent conflict. Please contact the Occupational and Professional Licensing Administration/Board of Accountancy, (202) 442-4320, if you have any questions regarding the interpretation of these laws as they pertain to your particular situation.

I Agree I Disagree Cancel



Washington, D.C.  
Department of Consumer and Regulatory Affairs  
Occupational and Professional Licensing Division  
[dcra.dc.gov](http://dcra.dc.gov)

## Renew an Existing License

5. One copy of your license is provided with your renewal. 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**.

6. Verify your information is correct.  
Click **Continue**.

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.

8. Review the confirmation screen. You may edit your records or you may click **Continue** to move on.

me Adjust font size

### Renew an Existing License

#### Request A Duplicate License

One copy of your license is provided with the renewal. If you need additional copies you can request them below with a fee of \$30 a copy.

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

Continue Cancel

**Question 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 47-2061 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?

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  Yes  No

Comment

**Question 2.** Since your last renewal, have you been convicted of a crime (other than minor traffic violations) not previously reported to the Board?

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  Yes  No

Comment

**Question 3.** Since your last renewal, have you withdrawn an application (in DC or

## Renew an Existing License

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

10. Scroll through your license summary and verify that your information is correct. If the information is correct, click **Renew My License**.

**Important:** Upon clicking the renew my license button, you will be charged the transaction amount shown.

11. Please ensure all data is accurate before renewing. To make changes, click **Change My Request**. To renew, click **Renew My License**.

PEARSON  
VUE

Home Adjust font size

### Renew an Existing License

#### Credit Card Information

Credit Card Holder Name TESTRUTT, BILL  
 Email Address DIANA.RUTT@PEARSON.COM  
 Street Address Line One 45 FIRST AVENUE  
 Street Address Line Two  
 Street Address Line Three  
 City WASHINGTON  
 State District of Columbia  
 Province  
 Country  
 Postal Code 20002  
 Transaction Amount \$110.00  
 \*\* We only accept VISA, MASTERCARD, and AMERICAN EXPRESS \*\*

Answer Yes  
 Comment

Mailing 67 MAIN STREET  
 GREENTOWN, Maryland 18969

Residence 1125 SECOND STREET  
 GREENTOWN, Maryland 18969

Residence 123-345-5555

Email Address DIANA.RUTT@PEARSON.COM

Credit Card Holder Name TESTRUTT, LARRY  
 Email Address DIANA.RUTT@PEARSON.COM  
 Street Address Line One 67 Main Street  
 City Greentown  
 State Maryland  
 Postal Code 12345  
 Transaction Amount \$110.00  
 Credit Card Number XXXX-XXXX-XXXX-4444  
 Expiration Date 12 - 1950  
 Phone Number 1234567890

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.

Change My Request Renew My License Cancel