CA License Verification for Exxat

For submission of student and preceptor license verification, please follow the steps outlined below.

1. Navigate to the Department of Consumer Affairs (DCA) verification website
   https://search.dca.ca.gov/
2. Enter the name and license type or the license number, click Search
3. Locate the name of the person and license on the page > click on the More Detail button to the far right
4. This is the page with the Disciplinary Actions and Public Record Actions that you will need to print
5. Use your browser menu to print the page to a PDF file. The example provided is for the Firefox browser, but the process is the same for Chrome. See the screenshot below
   a. Upper Arrow: use the menu icon to open the choices and select Print
   b. Oval: in the print dialog box change the Destination to Save to PDF
   c. Lower Arrow: click the Print or Save button
   d. A dialog box will appear for you to enter the location where the PDF file should be saved
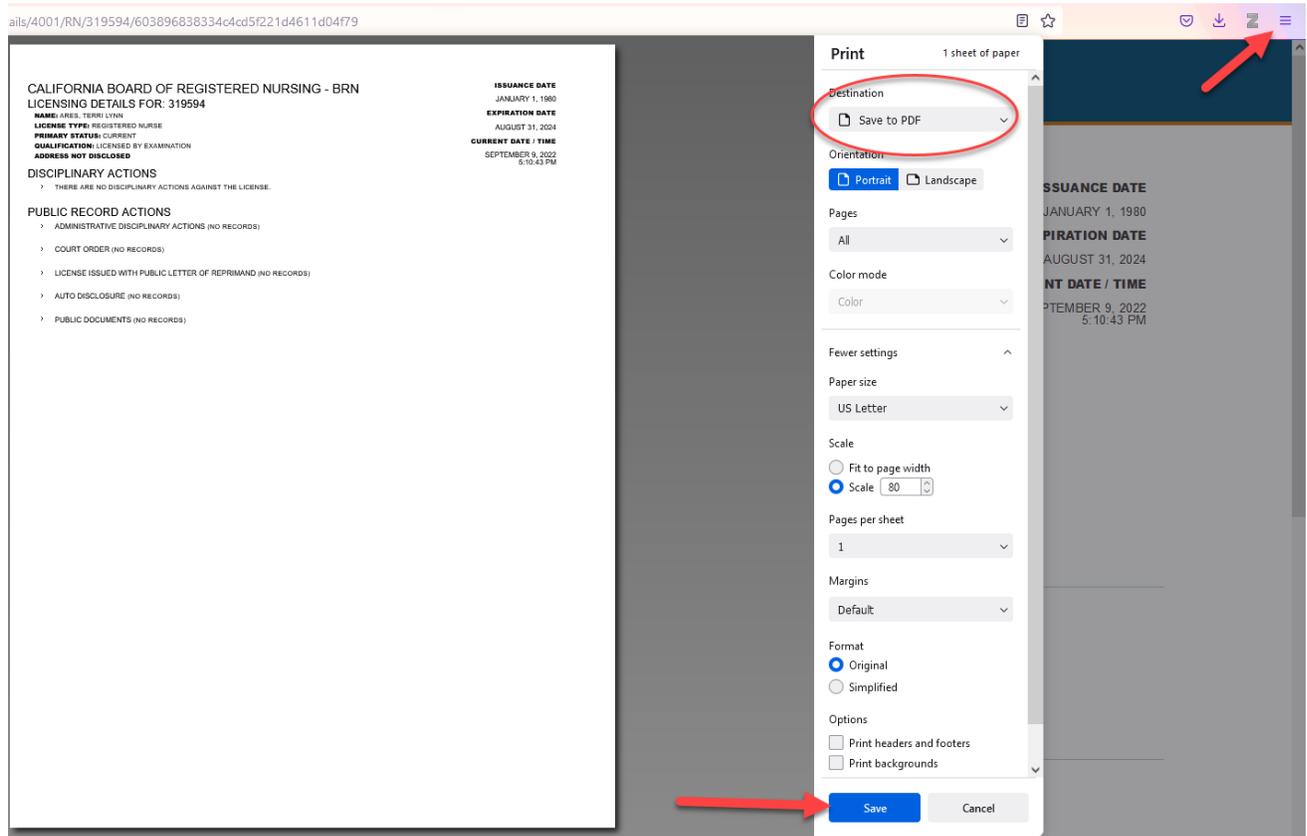
6. CNS and FNP students If your preceptor is an APRN:
   a. You will need to print-to-PDF **both** the RN license and the APRN license.
   b. Merge the two PDF files into one file. Visit the Video Tutorial merging files and electronic signing in Adobe. The tutorial also walks through how to download the software (free as CSUDH student).