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 <u>https://search.dca.ca.gov/</u>
- 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

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- 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 <u>Video Tutorial merging files and</u> <u>electronic signing in Adobe</u>. The tutorial also walks through how to download the software (free as CSUDH student).