

Louisiana State Board of Practical Nurse Examiners

Online Licensure Verification User's Guide

Before proceeding, be sure you have: obtained the LPN's license number and/or name and have created a user account and logged in. (REMEMBER: YOUR LOGIN NAME IS THE ENTIRE EMAIL ADDRESS YOU REGISTERED.)

Step 1: Verification Search

- Enter the LPN's license number (preferred) or the LPN's name.
- Click "Go".
- If there are any matches to the information you entered, you'll then see them listed on the page. Otherwise, you'll see a note that indicates "the license you requested could not be found."
- From the list displayed, select the verification(s) you would like to purchase by using your mouse to click the box (on the left) next to the one(s) you want. When you click the box, a check mark will appear. To clear a check mark, simply click the box again. (Note: Even if only one match is found, you must still click the box for that name to be moved to your "cart".)
- When you have selected all of the verifications you would like from the list, click "Add to Cart". The verification(s) will be considered an "item", like on many online shopping sites, and will be added to a shopping "cart". After selecting and adding to your cart, you will see a red note indicating how many items have been successfully added to your cart.
- You can then search for more license verifications by entering in additional license numbers and/or names and repeat the process of selecting and adding items to your cart. Or, to view all items that have been added to your cart, choose "Cart" from the menu at the top.

Step 2: Cart

- When you choose "cart" from the menu at top, you will see a list of your cart's contents. If there are no items in your cart, you will see a message "Your basket is empty."
- While viewing your cart's contents, you can choose to remove any items (verifications) you no longer want to purchase by using your mouse to "check" the box (on the left) next to the ones you do not want. Once you have checked all the ones you don't want, click "Remove Selected."

- **If you don't wish to remove any or once you have removed all unwanted items, you can then choose to "Continue Verifying" or "Checkout" by clicking the appropriate box in the upper right area. If you choose to "continue verifying", you will be brought back to the search page and can repeat the process of searching, selecting, and adding items to your cart. If you choose "checkout" you will be brought to a page to enter your payment information.**

Step 3: Checkout

- **Once you have completed searching, selecting, and adding the items you wish to purchase, you can proceed to the "Checkout" page by either selecting "Checkout" from the top menu or on the "Cart" page when viewing your cart's contents.**
- **On the checkout page, you will enter your billing and payment information. You will see a list of the items you are about to purchase. This is also an opportunity to remove any items you don't want. To do so, select "Cart" on the menu at top to return to your cart and remove the unwanted items and then return to "Checkout".**
- **Enter your credit card number – do not use spaces or dashes.**
- **Select the credit card expiration date from the drop down menu (by clicking on the down arrows beside the month and year).**
- **Enter the CVV number. If you are not familiar with this, click the words "*What is this?*" for an explanation.**
- **When you have finished entering your billing info, click "Continue Checkout".**
- **Review the information you entered. If any of it is incorrect, click "Edit Payment Info". If all of it is correct, click "Confirm Order."**
- **Once you have confirmed your order, you will see a page with your account information, the list of items (verifications) you have purchased, and a red note at bottom letting you know your order was complete.**

Step 4: View/Print

- **Once your order is complete, you can view the verifications (items) you have purchased by either clicking on “view/print” or “download zip archive.” Clicking “view/print” will allow you to view each verification separately, at which time you can print and/or save it. Clicking “download zip archive” is useful if you have purchased multiple verifications on one order and want them to be downloaded in a “zip” file on your computer. Most computers come pre-loaded with a program to handle zip files. If you are not familiar with these types of files, consult with your technical support.**
- **The verifications are in PDF format and require a PDF reader for viewing/printing. Information on obtaining the reader is included on the “Licensure Verification” main page.**

Additional Notes:

- **You can choose “My Account” from the menu at the top at any point after logging in to do such things as :**
 - “View recent orders” – orders will be kept for a limited time period and purged as server space is needed.**
 - “View or change my account information” – you can change name and contact information.**
 - “Change password” – you can change your account password by entering in the current password and a new one of your choosing.**
- **Once you have finished using the online verification system, you should completely close your web browser/Internet Explorer.**