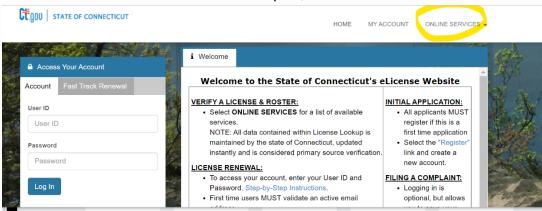
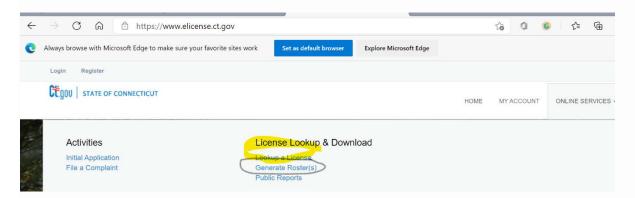
Verification of a license:

1. Once the E-license website is open, Click "ONLINE SERVICES"



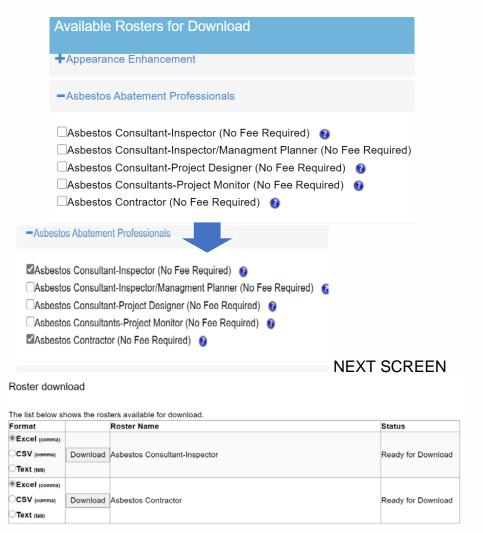
2. Choose generate roster(s) to produce a current listing.



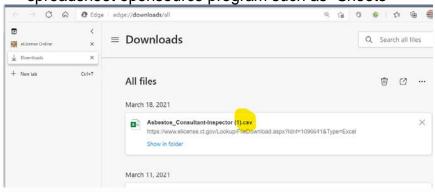
The link will bring you to a list of professions licensed in the State of CT.



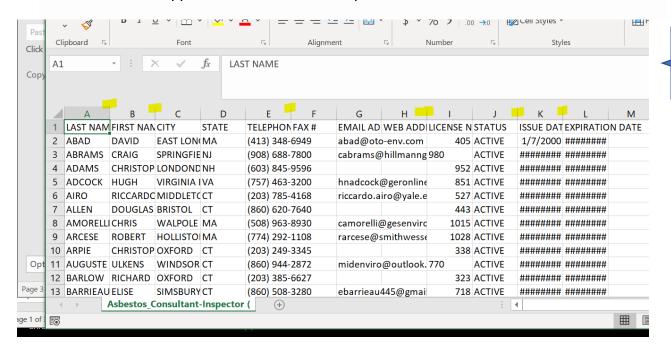
3. Check the box or boxes next to the discipline(s) you wish to download, then press ENTER on your keyboard, or scroll to the bottom of the page and press the CONTINUE box.



4. Click the Download button. <u>A very small window</u> will open at the top (right corner) on your screen. Click show all. This will open a new window that lists your downloaded files. The most recent should be at the top, and you can open the file in any comma separated value (CSV) software – usually in Excel. If not using Microsoft, use another spreadsheet opensource program such as "Sheets"

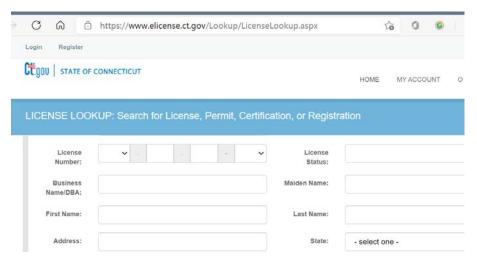


5. When viewing the downloaded spreadsheet, expand the width of each column between the field headings by placing the cursor between columns until a line with double arrow appears. Click on this to expand the cell width.



Place the cursor where the yellow highlights are, the cursor will change shape to a vertical line with a horizontal double arrow – click and it will automatically expand the column so you can read the entire cell.

Note: The Elicense system is current and up to date. If a license is in a status of renewal, it may not appear on the "licensed" roster. If this is the case, you may want to contact the company or person directly and ask them to verify their license. Once you have the license number, you can return to the beginning, and instead of choosing "Generate roster", choose "look up a license".



In the License number box, choose one of the following 39, 40, 41, 42 or 53. These numbers represent Inspectors (39), Management Planners (40), Project Designers (42) and Asbestos Contractors (53). In the

next box, enter the license number, six digits. (for license number 17, put 000017 in the box) then press enter and the licensing system will confirm the status of this license.

If you want to know if anyone has had any violations on their license:

Once the individual or company license appears the image on the screen will look like this

	Name	Credential	Credential Description	State Agency Contact	Status	Status Reason	City	DBA
Detail	VIDYA N TRIVEDI	41.000017	Asbestos Consultant- Project Designer	Department of Public Health	ACTIVE	CURRENT	WOODBRIDGE	

Click on the "Detail" blue button and it will give you the information if any actions have been taken. If actions have been taken, follow the directions to open the file associated.