

License Notification Subscription Step-by-Step Instructions

To subscribe to receive online Respiratory Care Practitioner (RCP) license notifications, go to www.breeze.ca.gov, or follow the BreEZe Online License links from the Respiratory Care Board (RCB) website www.rcb.ca.gov.

An account is necessary in order to sign up for RCP license notifications.

If you have **never** registered for a BreEZe account, click on 'BreEZe Registration' on the bottom right of the screen.

(If you have an existing BreEZe account, enter your User ID and Password and skip to page 10 to continue.)

The screenshot shows the BreEZe website interface. At the top, there is a navigation bar with links for 'About BreEZe', 'FAQ's', and 'Help Tutorials'. The main header includes the 'CA .GOV' logo and 'Department of Consumer Affairs BREZE'. Below the header, there are links for 'Skip navigation' and 'Contact Us'. The main content area is titled 'DCA BreEZe Online Services' and includes a welcome message and a list of services. The page is divided into two columns: 'FOR CONSUMERS' and 'FOR APPLICANTS AND LICENSEES'. The 'FOR CONSUMERS' column has buttons for 'Verify a LICENSE' and 'File a COMPLAINT'. The 'FOR APPLICANTS AND LICENSEES' column has a 'Returning User' section with fields for 'User ID' and 'Password', and a 'Sign In' button. Below this is a 'New Users' section with a link for 'BreEZe Registration', which is highlighted by a red arrow.

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DCA BreEZe Online Services

Welcome to the California Department of Consumer Affairs (DCA) BreEZe Online Services. BreEZe is DCA's new licensing and enforcement system and a one-stop shop for consumers, licensees and applicants! BreEZe enables consumers to verify a professional license and file a consumer complaint. Licensees and applicants can submit license applications, renew a license and change their address among other services.

- If you were registered with the DCA Online Professional Licensing services before, you will need to re-register with BreEZe.
- BreEZe only accepts credit card payments for American Express, Discover, MasterCard, and Visa.

FOR CONSUMERS

Check Licenses and file complaints.

Verify a LICENSE File a COMPLAINT

FOR APPLICANTS AND LICENSEES

Applicant and licensing needs are available here. You will need to [register](#), or use your existing user name and password

Returning User

Fields marked with * are required

* User ID:

* Password:

[Forgot Password?](#) [Forgot User ID?](#) [Sign In](#)

New Users

[BreEZe Registration](#)

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Complete the required fields for the User Registration (marked with *) and click 'Next'.

[Logon](#) | [Contact Us](#)

User Registration

Please complete the information required below to become a registered BreEZe User. You will receive a confirmation email as part of the registration process.

Enter your details and press "Next".

Press "Cancel" to cancel this registration and return to the main menu.

Account Owner Contact Information

* First Name:

Middle Name:

* Last Name:

Account Login

* Email: (e.g. name@domain.com)

* Confirm Email:
Note: Please enter a valid email address; this email address will not be sold to solicitors.

* User ID:

Password Recovery (In case you forget your password, you will be required to answer this question to obtain a new temporary password.)

* Secret Question:

* Secret Answer:

Communication

Email Communication: Yes No

Security Measures (This helps to prevent automated registrations.)

* Type the characters from the picture below (without spaces):



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Review the information you entered, and click 'Save'.

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Preview Registration

Press "Save" to save the registration.
Press "Edit" to modify your registration details.
Press "Cancel" to cancel this registration and return to the main menu.

First Name:	Mickey
Second Name:	
Last Name:	Mouse
Email:	mickeymouse@mailinator.com
UserId:	mickeymouse
Secret Question:	Where were you born?
Secret Answer:	ca
Email Communication:	Yes

Save Edit Cancel

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A notification will show that a temporary password has been sent to your e-mail address. Check your e-mail for this password sent from no-reply-breeze-online@dca.ca.gov. (You may need to check spam or junk mail folders.)

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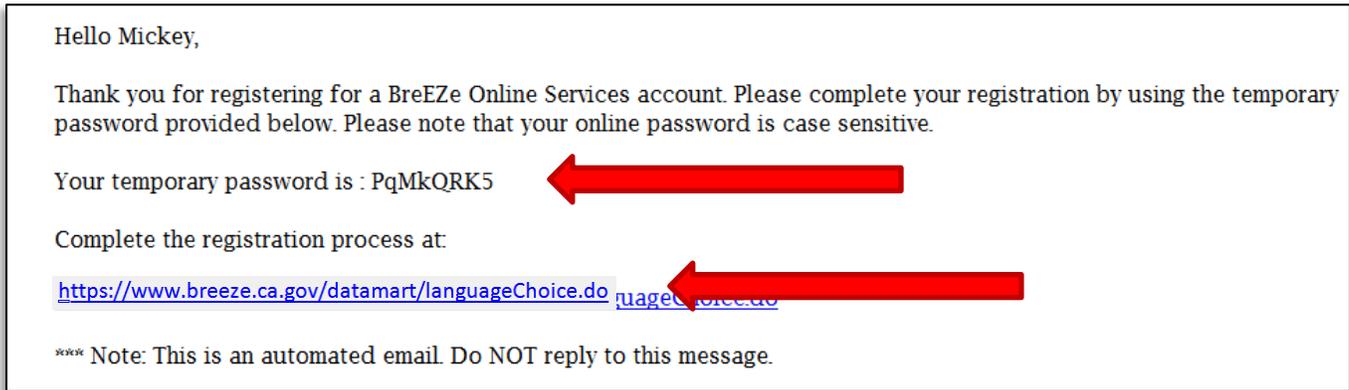
User Registration - Temporary Password Issued

A temporary password has been issued and sent to you via e-mail with the instructions on how to proceed. Read this e-mail and follow the instructions.

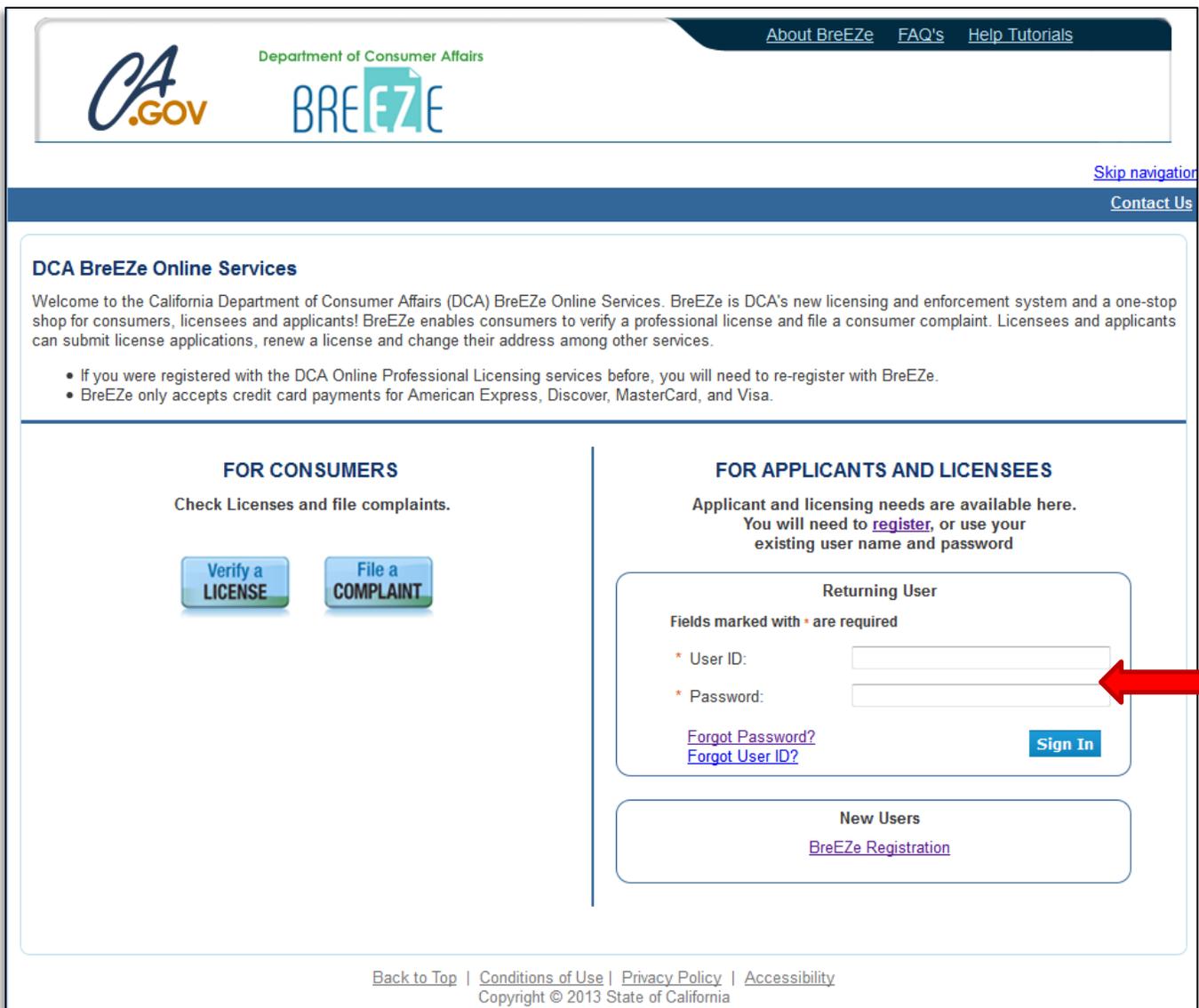
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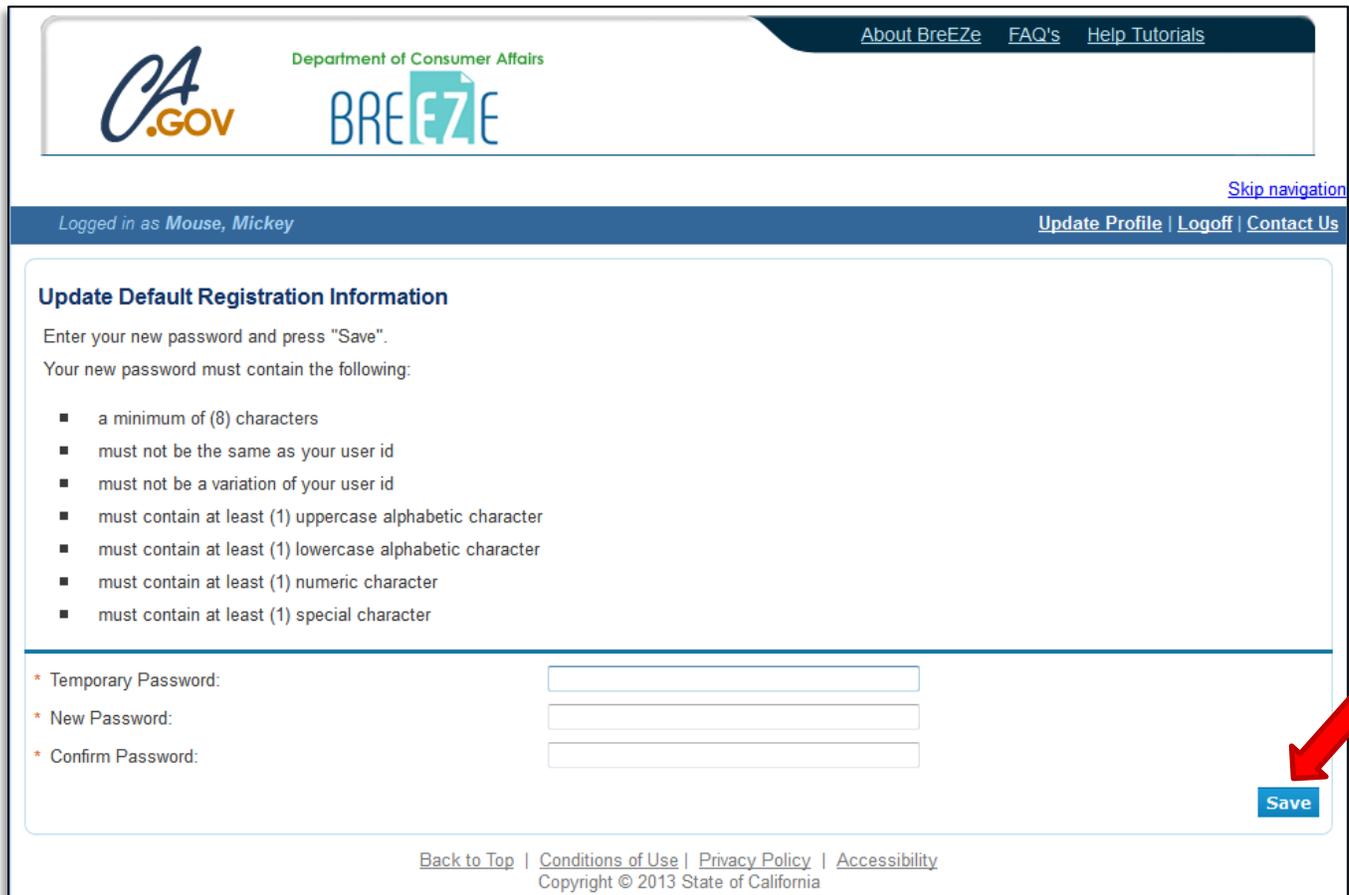
Open your e-mail message to view the temporary password. Print, write, or copy the temporary password, then click the <https://www.breeze.ca.gov/datamart/languageChoice.do> link to complete the registration process.



Enter the User ID you created during User Registration, and enter the temporary password.



Enter the temporary password again, then create your new password. **Your new password must include:** a minimum of 8 characters, must not be the same as your user id, must not be a variation of your user id, must contain at least 1 uppercase alphabetic character, must contain at least 1 lowercase alphabetic character, must contain at least 1 numeric character, must contain at least 1 special character. (A special character is a symbol such as: !, @, #, %, etc.) Confirm your new password by re-entering it in the Confirm Password box, and click **'Save'**.



The screenshot shows the BreEZe user interface. At the top left is the CA.GOV logo and the Department of Consumer Affairs logo. At the top right are links for 'About BreEZe', 'FAQ's', and 'Help Tutorials'. Below the header, it says 'Logged in as Mouse, Mickey' and 'Update Profile | Logoff | Contact Us'. The main content area is titled 'Update Default Registration Information' and contains instructions: 'Enter your new password and press "Save". Your new password must contain the following:'. A list of requirements is provided: a minimum of (8) characters, must not be the same as your user id, must not be a variation of your user id, must contain at least (1) uppercase alphabetic character, must contain at least (1) lowercase alphabetic character, must contain at least (1) numeric character, and must contain at least (1) special character. Below the list are three input fields: '* Temporary Password:', '* New Password:', and '* Confirm Password:'. A blue 'Save' button is located at the bottom right of the form, with a red arrow pointing to it. At the bottom of the page are links for 'Back to Top', 'Conditions of Use', 'Privacy Policy', and 'Accessibility', along with the copyright notice 'Copyright © 2013 State of California'.

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Update Default Registration Information

Enter your new password and press "Save".
Your new password must contain the following:

- a minimum of (8) characters
- must not be the same as your user id
- must not be a variation of your user id
- must contain at least (1) uppercase alphabetic character
- must contain at least (1) lowercase alphabetic character
- must contain at least (1) numeric character
- must contain at least (1) special character

* Temporary Password:

* New Password:

* Confirm Password:

Save

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At the Add Licenses to Registration screen, click **'Yes'** if you have an RCP license, or click **'No'** if you do not have an RCP license, then click **'Next'** to continue.

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Step1: Ever held a license before with DCA?
Step2: Provide Identifying Information
Step3: Confirm Information

Add Licenses To Registration

Welcome to DCA OnlineQuickStart

By answering a few, simple questions, we will help you to get started.

Are you, or have you ever been, professionally licensed or registered with the Department of Consumer Affairs?

Yes [How do I know?](#)

No

Next

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If you selected 'Yes', select **'Respiratory Care Board'** from the 'DCA Board/Bureau/Committee' dropdown box, and **'Respiratory Care Practitioner'** from the 'License/Registration Type' dropdown box, then click **'Next'** to continue.

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Step1: Ever held a license before with DCA?
Step2: Provide Identifying Information
Step3: Confirm Information

Add Licenses To Registration - Select License Type

Welcome to DCA OnlineQuickStart

Identify the License/Registration that you have held, or you have applied for, in the past.

Which board manages your License/Registration type? Selecting the appropriate board will narrow the available items found in the License/Registration drop-down list.

DCA Board/Bureau/Committee: **Respiratory Care Board** [How do I know?](#)

License/Registration Type: **Respiratory Care Practitioner** [How do I know?](#)

Next **Cancel**

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Enter the personal information requested to validate your license information. [If you have a suffix in your name (Jr., III, etc.) please include this in the 'Last Name' field. (Example: Mouse Jr.)] Enter the security characters*, and click **'Next'**.

*(If you have troubles reading the security characters, click **'Refresh'** until they become easier to read.)

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Step1: Ever held a license before with DCA?

Step2: Provide Identifying Information

Step3: Confirm Information

Add Licenses To Registration - Validation

Help us find your records.

Please note that you must have an SSN/ITIN on file with your licensing Board/Bureau/Committee in order to on-board your license. If you do not have an SSN/ITIN on file, you will not be able to onboard your license. Please contact your Board/Bureau /Committee for instruction on how to provide your SSN/ITIN.

Please provide your information in order for the Department of Consumer Affairs to confirm that you do not have a previous record in the BreEze system. A previous record may include: licensee, complainant, witness, etc

- Required Information

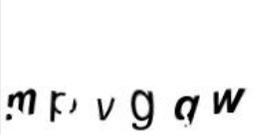
* Last Name:

* SSN/ITIN: Last 4 Digits of SSN/ITIN

* Date Of Birth: (mm/dd/yyyy)

Security Measures (This helps to prevent automated registrations.)

* Type the characters from the picture below (without spaces):

 Refresh

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Verify that this is your name and license number, then click 'I confirm this is my license/registration information', and click 'Next'.

If you encounter any problems, please call the RCB at (916) 999-2194, or toll free at (866) 375-0386 M-F 8am-5pm.

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Step1: Ever held a license before with DCA?

Step2: Provide Identifying Information

Step3: Confirm Information

Add Licenses To Registration - Preview

Good News! We have located your information

Please confirm your license/registration/certificate credentials below. If you are a current applicant, you will see the type of license you are currently pursuing listed below.

Indiv / Org Number:

Name: MOUSE, MICKEY

license/registration Type	license/registration Number
Respiratory Care Practitioner	

Select One:

I confirm this is my license/registration information (read www.dca.ca.gov/webapps/breeze/dec_descript.php)

No this is not my license/registration information

Next Cancel

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After successfully linking your license, you will receive the following message asking if you would like to link more licenses to your profile, click 'No' to continue.

The screenshot shows the BREZE website interface. At the top, there is a navigation bar with the CA.GOV logo, the Department of Consumer Affairs logo, and the BREZE logo. The user is logged in as "Mouse, Mickey". The main content area is divided into sections: "Quick Start Menu", "License Activities", "Applications", and "Additional Activities". A "License/Registration Information" box is visible on the right, showing a License/Registration Number of 29228 and a License/Registration Type of Respiratory Care Practitioner. A dialog box is overlaid on the screen, asking: "You have successfully linked your online registration to a license(s). Would you like to link your online registration to more license(s)?" Below the question are two buttons: "Yes" and "No". A red arrow points to the "No" button. The footer contains links for "Back to Top", "Conditions of Use", "Privacy Policy", and "Accessibility", along with the copyright notice "Copyright © 2013 State of California".

This will bring you to your **Quick Start Menu**.

The screenshot shows the BreEze user interface. At the top, there is a header with the CA.GOV logo, the Department of Consumer Affairs logo, and the BREZE logo. Navigation links for 'About BreEze', 'FAQ's', and 'Help Tutorials' are visible. A user is logged in as 'Mouse, Mickey'. The main content area is titled 'Quick Start Menu' and includes a 'License/Registration Information' box showing a license number of 29228 for a Respiratory Care Practitioner. Below this, there are sections for 'License Activities' (Renew, Manage information), 'Applications' (Start new, View status), and 'Additional Activities' (Make Payments/Cart, Add Authorized Representative, License Notification Subscriptions). A red arrow points to the 'Select' button for 'License Notification Subscriptions'.

To subscribe to license notifications, click the **'Select'** button next to **'License Notification Subscriptions'** under **'Additional Activities'** on the right side of the screen.

This is a close-up of the 'Additional Activities' section from the screenshot. It lists three activities: 'Make Payments/Cart', 'Add Authorized Representative', and 'License Notification Subscriptions'. Each activity has a blue 'Select' button to its right. A red arrow points to the 'Select' button for 'License Notification Subscriptions'.

On the next screen, click **'Add'** to add a license holder to your list.

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License Notification Subscriptions

By subscribing to license notifications, you are able to view the license status of a license holder. For example, you can view/track the license status of your doctor, psychologist, barber, etc.

Click "Add" button to subscribe to notifications for a license.

Click "Delete" link to remove notification for a license.

Click "Back" button to return to the Main Menu.

Name	License Number	License Type	Status	Expiry Date
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 **Add** **Back**

On the Select Search Type screen, select from one of the Search options listed. Ensure you have the licensee's correct information for your search.

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Add License Subscription - Select Search Type

To find a license to subscribe to, click on the type of search below.

Press "Back" button to return to "License Notification Subscriptions" Screen.

- [Search by Name](#)
- [Search by Name for a Specified License Type](#)
- [Search by License Number](#)
- [Search by City](#)
- [Search by County](#)

Back

On the Search Results List screen, click **'Add'** to add this license to your subscription list.

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Search Results List

Click on "Name" to see details.
Press "Back" to return to the previous screen.
Press the "New Search" button to go back to the License Verification page.

Search Criteria Search by License Number
License Type Respiratory Care Practitioner
License Number: 9748

License Name	License Type	License Number
MOUSE, MICKEY	Respiratory Care Practitioner	9748

[Add](#) [Back](#) [New Search](#)

You will then be taken back to the list menu with the licensee you added listed. The list will show the licensee's name, license number, license type, license status, and expiration date.

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License Notification Subscriptions

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Click "Add" button to subscribe to notifications for a license.
Click "Delete" link to remove notification for a license.
Click "Back" button to return to the Main Menu.

Name	License Number	License Type	Status	Expiry Date
MOUSE, MICKEY	9748	Respiratory Care Practitioner	Delinquent	

[Delete](#) [Add](#) [Back](#)

You can delete this at any time by clicking the **'Delete'** button next to the listing. You can add more listings by clicking the **'Add'** button again. An email will be sent to the email you entered when creating your account when a license has been added to your subscription list. You will also receive an email when any license status for a license on your subscription list has changed.