CDE$^®$ Verification – Online Instructions

CDEs or individuals representing a third party can make use of the NCBDE online verification system at no charge to obtain verification information. Search is done making use of the CDE certification number or certified name.

To obtain an online verification:

1. Click "Access Online Verification System" or the link below.
   a. www.ncbde.org/verifycde

2. Enter the individual's CDE 8-digit number OR certificant first and last name.
   a. Making use of the 'search by certification number' query will streamline the search process. This number is found on the certificate or wallet card provided by NCBDE to the certified individual.
   b. When entering CDE number do NOT include dash. Format of CDE number is eight (8) digits with NO dash. *For example: 12345678.*
   c. The name search fields are not case sensitive and will accept partial names. The first and last name fields are both required fields; using the city or state field is optional.

3. Select *SEARCH.* This step will bring up the results of the query.
   Note: If there are multiple individuals with the same name, the search results will include all the CDEs that match the search criteria. If the search results include multiple names, review the list and select your individual by clicking on her/his name. Clicking on the name will bring up the details for that CDE's record.

4. Select *PRINT VERIFICATION* and/or *EMAIL VERIFICATION.* The Print Verification option will create a pdf version of the verification document that can be printed. The Email Verification option will allow an individual to enter an email address and send a pdf version of the verification document to that address.

If your search does not yield any result, please refer back to the certified individual to confirm the active status of the CDE certification, certification number and/or name on record.

As current CDEs have the ability to print a verification letter from their online profile, you may want to ask the CDE to download a verification letter and provide to you either in hard copy form or forward to you via email.