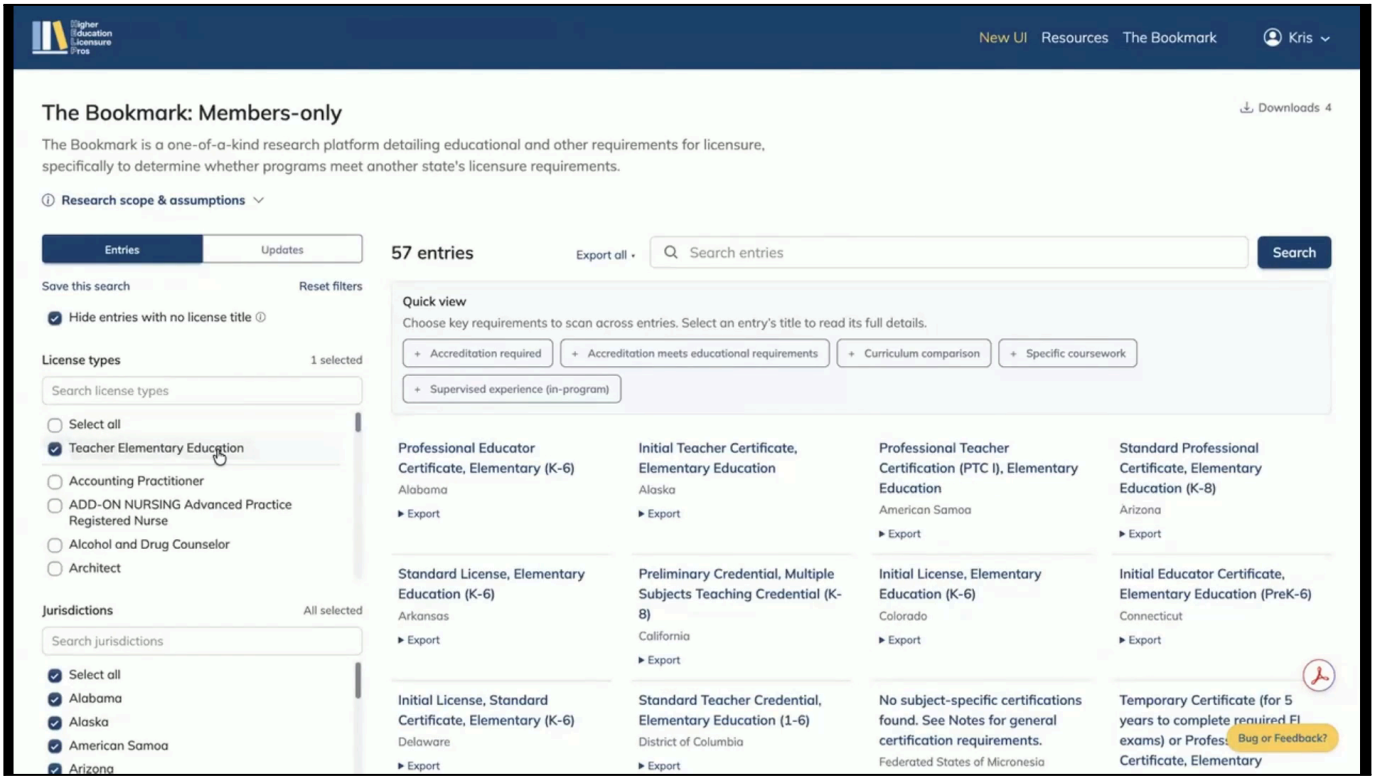
The Bookmark Guide on Entries

The Entries section of The Bookmark brings together our research on educational and other licensure requirements by license type and jurisdiction. This guide shows you how to search and filter entries, compare requirements using Quick View, hide entries with no license title, export and download information to keep or share with colleagues.

Open Entries and choose your filters

1. Visit **higheredlicensurepros.com** and select the button at the top right to open **The Bookmark** app.
2. Sign in with the email address and password provided by HELP, then select **Entries**.
3. In the **License types** filter on the left, select one or more license types. Scroll through the list or use its search bar to find a type, such as “nurse” or “teacher elementary.” Clear selections you do not need.
4. In **Jurisdictions**, keep all jurisdictions selected or choose the states and territories you need. Use the jurisdiction search to find a particular location.

Before you begin, review **Research scope and assumptions** above the Entries tab to understand what our research includes and its limitations. Hover over the circled **i** icons throughout The Bookmark for explanations of fields and features.



Include jurisdictions with no license title

The Bookmark includes 59 jurisdictions. When **Hide entries with no license title** is checked, jurisdictions without a license title for your selected license type are hidden. Uncheck it to include those records in your results and exports. This setting can explain why your result count is lower than the number of jurisdictions selected.

Search within your filtered entries

1. Choose your license types and jurisdictions first.
2. Use the **search bar above the entry results** to enter a word or term you want to find in the records. This searches record content; the search within the License types filter helps you find license names.
3. Review the matching entries. For example, search "pharmacology" within clinical nurse specialist entries to find records that mention that term. Matches are highlighted in yellow.
4. Clear the keyword search when you want to see the full set of entries for your selected filters again.

Search tip: A keyword match helps you find relevant text. Open the entry and read the surrounding information to understand the requirement.

View educational and other licensure requirements

Open a full entry

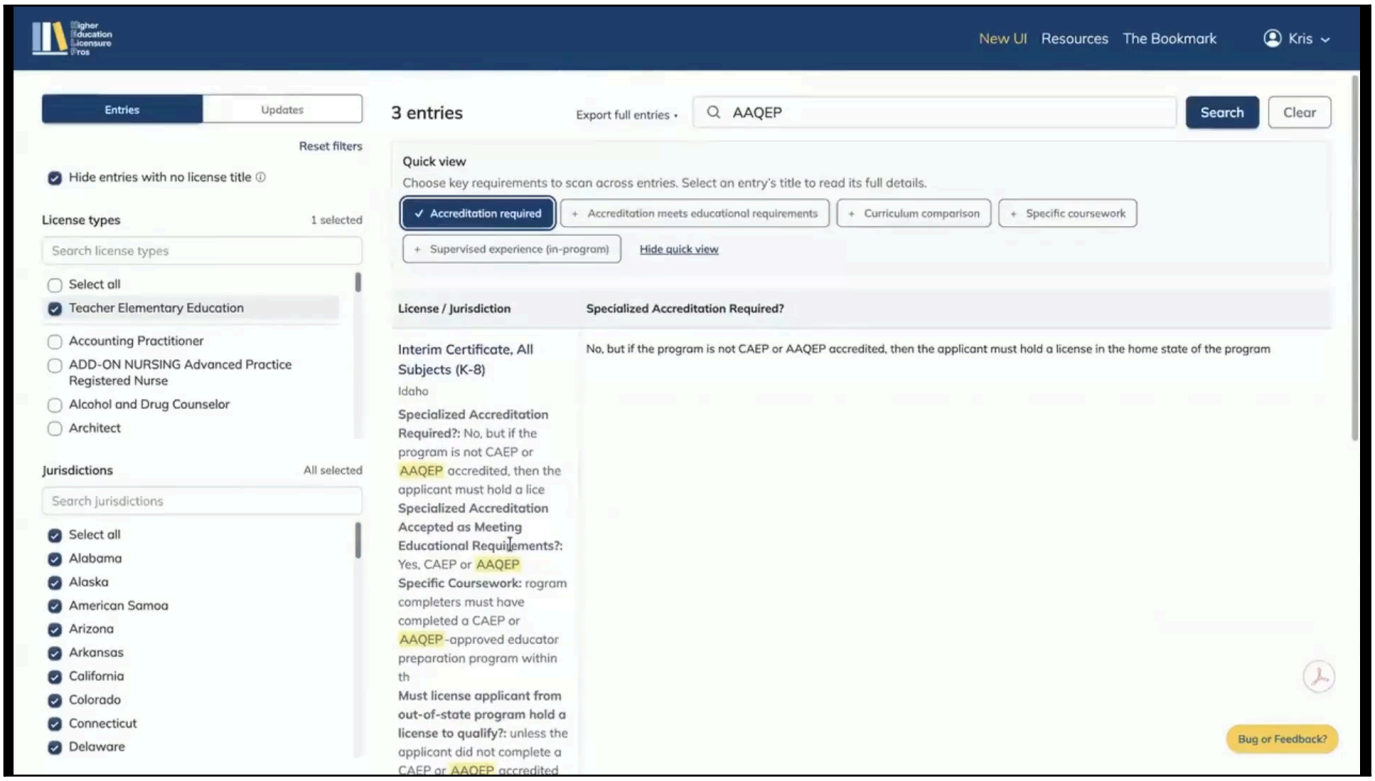
1. Click the **license title** for the jurisdiction you want to review. Titles may differ from one jurisdiction to another.
2. Read the full research entry, including educational and other requirements. Most entries use consistent categories, with limited exceptions for add-on nursing types.
3. Hover over information icons for category definitions, then use **Back to results** to return to your list.

Compare categories with Quick View

Quick View, in the gray area below the entry search, displays selected categories across your filtered entries. Use it to review one question across multiple jurisdictions without opening every record.

1. Select a category, such as **Specialized accreditation required**, **Specific coursework**, or **Curriculum comparison**.
2. Select more than one category if needed. You can display any combination of the five available categories.
3. Review the information under each jurisdiction. Uncheck categories to remove them from Quick View.

Quick View works with your current filters and keyword search. Clear the keyword search if you want to review the category across all entries in your filtered set.



View history and redlines

Within an entry, select **History** to see the record of updates over time. History is hidden until you open it.

Select **Show redline** to see text changes associated with the most recent substantial update.

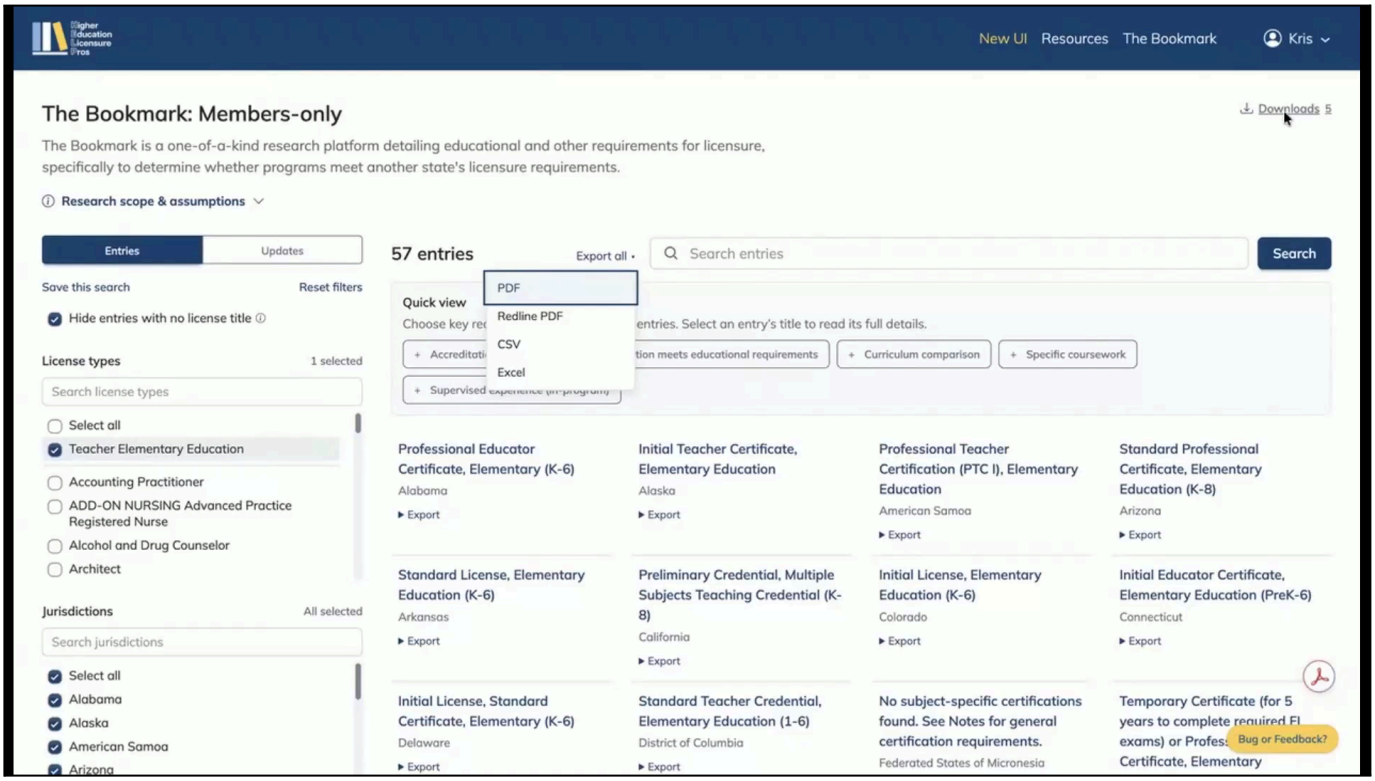
Red indicates removed text; green indicates added text. You can hide the redline again or export a Redline PDF. Use History to review the broader update record; the displayed redline does not show every historical change.

Export, download, and save your searches

Export one entry or your filtered results

IMPORTANT REMINDER: *Users cannot sell, transfer, reproduce, publish, make accessible or available, share, disclose, or otherwise distribute information from The Bookmark in any manner whatsoever which may compete or interfere with our business. Exported information can be shared within the member to facilitate disclosure determinations and program comparisons. PDF downloads with a limited number of states can be shared directly with individual students. No exports or downloads should be published directly to a member's website.*

1. For one record, open the entry and select **Export**. For a group of records, return to your results, check the filters and keyword search, then select **Export all**.
2. Choose **PDF**, **Redline PDF**, **CSV**, or **Excel**.
3. Open the **Downloads** icon at the top right. When the export is ready, select the file to download it to your computer.



PDF: Use a readable copy of the research for reference or sharing.

Redline PDF: Share a copy showing removed and added text from the most recent substantial update.

CSV or Excel: Work with the exported information in a spreadsheet.

Before exporting: Check that your result count and selected jurisdictions match what you need. If your report should include jurisdictions with no license title, uncheck **Hide entries with no license title** before exporting.

Exported files remain available in your Downloads record for up to about one month. Save a local copy if you need to keep a report longer.

Save a search and choose what opens at sign-in

1. Set up the license types, jurisdictions, and search you want to reuse.
2. Select **Save this search** on the left, enter a recognizable name, such as "Clinical nurse specialist all jurisdictions," and save it.
3. Open the **Saved searches** dropdown and select a saved search to return to it.
4. Select **Auto Open** for the saved search you want displayed when you sign in. The current designation identifies the selected search.
5. Use the **trash icon** to delete a saved search you no longer need. Select **Reset Filters** when you want to start a new search.

Get help or share feedback

Use the gold **Bug or feedback** button at the bottom right to report an issue or suggest an improvement. Add a short summary and details, capture or attach a screenshot or supporting document, and submit your feedback. You can also reach our team at thebookmark@higheredlicensurepros.com,