The Bookmark Guide on Updates

The Updates section of The Bookmark helps you track changes to our licensure research, with a summary of what changed in each update. This guide shows you how to filter updates by license type, jurisdiction, and date; identify changes that may affect disclosure determinations; review the full entry; and download reports to support your institution's ongoing review.

Open Updates and select your scope

1. Visit **higheredlicensurepros.com**, open **The Bookmark** app using the button at the top right, and sign in with your HELP credentials.
2. Select **Updates**. If you are switching from Entries, check the license type selections carried into the Updates view.
3. Use the **License types** filter on the left to select one or more types. Scroll through the list or use its search bar to find the license type you need.
4. Use **Jurisdictions** to select the states and territories you want to monitor. Keep all jurisdictions selected for the broadest view, or search for and select specific states or territories.

Choose the timeframe

Use the date controls to choose how far back you want to review updates:

All updates: Review the complete update history for your selected license types and jurisdictions, subject to any other filters you have selected. Includes all updates ever made in The Bookmark.

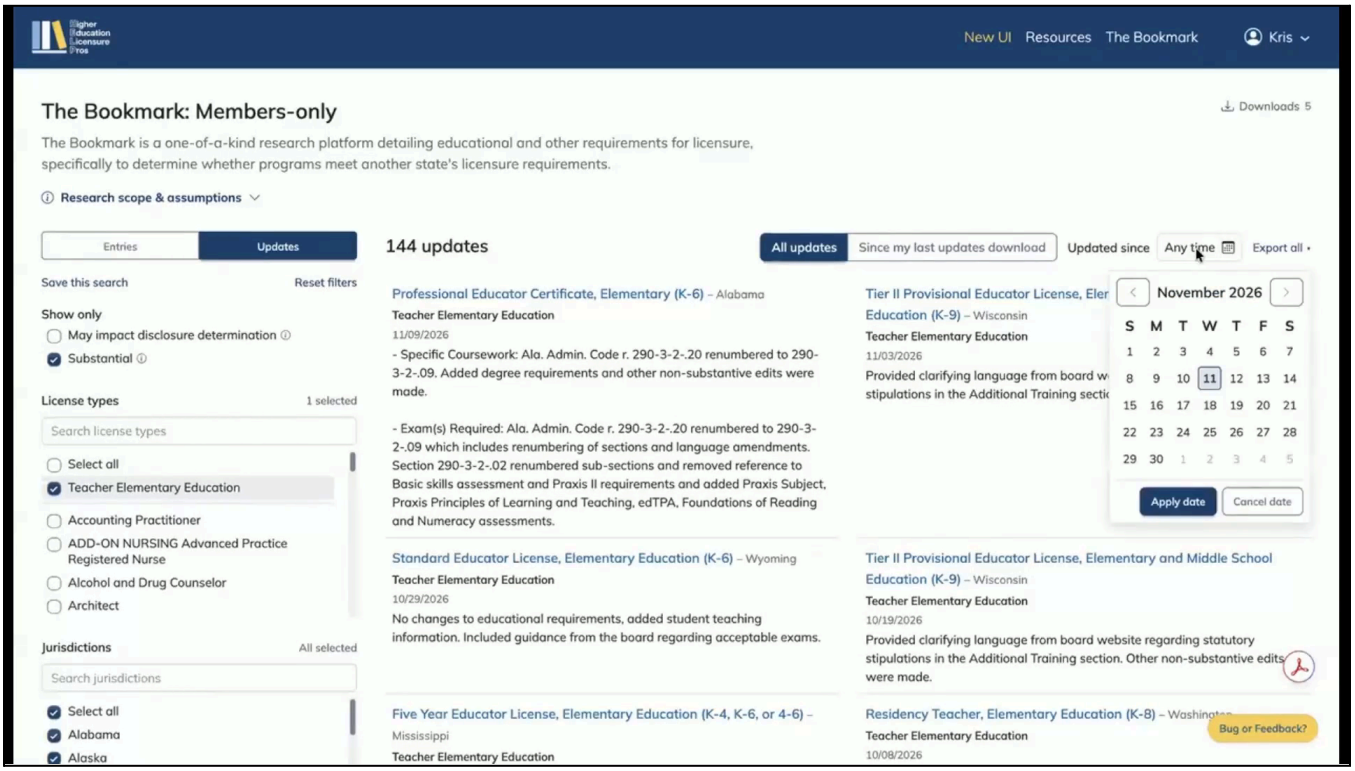
Since your last download: Use the system's record of your last download to see subsequent updates.

Updated since: Select a specific starting date, such as June 1, 2026, to review updates since that date.

Your result count changes as you adjust the date, license types, jurisdictions, and update toggles. For a report covering a specific period, choose the starting date directly rather than relying on your last download.

Find an update or search the full research

To find updates for a particular license type or jurisdiction, use the search bars within the **License types** and **Jurisdictions** filters, then narrow the timeframe.



Narrow updates and review the details

Use the "Substantial" filter

Select **Substantial** to focus on updates beyond minor editorial or technical corrections. Clear it to include non-substantial changes, such as spelling, spacing, or formatting corrections.

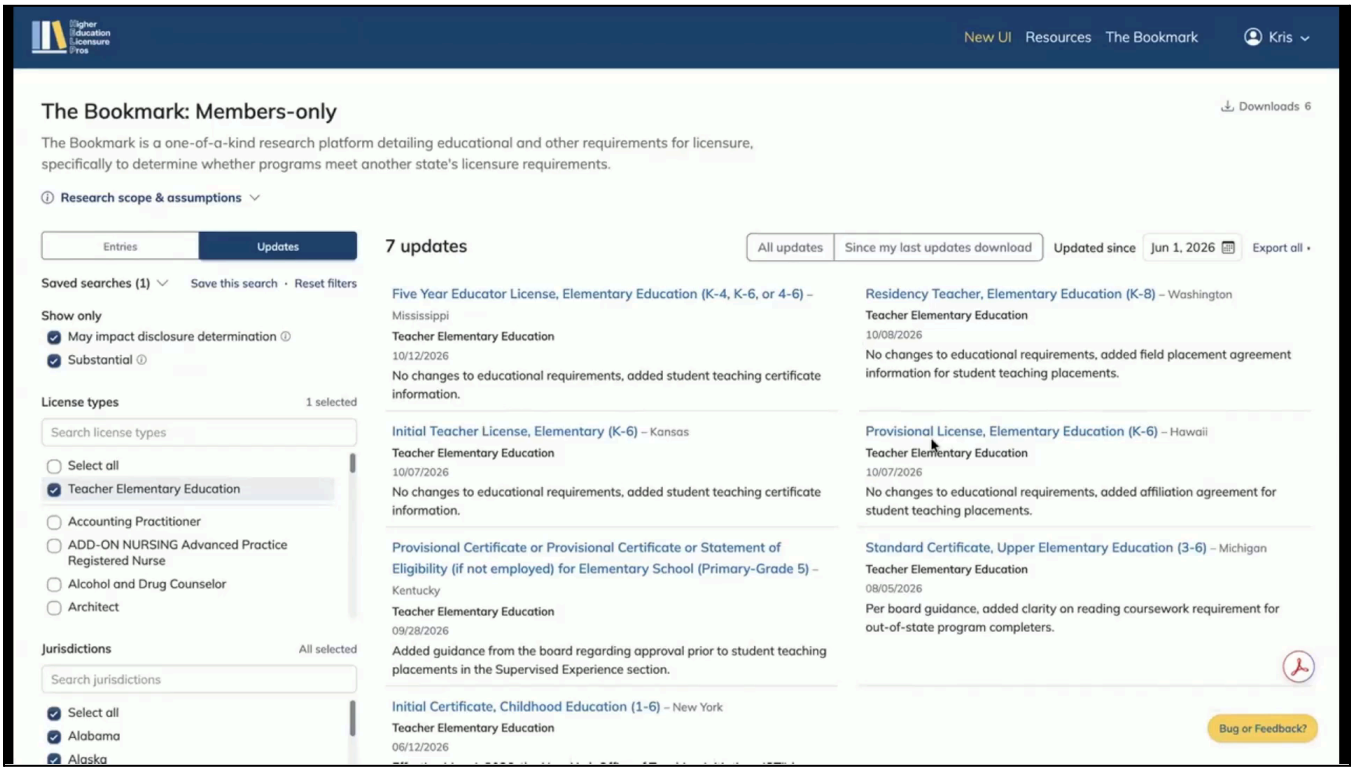
Substantial updates cover a broader range of changes than those affecting educational requirements. A substantial designation alone does not mean your institution's disclosure determination needs to change. Hover over the information icon for the explanation provided in The Bookmark.

Use "May impact disclosure determination" filter

Select **May impact disclosure determination** to focus on updates related to the educational requirement categories that could affect your institution's determination of whether a program meets a jurisdiction's requirements.

Historical coverage: This designation was introduced in **March 2026**. Earlier updates may affect a determination without being flagged. When reviewing a period that includes dates before March 2026, turn this filter off and review the broader update history so you do not rely only on flagged records.

Use the summary to identify what needs review, then read the full entry to assess whether the change affects your program or disclosures.



Open the full entry from an update

1. Read the **summary note** to see what HELP changed.
2. Click the **license title** to open the full entry for that license type and jurisdiction. This opens the same current research available through Entries.
3. Review the relevant categories. Select **Show redline** to view removed text in red and added text in green. The redline relates to the most recent substantial update; use **History** to review the record of changes over time.
4. If you need the full entry, use its **Export** menu to choose PDF, Redline PDF, CSV, or Excel.
5. Return to Updates to continue reviewing your filtered results.

Report contents: An Updates export contains summary notes about changes. Export from the full entry when you need the detailed record itself. Opening an older update takes you to the current entry; use History for its update record.

Download reports and manage ongoing monitoring

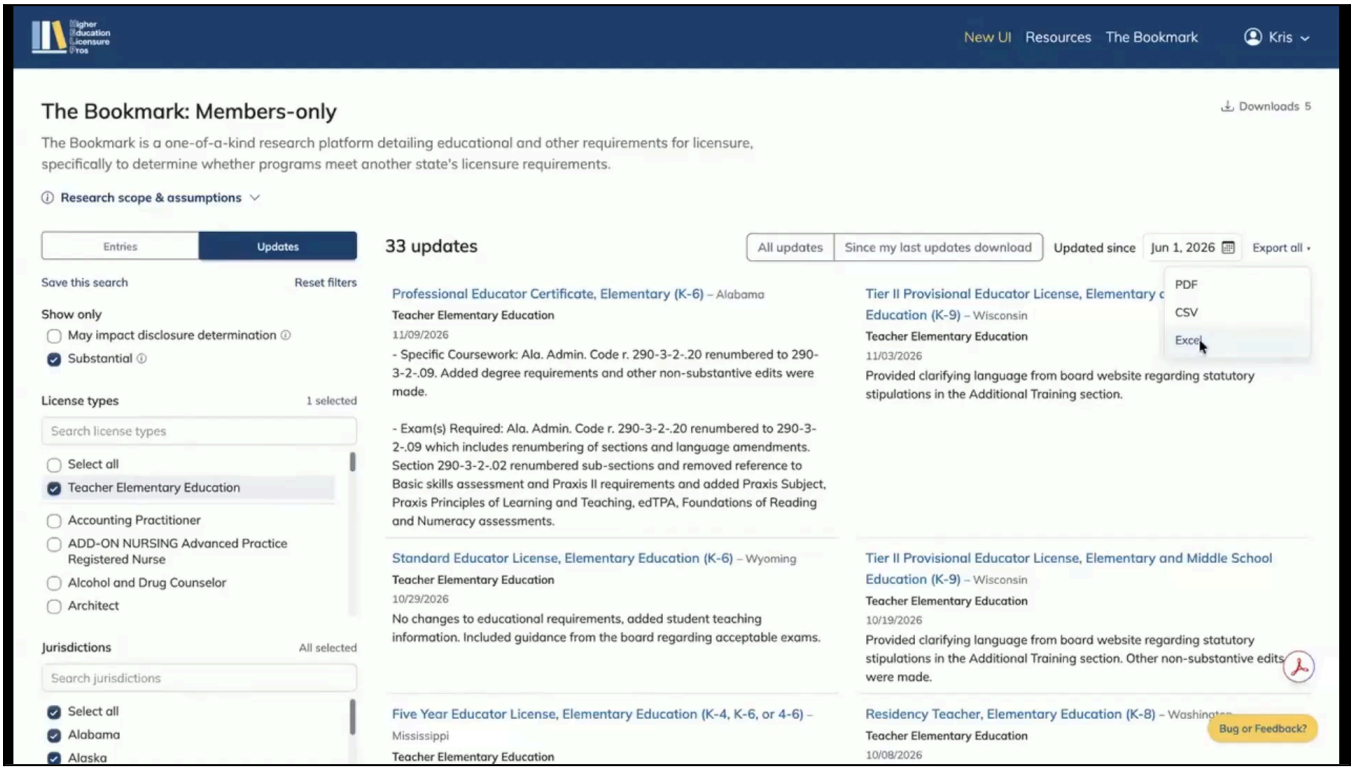
Export and download an Updates report

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. Check your license types, jurisdictions, timeframe, and toggle settings. Confirm that the displayed results cover what you want to review or share.

2. Select **Export all** and choose **PDF**, **CSV**, or **Excel**. Redline PDF is only available when exporting entries.
3. Open the **Downloads** icon at the top right. When the report is ready, select the file to download it to your computer.

Use PDF for a readable summary report or CSV and Excel to work with the updates in a spreadsheet. Downloads remain available in your Downloads record for up to about one month; save a local copy if you need to retain a report longer.



Save a search for repeat reviews

1. Set up the filters and date settings you want to reuse, then select **Save this search**.
2. Give the search a descriptive name, such as "Elementary education updates since 6/1/2026," and save it.
3. Use the **Saved searches** dropdown to reopen it. Check the date and filter settings before each review.
4. Select **Auto Open** if you want that saved search to appear when you sign in. Use the **trash icon** to delete a search you no longer need.

Customize your weekly email digest

1. Open the **profile menu** at the top right and choose **Weekly digest preferences**.
2. Select the license types and jurisdictions you want included in the digest.
3. Click **Apply Filters**, then **Save Preferences** to save your selections.

The digest includes update summaries and links to the full entries. Minor changes may not be emailed; use Updates to review the broader history. To opt out of the digest, deselect the email option and save your preferences. You can continue reviewing updates in The Bookmark.

Connect to an internal system: The profile menu also includes **API tokens** for integrating update information with an institutional system. Contact our team for technical support.

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**.