

INSTRUCTION SHEET

REGISTERED NURSE

- Examination
- Endorsement
- Restoration

***In order for your application to be processed,
ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED
with the application and required fee unless otherwise directed in the instructions.***

In accordance with the Illinois Nurse Practice Act, "For the protection of life and the promotion of health, and the prevention of illness and communicable diseases, any person practicing or offering to practice professional and practical nursing in Illinois shall submit evidence that he or she is qualified to practice, and shall be licensed as hereinafter provided." A copy of the Illinois Nurse Practice Act and the Rules can be downloaded from the IDFPR Web Site at www.idfpr.com. If you are issued a registered nurse license, please be advised that your license will expire on May 31st of every even-numbered year.

	Page
Table of Contents	
Applying for Licensure	2
General Instructions	2
Examination	2
General Examination Instructions	2
Practice Pending Licensure	3
Practice Under Supervision	3
Educated Inside U.S. or one of its Territories	3
Educated Outside U.S. or one of its Territories	4
Endorsement	5
General Endorsement Instructions	5
Temporary Permit	6
Educated Inside U.S. or one of its Territories	6
Educated Outside U.S. or one of its Territories	7
Restoration	8
General Restoration Instructions	8
Temporary Permit	9
Forms Completion Guide	10-11

Additional application forms can be downloaded from the IDFPR Web site at www.idfpr.com.

APPLYING FOR LICENSURE

General Instructions

1. **Apply Directly On-Line.** Register for the examination by referring to the Continental Testing Web site (www.continentaltesting.net) for information on how to apply for the examination on-line and pay the test fee by credit card. If you are licensed in another U.S. jurisdiction based on passage of the national licensing examination, you are not an "examination" applicant.
2. Read these instructions, then read the Filing Instructions related to the method of application under which you qualify to determine the documentation and forms you must submit. The methods under which you may file to obtain a license as a registered nurse are:
 - a. Examination
 - b. Endorsement
 - c. Restoration
3. All individuals applying for initial licensure and/or restoration as a registered nurse in Illinois **must** submit to a criminal background check and provide evidence of fingerprint processing from the Illinois State Police, or its designated agent. See attached "**Important Notice--Criminal Background Check Requirement**" for more information concerning this requirement.

Note: The Criminal Background Check Requirement does not apply to those applicants making application for registered nurse examination/licensure who are licensed in Illinois as a licensed practical nurse.
4. All documents in a foreign language must be accompanied by an original, notarized translation that has been transcribed by a person other than the applicant, who is fluent in both English and the language of the document(s). The translator shall certify to the above requirements as well as to the accuracy of the translation.
5. For information concerning the completion of any of the enclosed forms, refer to the Forms Completion Guide on pages 10 and 11. You may photocopy any of the enclosed forms if additional forms are needed.
6. If needed, a telephone number for assistance in completing the Application Package is indicated on the **REFERENCE SHEET**.

EXAMINATION

***In order for your application to be processed,
ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED
with the application and required fee unless otherwise directed in the instructions.***

General Examination Instructions

1. Read the above General Instructions before proceeding. All documents and forms required for licensure by examination must be submitted to:

Continental Testing Services Inc.
P.O. Box 100
LaGrange, Illinois 60525-0100
2. Application fee payment must be in the form of a certified check or money order made payable to Continental Testing Services, Inc. A separate examination registration fee will be paid at the actual time of registration as noted in Chart II on the Reference Sheet. To determine the fees, see the Reference Sheet, Chart I and II.

EXAMINATION (cont'd)

General Examination Instructions (cont'd)

- Conditions of Application**--Applicants have three years from the date of the Department's receipt of the application to complete the application process including passage of examination. If the process has not been completed in three years, the application shall be denied, the fee forfeited, and the applicant must reapply and meet the requirements in effect at the time of application, including proof of the successful completion of at least 2 additional years of professional nursing education.

NOTE: *Excelsior College is an unapproved nursing education program in the State of Illinois due to the fact that it does not have concurrent theory and clinical components as required by the Illinois Nurse Practice Act. Therefore, it is considered to be a correspondence course which is identified by the Act as not meeting the requirements for licensure.*

Practice Pending Licensure

Pursuant to **Public Act 95-0639**, you are prohibited from practicing until such time as you have completed and passed the Department approved licensure examination and are in receipt of official IDFPR/CTS notification.

Practice Under Supervision

Pursuant to 60-10(d)(e) of the Illinois Nurse Practice Act, an applicant may practice as a license-pending registered nurse under direct supervision for a period of three months from the official date of passing the licensure exam as inscribed within his/her official formal pass letter. No applicant for licensure practice under the provisions of this paragraph shall practice license-pending except under the direction of a registered professional nurse or an advanced practice nurse licensed under this Act. In no instance shall any such applicant practice or be employed in any management capacity.

Educated Inside the U.S. or one of its Territories

If you received your education in the United States or one of its territories, you must submit the following documentation (read the General Instructions and the General Examination Instructions on page 2 **now**, if you have not already done so):

- Application for Licensure and/or Examination (four-page);
- CT-NUR** Form (Verification of Licensing Agency/Board)--Submit a verification of licensure from the state of original licensure, current state of licensure, and any jurisdiction in which you have actively practiced within the last 5 years. Verification of licensure for an LPN license held in another jurisdiction within the last 5 years will only be required if you were not subsequently licensed in the same jurisdiction as an RN.

You must direct the appropriate licensing agency(s)/board(s) to return the completed form directly to you to be submitted with your application.

- ED-NUR** Form (Certificate of Education)--Form must be signed by the Dean or Director of your nursing education program with school seal affixed, indicating graduation from a professional nursing education program approved by the Department or have been granted a certificate of completion of pre-licensure requirements from another U.S. jurisdiction;
- Fee--See page 2, General Examination Instructions, paragraph 2.

- IMPORTANT NOTICE -

The National Council of State Boards of Nursing (NCSBN) handles verification of licensure for many state boards of nursing who licensure participate in Nursys®. Please visit Nursys.com (www.nursys.com) or <https://www.nursys.com/NLV/LicenseVerificationJurisdictions.aspx> to view a complete list.

If the state(s) where you have been licensed as a nurse licensure participates in Nursys®, you must request verification of your licensure through Nursys® (www.nursys.com), not the state(s). If your state(s) of licensure does not appear on the Nursys® list of licensure participating boards of nursing, you must use the CT-NUR form (Verification of Licensing Agency/Board) to verify your license to the Illinois Board of Nursing.

EXAMINATION (cont'd)

Educated Outside the U.S. or one of its Territories

- IMPORTANT NOTICE -

The National Council of State Boards of Nursing (NCSBN) handles verification of licensure for many state boards of nursing who licensure participate in Nursys®. Please visit Nursys.com (www.nursys.com) or <https://www.nursys.com/NLV/LicenseVerificationJurisdictions.aspx> to view a complete list.

If the state(s) where you have been licensed as a nurse licensure participates in Nursys®, you must request verification of your licensure through Nursys® (www.nursys.com), not the state(s). If your state(s) of licensure does not appear on the Nursys® list of licensure participating boards of nursing, you must use the CT-NUR form (Verification of Licensing Agency/Board) to verify your license to the Illinois Board of Nursing.

In order to be considered for licensure, applicants who received their education outside the United States or one of its territories must submit the following (read the General Instructions and the General Examination Instructions on page 2 **now**, if you have not yet done so):

- a. Application for Licensure and/or Examination (four page);
- b. **CT-NUR** Form (Verification of Licensing Agency/Board)--Submit a verification of licensure from the state of original licensure, current state of licensure and any jurisdiction in which you have actively practiced within the last 5 years. Verification of licensure for an LPN license held in another jurisdiction within the last 5 years will only be required if you were not subsequently licensed in the same jurisdiction as an RN;

You must direct the appropriate licensing agency(s)/board(s) to return the completed form directly to you to be submitted with your application.

- c. Submit the following proof of education:
 1. A credentials evaluation report of your foreign nursing education from a Department approved credentialing service. One such service is the Commission on Graduates of Foreign Nursing Schools (CGFNS) Credentials Evaluation Service (CES). The required report is the **Healthcare Profession & Science Course-by-Course Report**. The Division will download the credentials evaluation report from CGFNS' Web site when it becomes available.

You may contact CGFNS Credentials Evaluation Service as follows:

Credentials Evaluation Service
CGFNS/ICHP
3600 Market Street, Suite 400
Philadelphia, PA 19104-2651
Telephone #215/349-8767
Web site: <http://www.cgfns.org>

Additionally, the Educational Records Evaluation Service (ERES) has been approved by the Division as a nursing educational credentialing agency. The required report to request is the Nursing Evaluation and Course by Course Report. The report will be downloaded from ERES when available.

You may contact ERES as follows:

Educational Records Evaluation Service, Inc.
601 University Avenue, Suite 127
Sacramento, CA 95825
Telephone # 916/921-0790
Email: edu@eres.com
Web site: <http://www.eres.com>

Further, if your first language is not English, you shall be required to submit certification of passage of the Test of English as a Foreign Language (TOEFL). The minimum passing score on the paper-based test is 560. The minimum passing score on the computer-based test is 220. The minimum passing score on the internet-based test is 83.

- NOTE -

*Proof of licensure in your
country of
education shall be
required as a part of the
credentialing process.*

EXAMINATION *(cont'd)*

***In order for your application to be processed,
ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED
with the application and required fee unless otherwise directed in the instructions.***

Education Outside the U.S. or one of its Territories *(cont'd)*

TOEFL scores previously considered as "passing" scores will be accepted for a period of two years from the date of passage.

- d. In lieu of the above, the educational requirement may be met by submission of proof issuance of the following original certificates from the Commission on Graduates of Foreign Nursing Schools (CGFNS):
 - CGFNS Certificate
 - VisaScreen Program Certificate
- e. Fee--See page 2, General Examination Instructions, paragraph 2.

ENDORSEMENT

***In order for your application to be processed,
ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED
with the application and required fee unless otherwise directed in the instructions.***

General Endorsement Instruction

1. Read the Applying for Licensure, General Instructions on page 2 before proceeding. All documents and forms required for licensure by endorsement must be submitted as a packet to:

Illinois Department of Financial and Professional Regulation
ATTN: Division of Professional Regulation
P.O. Box 7007
Springfield, IL 62791

2. **Fee payment** must be in the form of a check or money order made payable to Department of Financial and Professional Regulation (see Reference Sheet, Chart I).

NOTE: *Excelsior College is an unapproved nursing education program in the State of Illinois due to the fact that it does not have concurrent theory and clinical components as required by the Illinois Nurse Practice Act. Therefore, it is considered to be a correspondence course which is identified by the Act as not meeting the requirements for licensure.*

*There is a provision in the Act to allow for individual review of applications from applicants who are graduates of such programs provided the applicant is currently licensed in another U.S. jurisdiction and has been actively practicing in clinical nursing for a minimum of two (2) years. The applicant must have an employer complete a **VE** (Verification of Employment) form verifying two full years of **clinical practice** as a registered nurse. This must be submitted with the endorsement application. When the application is complete, it is reviewed by the Board of Nursing for a determination of eligibility to be rendered.*

ENDORSEMENT (cont'd)

Temporary Permit

- Important Notice -

Applicants educated outside the U.S. or its Territories must have an acceptable credentials evaluation report from a Department-approved credentials evaluation service on file with the Department indicating their nursing education is comparable to an entry-level registered professional nursing education program in the United States prior to being deemed eligible for a temporary permit.

In accordance with Section 60-10(f)(g) of the Illinois Nurse Practice Act, you may be eligible to receive a temporary permit. The permit is valid for six months from the date of issuance, or issuance of an Illinois Registered Nurse License, or notification that the Department intends to deny licensure, whichever comes first. It will be your responsibility to complete the endorsement licensure process **prior** to the expiration of the temporary permit. In order to receive the permit, submit the following forms and documentation (read the General Instructions on Page 2 and the General Endorsement Instructions above **now**, if you have not yet done so):

- a. Application for Licensure and/or Examination (four page);
- b. **TP-NUR** Form (Temporary Permit);
- c. Photostatic copies of all current active Registered/Licensed Practical Nurse licenses and/or temporary permits/licenses held by you in any other jurisdiction(s) of the United States. **Current licensure** in at least one other jurisdiction of the United States is required by the Illinois Nursing and Advanced Practice Nursing Act;
- d. Fee--Combine the endorsement fee and the temporary permit fee into one check or money order. (See page 5, General Endorsement Instructions, paragraph 2, for additional information.)
- e. Proof of fingerprint submission in the form of a copy of the fingerprint receipt (for Illinois graduates or Illinois residents), or a completed **FP-NUR** form for out-of-state and foreign-educated applicants.

Educated Inside U.S. or one of its Territories

- IMPORTANT NOTICE -

CERTIFICATION OF LICENSURE

The National Council of State Boards of Nursing (NCSBN) handles verification of licensure for many state boards of nursing who licensure participate in Nursys®. Please visit Nursys.com (www.nursys.com) or <https://www.nursys.com/NLV/LicenseVerificationJurisdictions.aspx> to view a complete list.

If the state(s) where you have been licensed as a nurse licensure participates in Nursys®, you must request verification of your licensure through Nursys® (www.nursys.com), not the state(s). If your state(s) of licensure does not appear on the Nursys® list of licensure participating boards of nursing, you must use the CT-NUR form (Verification of Licensing Agency/Board) to verify your license to the Illinois Board of Nursing.

In order to be considered for licensure, applicants who were educated in the United States or one of its territories must submit the following: (read the General Instructions on Page 2 and the General Endorsement Instructions on page 5 **now**, if you have not yet done so):

- a. Application for Licensure and/or Examination (four page). You need not resubmit this form if you previously applied for a temporary endorsement permit;
- b. **CT-NUR** Form (Verification of Licensing Agency/Board--Submit verification of licensure from the state of original licensure, current state of licensure and any jurisdiction in which you have actively practiced within the last 5 years. Verification of licensure for an LPN license held in another jurisdiction within the last 5 years will only be required if you were not subsequently licensed in the same jurisdiction as an RN. **Current** registration in another state is required by the Illinois Nurse Practice Act. You must direct the licensing agency/board to return the completed form to you to be submitted with your application.
- c. **ED-NUR** Form (Certificate of Education) indicating graduation from a professional nursing education program approved by the Department; or the granting of a certificate of completion of pre-licensure requirements from another U.S. jurisdiction. The **ED** form must be signed by the director of the nursing education program with the school seal affixed.
- d. Fee--See General Endorsement Instructions, page 5, paragraph 2.

ENDORSEMENT (cont'd)

Educated Outside U.S. or its Territories

In order to be considered for licensure, applicants who were educated outside the United States or one of its territories must submit the following (read the General Instructions on Page 2 and the General Endorsement Instructions on page 5 **now**, if you have not yet done so):

- IMPORTANT NOTICE -

CERTIFICATION OF LICENSURE

The National Council of State Boards of Nursing (NCSBN) handles verification of licensure for many state boards of nursing who licensure participate in Nursys®. Please visit Nursys.com (www.nursys.com) or <https://www.nursys.com/NLV/LicenseVerificationJurisdictions.aspx> to view a complete list.

If the state(s) where you have been licensed as a nurse licensure participates in Nursys®, you must request verification of your licensure through Nursys® (www.nursys.com), not the state(s). If your state(s) of licensure does not appear on the Nursys® list of licensure participating boards of nursing, you must use the CT-NUR form (Verification of Licensing Agency/Board) to verify your license to the Illinois Board of Nursing.

- a. Application for Licensure and/or Examination (four page). You need not submit this form if you previously applied for a temporary endorsement permit;
- b. **CT-NUR** Form (Verification of Licensing Agency/Board)--Submit verification of licensure from the state of original licensure, current state of licensure and any jurisdiction in which you have actively practiced within the last 5 years. **Current** registration in another state is required by the Illinois Nursing and Advanced Practice Nursing Act. Verification of licensure for an LPN license held in another jurisdiction within the last 5 years will only be required if you were not subsequently licensed in the same jurisdiction as an RN.

You must direct the licensing agency/board to return the completed form to you to be submitted with your application.

- c. Request the following proof of education to be prepared for and make available to the Department:
 1. A credentials evaluation report of your foreign nursing education from a Department approved credentialing service. The credentials evaluation report must reflect proof of licensure in the country of education. One such service is the Commission on Graduates of Foreign Nursing Schools (CGFNS) Credentials Evaluation Service (CES). The required report is the **Healthcare Profession & Science Course-by-Course Report**. The Division will download the credentials evaluation report from CGFNS' Web site when it becomes available.

You may contact CGFNS Credentials Evaluation Service as follows:

Credentials Evaluation Service
CGFNS/ICHP
3600 Market Street, Suite 400
Philadelphia, PA 19104-2651
Telephone # 215/349-8767
Web site: <http://www.cgfns.org>

Additionally, the Educational Records Evaluation service (ERES) has been approved by the Division as a nursing educational credentialing agency. The required report to request is the Nursing Evaluation and Course by Course Report. The report will be downloaded from ERES when available.

You may contact ERES as follows:

Educational Records Evaluation Service, Inc.
601 University Avenue, Suite 127
Sacramento, CA 95825
Telephone # 916/921-0790
Email: edu@eres.com
Web site: <http://www.eres.com>

- NOTE -
Proof of licensure in your country of education shall be required as a part of the credentialing process.

ENDORSEMENT (cont'd)

Educated Outside U.S. or its Territories (cont'd)

Further, if your first language is not English, you shall be required to submit certification of passage of the Test of English as a Foreign Language (TOEFL). The minimum passing score on the paper-based test is 560. The minimum passing score on the computer-based test is 220. The minimum passing score on the Inter-based test is 83.

TOEFL scores previously considered as "passing" scores will be accepted for a period of two years from the date of passage.

- d. In lieu of the above, the educational requirement may be met by submission of proof issuance of the following original certificates from the Commission on Graduates of Foreign Nursing Schools (CGFNS):
 - CGFNS Certificate
 - VisaScreen Program Certificate
- e. Fee--See page 5, General Endorsement Instructions, paragraph 2.

RESTORATION

***In order for your application to be processed,
ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED
with the application and required fee unless otherwise directed in the instructions.***

General Restoration Instructions

Do the following if you wish to apply for the restoration of your license because it has expired or been placed on inactive status for more than five years. Read the General Instructions on Page 2 before proceeding. All documents and forms required for licensure by restoration must be submitted to the following address:

Illinois Department of Financial and Professional Regulation
ATTN: Division of Professional Regulation
P.O. Box 7007
Springfield, Illinois 62791

Fee payment must be in the form of a check or money order made payable to the Department of Financial and Professional Regulation. (See the Official Use Only Box on supporting document RS (Restoration), for the fee amount you must submit.)

Submit the following documents and/or forms:

- a. Application for Licensure and/or Examination (four page);
- b. **RS** Form (Restoration)--If this form was not included in the application packet, you must obtain one by contacting the Department of Financial and Professional Regulation at 217-782-0458;

RESTORATION (cont'd)

General Restoration Instructions (cont'd)

~IMPORTANT NOTICE~

These Restoration Instructions apply only to those registered nurses whose licenses have been on inactive status, or in non-renewed status, for five or more years.

If your license has been inactive, or in non-renewed status, for less than five years, you should contact the Department of Financial and Professional Regulation at 217/782-0458 for detailed instructions on how to restore it to active status.

- c. **CT-NUR** Form (Verification of Licensing Agency/Board)--Submit verification of licensure from the state of original licensure, current state of licensure and any jurisdiction in which you have actively practiced within the last 5 years. Verification of licensure for an LPN license held in another jurisdiction within the last 5 years will only be required if you were not subsequently licensed in the same jurisdiction as an RN. You must direct the licensing agency/board to return the completed form to you to be submitted with your application.
- d. **VE** Form (Verification of Employment/Experience)--This form must be completed by the Personnel Representative for Nursing Services of your place of employment and returned to the Department of Financial and Professional Regulation, Division of Professional Regulation in a sealed envelope.
- e. **DD214**--If restoring after active military service, submit a copy of this form.

NOTE: If unable to provide proof of fitness to practice nursing via submission of a **VE** form substantiating active engagement in nursing practice in another U.S. jurisdiction within the last five (5) years, persons making application for restoration of license shall be required to successfully complete the Department-approved licensure examination (NCLEX) prior to the restoration of their license. You must apply directly to the Department; information to facilitate the exam process will be provided once the application has been reviewed and evaluated by the Department.

Temporary Permit

In accordance with Section 60-25(b)(e) of the Illinois Nurse Practice Act, you may apply for a temporary permit. The permit is valid for six (6) months from the date of issuance, or re-issuance of a permanent license by restoration or notification that the Department intends to deny licensure, whichever comes first. It will be your responsibility to complete the restoration process **prior to the expiration** of the temporary permit. If eligible, the permit will be issued within fourteen days of receipt of a complete application.

In order to receive the permit, submit the following forms and documentation:

- a. Application for Licensure and/or Examination (four page);
- b. **TP-NUR** form (Temporary Permit);
- c. Photostatic copies of all current active Registered/Licensed Practical Nurse licenses and/or temporary permits/licenses held by you in any other U.S. jurisdiction(s). **Current** licensure in at least one other jurisdiction of the United States is required by the Illinois Nurse Practice Act, or verification of employment in nursing practice within the last five years in a United States jurisdiction;
- d. Fee--Combine the restoration fee and the temporary permit fee into one check or money order.

FORMS COMPLETION GUIDE

This guide will help you complete the forms needed to apply for licensure. For specific information regarding the forms which you will be required to submit, refer to the filing instructions relative to the method of licensure under which you are applying.

Application for Licensure and/or Examination

Provide all applicable information requested on all four pages of the application. The following will assist you in this endeavor.

1. Part I--Use the Reference Sheet (Chart I) to record the appropriate Profession Name, 3 digit Profession Code, Licensure Method and Fee;
2. Part II--Enter all applicable information requested. On number 3, Social Security Number is mandatory;
3. Part III, number 6--Itemize all university/college coursework, including nursing education since graduation from high school. Please indicate beginning and ending dates by year;
4. Part IV--Record of Licensure Information. Individuals licensed in a U.S. jurisdiction or a foreign country or province must state whether or not they have ever held licensure (either permanent or temporary) to practice as a registered nurse or licensed practical nurse;
5. Part V--You must indicate type, dates, and results for any and all nurse examinations taken (i.e., NCLEX-RN);
6. Part VI--This part must be completed by all applicants;
7. Part VII--Graduates of Illinois Nursing Education Programs must indicate school code in item "c." (See Reference Sheet, Chart IV.) All other applicants indicate "See **ED-NUR**" in the space provided for school code;
8. Part VIII--This part must be completed by all applicants;
9. Part IX--Read the certifying statement and then sign and date your application.

FORMS COMPLETION GUIDE *(cont'd)*

CT-NUR Verification of Licensure

Copies of licenses are not acceptable in lieu of an official verification of licensure.

This document must be completed by the licensing jurisdiction(s) of original licensure, current state of licensure and any jurisdiction in which you have actively practiced within the last 5 years. Verification of licensure for a previously held LPN license within the last 5 years will only be required if you were not subsequently licensed in the same jurisdiction as an RN.

Complete applicant section of form; then send form to each state or territory in which you have ever held registered or practical nurse licensure. Completion of **CT-NUR** form is not necessary if license is held in Illinois. Direct the licensing agency/board to return the completed form to you and submit it with your application for licensure and/or examination.

Important: The National Council of State Boards of Nursing (NCSBN) handles verification of licensure for many state boards of nursing who licensure participate in Nursys®. Please visit Nursys.com (www.nursys.com) or <https://www.nursys.com/NLV/LicenseVerificationJurisdictions.aspx> to view a complete list.

If the state(s) where you have been licensed as a nurse licensure participates in Nursys®, you must request verification of your licensure through Nursys® (www.nursys.com), not the state(s). If your state(s) of licensure does not appear on the Nursys® list of licensure participating boards of nursing, you must use the CT-NUR form (Verification of Licensing Agency/Board) to verify your license to the Illinois Board of Nursing.

ED-NUR Certification of Education

If you received your nursing education in the United States or one of its territories and are applying for licensure under examination or endorsement, you must submit this form. Complete the applicant section of this form, then send the form to the educational institution at which you completed your registered nurse education program. The form must be signed by the dean or director of your nursing education program with school seal affixed. Direct the program to return the form to you and submit it with your application for licensure and/or examination.

TP-NUR Temporary Permit

This form provides a means of applying for licensure pending the processing of an endorsement/restoration application. The entire form is to be completed by the applicant. Failure to properly complete, sign and date this form will result in a delay in the processing of your temporary endorsement or restoration permit.

VE Verification of Employment/Experience

Fill in the top portion of this form. Then submit it to your employer to be completed by the Personnel Representative for Nursing Services. Instruct that person to fill out the remainder of the form and return it to you for enclosure with the rest of your application. The purpose of this form is to provide proof of your active engagement in nursing in another jurisdiction.

RS Restoration

This is one of the forms you must complete to restore your Illinois Registered Nurse license. The applicant is to complete the entire form and submit it with the other documentation as requested on page 7.

LICENSURE METHODS AND DEFINITIONS

Following are definitions of the various methods used in issuing licenses for professionals in the State of Illinois. Some of these licensure methods may not be applicable to your profession. Refer to the enclosed instruction sheet to determine the specific licensure methods/requirements for your profession.

Licensure Methods

Definition

Examination

Applicant has applied or is required to take and pass all or a portion of an exam scheduled and/or given by the Department or a representative of the Department.

Endorsement of License

Original license issued in another state and that state's requirements were substantially equivalent to Illinois requirements at time license was issued.

Acceptance of Examination

Applicant has taken a National Exam, referred to by Illinois statute, in any state. Applicant may or may not be licensed in another state.

Restoration

Applicant has previously been licensed in State of Illinois and has allowed license to lapse long enough to require reapplication. Possible exam passage and/or committee review.

Grandfather/Waiver

Applicant will be licensed without regard to current requirements because statute allows this based on past qualification and practices (for a specified time only).

Non-examination

Applicant is licensed by meeting qualifications required by statute. There is no exam for these professions. These can be either businesses or individuals.

IMPORTANT NOTICE

Elder and Child Abuse Reporting

"Pursuant to Public Act 91-0244, effective January 1, 2000, if you have reason to believe that an adult 60 years of age or older who resides in a domestic living situation who, because of dysfunction is unable to seek assistance for himself or herself has, within the previous 12 months been subject to abuse, neglect or financial exploitation, the mandated reporter shall, within 24 hours after developing such belief, report this suspicion to the Department on Aging. Reports should be made to **DEPARTMENT ON AGING AT 1-800-252-8966.**"

"Public Act 91-0244 also requires that if you have reasonable cause to believe a child known to you in your professional capacity may be an abused or neglected child you are required to report such possible neglect or abuse to the **DEPARTMENT OF CHILDREN AND FAMILY SERVICES AT 1-800-25abuse.**"

REFERENCE SHEET

ALL FEES ARE NONREFUNDABLE

Department reserves the right to change examination dates and fees if prevailing circumstances necessitate such action.

CHART I - PROFESSION NAME, PROFESSION CODE, LICENSURE METHOD & FEE

Profession Name	Profession Code	Licensure Method	Application Fee	Application Fee after 07/01/10
Registered Nurse	041	Examination (CTS)	\$88.00	\$91.00
		Examination (NCSBN)	\$200.00	\$200.00
Registered Nurse	041	Endorsement of License	\$50.00	\$50.00
		Temporary Permit	\$25.00	\$25.00
Registered Nurse	041	Restoration	See Supporting Document RS	
		Temporary Permit	\$25.00	\$25.00

CHART II - EXAMINATION CODES AND FEES

Since the application for examination is a dual process, you must:

- Complete the Department's licensure/examination application by applying online at www.continentaltesting.net and pay the required administration fee as noted above; **and**
- Register for the examination through the Web, mail, or telephone as described in the attached NCLEX Examination Candidate Bulletin.

Once you have completed both processes and are determined eligible you will receive:

- An approval letter from CTS; and
- An Authorization to Test (ATT) that will contain the necessary information to schedule yourself for this examination. The ATT eligibility lasts for 90 days only. You must take the examination within those 90 days or reapply with a new fee.

CHART III - EXAMINATION DATES - Information will be available once you are approved for the exam.

* * * * * REQUEST FOR ASSISTANCE * * * * *

If assistance is needed, direct your request (based upon your licensure method) to:

<p style="text-align: center;">Licensure Methods Except Examination 217/782-8556</p> <p style="text-align: center;">Telecommunicative Device for the Deaf (TDD) 217/524-6735</p> <p>Please allow 3 weeks from mailing your application before making an inquiry concerning its status.</p>	<p style="text-align: center;">Examination Licensure Method Only 708/354-9911</p>
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SEE REVERSE SIDE FOR CHART IV - SCHOOL CODES

CHART IV - SCHOOL CODES**ILLINOIS NURSING EDUCATION PROGRAMS - PROGRAMS PREPARING REGISTERED NURSES**

<u>AURORA</u>		<u>GRAYSLAKE</u>	
49-581	Aurora University	49-490	College of Lake County
<u>BELLEVILLE</u>		<u>HARRISBURG</u>	
49-455	Southwestern Illinois College	49-444	Southeastern Illinois College
<u>BLOOMINGTON</u>		<u>INA</u>	
49-511	Ill Wesleyan Univ	49-441	Rend Lake College
<u>BOURBONNAIS</u>		<u>JACKSONVILLE</u>	
49-550	Olivet Nazarene University	49-578	MacMurray College
<u>CANTON</u>		<u>JOLIET</u>	
49-351	Graham Hospital	49-503	University of St. Francis
49-402	Spoon River College		College of Nursing and Allied Health
<u>CARTERVILLE</u>		49-499	Joliet Junior College
49-442	John A. Logan College	<u>KANKAKEE</u>	
<u>CENTRALIA</u>		49-496	Kankakee Community College
49-486	Kaskaskia College	<u>MALTA</u>	
<u>CHAMPAIGN</u>		49-476	Kishwaukee College
49-452	Parkland College	<u>MATTOON</u>	
<u>CHICAGO</u>		49-401	Lake Land College
49-582	Chicago State University	<u>MOLINE</u>	
49-510	DePaul University	49-433	Black Hawk College
49-488	Kennedy-King College	49-440	Trinity College of Nursing (ADN)
49-586	Loyola University	<u>NORMAL</u>	
49-453	Malcolm X College	49-434	Heartland Comm. College
49-598	North Park University	49-556	Mennonite College of Nursing at Illinois State University
49-454	Olive-Harvey College	<u>OAK PARK</u>	
49-477	Richard J. Daley College	49-557	Concordia W. Suburban C of N
49-400	Robert Morris College	<u>OGLESBY</u>	
49-516	Rush University	49-458	Illinois Valley Comm College
49-530	Rush University Master's Entry	<u>OLNEY</u>	
49-584	St. Xavier University	49-466	Ill Eastern Comm Colleges
49-416	Truman College	<u>PALATINE</u>	
49-514	University of Illinois	49-456	Wm Rainey Harper College
49-526	University of Illinois at Chicago--MSN	<u>PALOS HEIGHTS</u>	
<u>CHICAGO HTS.</u>		49-580	Trinity Christian College
49-462	Prairie State College	<u>PALOS HILLS</u>	
<u>CICERO</u>		49-484	Morraine Valley Comm College
49-487	Morton College	<u>PEORIA</u>	
<u>CRYSTAL LAKE</u>		49-502	St. Francis Md. Ctr. Coll. Nsg.
49-410	McHenry County College	49-549	Bradley University
<u>DANVILLE</u>		49-497	Illinois Central College--East Peoria
49-504	Lakeview College of Nursing	49-560	Methodist Medical Center College of Nursing
49-423	Danville Area Community College	<u>QUINCY</u>	
<u>DE KALB</u>		49-541	Blessing Riemer/Culver Stockton College
49-559	Northern Illinois University	49-431	John Wood Comm. College
<u>DECATUR</u>		<u>RIVER GROVE</u>	
49-558	Millikin University	49-406	Triton College
49-432	Richland Comm. College	<u>ROCKFORD</u>	
<u>DES PLAINES</u>		49-505	Rockford College
49-450	Oakton Community College	49-506	St. Anthony College of Nursing
<u>DIXON</u>		49-457	Rock Valley College
49-451	Sauk Valley College	<u>ROMEDEVILLE</u>	
<u>EDWARDSVILLE</u>		49-583	Lewis University
49-513	Southern Illinois University	<u>SOUTH HOLLAND</u>	
<u>ELGIN</u>		49-467	South Suburban College
49-492	Elgin Community College	<u>SPRINGFIELD</u>	
<u>ELMHURST</u>		49-507	St. John's College
49-591	Elmhurst College	49-480	Lincoln Land Community Coll.
<u>FREEPORT</u>		<u>SUGAR GROVE</u>	
49-470	Highland Community College	49-489	Waubonsee Comm College
<u>GALESBURG</u>		<u>ULLIN</u>	
49-485	Carl Sandburg College	49-443	Shawnee Community College
<u>GLEN ELLYN</u>			
49-495	College of DuPage		
<u>GODFREY</u>			
49-483	Lewis & Clark Community College		

Illinois Department of Financial and Professional Regulation

Division of Professional Regulation

Application Checklist for Registered Nurses

*In order for your application to be processed,
ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED
with the application and required fee unless otherwise directed in the instructions.*

Before you mail your application, check the following items to make sure your application is complete!

FOUR-PAGE APPLICATION REVIEW	COMPLETED
Part I. Application Category Information	
Part II. Applicant Identifying Information	
Part III. Education Information	
Part IV. Record of Licensure Information	
Part V. Record of Examination	
Part VI. Personal History Information	
Part VII. Examination Coding Information (if applicable)	
Part VIII. Child Support and/or Student Loan Information	
Part IX. Certifying Statement--Signed and Dated	
SUPPORTING DOCUMENTS	SUBMITTED
Application Fee	
ED-NUR Form with seal and signature affixed; or Nursing transcripts with seal affixed.	
CGFNS or CES Report	
CT-NUR Form (<i>original and current state</i>)	
CT-NUR Form from states practicing within last 5 years	
Verification requested from NURSYS (if applicable)	
VE Form (if applicable)	
Proof of Name Change (if applicable)	
Criminal Background Check Requested	
Proof of Fingerprint Submission	
TP-NUR Form (if applicable)	
Copies of Active Licenses (temporary permit only)	
RS Form (restoration method only)	
Current NCLEX exam passage (if applicable)	

All supporting documents *may not be required*. Please refer to application instructions
for your specific method of licensure.

NAME (Last, First, MI):

SS#:

Profession:

PART IV: Record of Licensure Information

If you have ever been licensed to practice the profession for which you are now making application, or held a related license, complete the information requested below. If you have ever held a temporary, trainee or apprenticeship license, or a permit, it must be listed here also. In addition, the INSTRUCTION SHEET enclosed with this Application package may instruct you to have Certification(s) of Licensure in other state(s) prepared and submitted in support of your application (contact other state(s) regarding possible fee). You must also list all other licenses held in Illinois, however, certification of licensure from Illinois is not required. Failure to disclose all licenses held may result in denial of your application or other appropriate action.

STATE	PROFESSION NAME	LICENSE NUMBER	DATE OF ISSUANCE	LICENSE STATUS (Active, Lapsed, etc.)
State of Original Licensure				
State of Current Licensure where you most recently have been practicing.				
Other States of Licensure				

(If additional space is needed, attach a separate sheet.)

PART V: Record of Examination

If you have ever taken a licensure examination in Illinois or any other state for the profession for which you are now making application, you must complete the information requested below. EACH EXAMINATION ATTEMPT MUST BE SHOWN. Failure to disclose an examination attempt may result in the denial of your application or other appropriate action.

NAME OF EXAMINATION	STATE	MONTH/YEAR	EXAM RESULTS
			(Passed, Failed, Absent)

(If additional space is needed, attach a separate sheet.)

PART VI: Personal History Information (This part must be completed by all applicants)		YES	NO
1. Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)? If yes, attach a certified copy of the court records regarding your conviction, the nature of the offense and date of discharge, if applicable, as well as a statement from the probation or parole office.			
2. Have you been convicted of a felony?			
3. If yes, have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board? If yes, attach a copy of the certificate.			
4. Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition, that presently interferes with your ability to practice your profession? If yes, attach a detailed statement, including an explanation whether or not you are currently under treatment.			
5. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere? If yes, attach a detailed explanation.			
6. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? If yes, attach a detailed explanation.			

PART VII: Examination Coding Information (This part is for examination applicants only)													
Refer to the REFERENCE SHEET enclosed with this application package and complete the following:													
a) CHART II - Select examination(s) you desire and enter Test Codes.	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>												
b) CHART III - Select the examination site you desire and enter Test Center Code:	<table border="1"> <tr> <td></td><td></td><td></td><td></td> </tr> </table>												
c) CHART IV - Find your School of Graduation and enter school code:	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>												
d) Record the number of times you have taken this exam in Illinois or any other state:	<table border="1"> <tr> <td></td><td></td> </tr> </table>												

PART VIII: Child Support and/or Student Loan Information (Every applicant is required by law to respond to the following questions)	
1. In accordance with 5 Illinois Compiled Statutes 100/10-65(c), applications for renewal of a license or a new license shall include the applicant's Social Security number, and the licensee shall certify, under penalty of perjury, that he or she is not more than 30 days delinquent in complying with a child support order. Failure to certify shall result in disciplinary action, and making a false statement may subject the licensee to contempt of court.	
Are you more than 30 days delinquent in complying with a child support order? (NOTE: If you are not subject to a child support order, answer "no.")	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. In accordance with 20 Illinois Compiled Statutes 2105/2105-(5), "The Department shall deny any license or renewal authorized by the Civil Administrative Code of Illinois to any person who has defaulted on an educational loan or scholarship provided by or guaranteed by the Illinois Student Assistance Commission or any governmental agency of this State; however, the Department may issue a license or renewal if the aforementioned persons have established a satisfactory repayment record as determined by the Illinois Student Assistance Commission or other appropriate governmental agency of this State." (Proof of a satisfactory repayment record must be submitted.)	
Are you in default on an educational loan or scholarship provided/guaranteed by the Illinois Student Assistance Commission or other governmental agency of this State?	Yes <input type="checkbox"/> No <input type="checkbox"/>

PART IX: Certifying Statement	
Under penalties of perjury, I declare that I have examined the application and all supporting documents submitted by me in connection therewith, and to the best of my knowledge, they are true, correct, and complete.	
_____	_____
Signature of Applicant	Date
I UNDERSTAND THAT FEES ARE NOT REFUNDABLE. My signature above authorizes the Department of Financial and Professional Regulation to reduce the amount of this check if the amount submitted is not correct. I understand this will be done only if the amount submitted is greater than the required fee hereunder, but in no event shall such reduction be made in an amount greater than \$50.	

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 ILCS 65/1 et. seq. of (Illinois Compiled Statutes). Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

VERIFICATION BY LICENSING AGENCY/BOARD

SUPPORTING DOCUMENT
CT-NUR

APPLICANT: Complete the applicant section of this form then forward this form to the state or territory in which you are requesting verification of your examination status, license or examination scores. Contact certifying jurisdiction for appropriate fee. Photocopying this form is permissible.

1. NAME LAST FIRST MIDDLE 	2. DATE OF BIRTH ___ / ___ / ___ Month Day Year	3. SOCIAL SECURITY NUMBER - - - - -
4. ADDRESS STREET, CITY, STATE, ZIP CODE 	5. REFER TO REFERENCE SHEET. Record profession name and three digit profession code for which you are making Illinois application. <div style="text-align: right;"> _____ Profession Name _____ Profession Code </div>	
6. MAIDEN OR GIVEN SURNAME 	7. APPLICANT TELEPHONE NUMBER (Daytime) Area Code (___ ___) - - - - -	
7a. RECORD PROFESSION NAME AS IT APPEARS ON YOUR LICENSE FROM THE JURISDICTION TO WHICH THIS FORM IS BEING FORWARDED. (If applicable)	7b. LICENSE NUMBER (If applicable)	7c. ISSUANCE DATE OF LICENSE (If applicable)

I hereby authorize _____ to furnish to the Illinois Department of Financial and Professional Regulation or its designated testing service, the information requested below.

Name of Licensing Agency or Board

Signature _____ Date _____

RETURN COMPLETED FORM TO APPLICANT

LICENSING AGENCY: Complete the remainder of this form. Use Part V on the reverse side of this form for any additional information relating to the examination status of the above-named applicant which has not been provided on this form (i.e. wrote the National State Board Test Pool Examination, etc.) Please record N/A in areas which are not applicable.

PART I. - VERIFICATION OF EXAMINATION STATUS

A. The applicant has written the following examination _____ times.
 is scheduled for the following examination on ___ / ___ / ___
Month Day Year

√	NAME OF EXAMINATION	DATE OF EXAMINATION	RESULTS		DATE OF EXAMINATION	RESULTS	
			Passed	Failed		Passed	Failed
	National Council Licensure Examination for Registered Nurses (NCLEX-RN)						
	National Council Licensure Examination for Practical Nurses (NCLEX-PN)						

B. Nursing Education Program Completed.

Name of Program	Location of Program	Year of Graduation

C. Does your state require the Council of Graduates of Foreign Nursing Schools Examination for those Registered Nurses who received their nursing education outside the United States? Yes No

NAME (Last, First, MI):

SS#:

Profession:

PART II. - VERIFICATION OF LICENSURE

A. NAME OF PROFESSION AS IT APPEARS ON LICENSE _____ B. LICENSE NUMBER _____

C. ISSUANCE DATE OF LICENSE _____ D. EXPIRATION DATE OF LICENSE _____

E. LICENSURE METHOD

Examination - Date _____ Endorsement of License (State) _____

National Council _____ Acceptance of Examination Results _____

Licensure Examination Administered in Another State _____

State Constructed _____ Waiver/Grandfather _____

Other (Name) _____ Other (Describe) _____

F. CURRENT LICENSURE STATUS

Active Lapsed

Inactive Other (explain) _____

PART III. - VERIFICATION OF EXAMINATION SCORES

A. National

N.S.B.T.P.E. RESULTS	REGISTERED NURSE						LPN
	MEDICAL NURSING	PSYCHIATRIC NURSING	OBSTETRIC NURSING	SURGICAL NURSING	NURSING OF CHILDREN	NCLEX/COMP. EXAM	NCLEX/COMP. EXAM
Standard Scores							
Series/Form No.							

B. State Constructed Examination Registered Nurse Licensed Practical Nurse

SUBJECT	SCORE	SUBJECT	SCORE

PART IV. - FORMAL ACTIONS

A. Is there now or has there ever been any formal action commenced against the applicant? Yes No

B. Have there ever been any formal sanctions imposed against the applicant as a matter of public record including but not limited to fine, reprimand, probation, censure, revocation, suspension, surrender, restriction or limitation? (If yes, attach a certified copy of disciplinary action.) Yes No

PART V. - ADDITIONAL INFORMATION

I certify that the information contained herein is true and correct according to the official records of the State.

SEAL

_____ Print Name _____ Signature

_____ Title _____

_____ Agency/Board Street Address _____ Date

_____ City, State, ZIP Code _____ Area Code () _____ Telephone Number

Attention Licensing Agency/Board: RETURN THIS FORM TO THE APPLICANT.

Attention Applicant: FOR INCLUSION WITH APPLICATION PACKET.

K. NURSING SCHOOL PROGRAM CODE

NCSBN Number _ _ - _ _ - _ _

SUBMISSION OF THIS FORM PRIOR TO PROGRAM COMPLETION WILL RESULT IN ITS RETURN TO THE PROGRAM FOR CORRECTION.

I certify that the educational information recorded herein is true and correct according to the official records of this institution.

Print Name of Dean or Director of Nursing

License Number

Signature of Dean or Director of Nursing

Title

Date

SCHOOL SEAL OR NOTARY SEAL

NOTE: If the institution does not have a school seal, this form must be notarized.

Subscribed and sworn before me this _____ day of _____, 20_____.

Date of Expiration

Signature of Notary Public

RETURN THIS FORM TO APPLICANT

NAME (Last, First, MI):

SS#:

Profession:

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 ILCS 65/1 et.seq. of (Illinois Compiled Statutes). Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

TEMPORARY PERMIT

SUPPORTING DOCUMENT

TP-NUR

APPLICANT: *This form must be completed in its entirety and accompanied by the four (4) page application jacket.*

1. NAME LAST FIRST MIDDLE	2. DATE OF BIRTH ___ / ___ / ___ <small>Month Day Year</small>	3. SOCIAL SECURITY NUMBER - - - - -
4. ADDRESS STREET, CITY, STATE, ZIP CODE	5. REFER TO REFERENCE SHEET. Record profession name and three digit profession code for which you are making Illinois application. <div style="text-align: right; margin-top: 10px;"> _____ Profession Name _____ Profession Code </div>	
6. MAIDEN OR GIVEN SURNAME		

7. Nursing Education Program Completed.

Name of Program	Location of Program	Year of Graduation

8. Licensure examination taken in your state of original licensure which was the basis for your initial licensure:

√	NAME OF EXAMINATION	DATE OF EXAMINATION	RESULTS		DATE OF EXAMINATION	RESULTS	
			Passed	Failed		Passed	Failed
	National Council Licensure Examination for Registered Nurses (NCLEX-RN)						
	National Council Licensure Examination for Practical Nurses (NCLEX-PN)						
	Other:						

9. List all states where you hold active current licenses for the profession for which you are now making application:

10. Which one of the states noted above is the state where you have most recently been practicing? _____

11. Have you been convicted of any crime under the laws of any jurisdiction of the United States: (a) which is a felony; or (b) which is a misdemeanor directly related to the practice of the profession within the last five (5) years?

Yes No If so, submit certified copies of all court records pertaining to said conviction.

12. Have you had a license or permit related to the practice of nursing revoked, suspended, or placed on probation by another jurisdiction within the last five (5) years? Yes No

If so, have appropriate board of nursing complete CT-NUR form and attach copies of disciplinary action.

I certify the information and documents contained in this application are true and correct to the best of my knowledge. I understand should any of the information or documents contained herein be proven false, it may result in the denial of my Temporary Permit request and/or permanent endorsement/restoration application or other appropriate disciplinary action.

_____ _____
Signature Date

IMPORTANT NOTICE

CRIMINAL BACKGROUND CHECK REQUIREMENT

All individuals applying for initial licensure as a registered nurse or licensed practical nurse in Illinois must submit to a criminal background check and provide evidence of fingerprint processing from the Illinois State Police, or its designated agent. Applicant must contact one of the livescan fingerprint vendors approved by the Illinois State Police and the Department of Financial and Professional Regulation, Division of Professional Regulation, to schedule an appointment--see attached list. (Fingerprinting processing fees are established by the respective vendor and the Illinois State Police.) You must complete and take the enclosed vendor fingerprint form to your vendor.

A receipt substantiating proof of fingerprinting or the Department's Certifying Statement Fingerprint Submission form (**FP-NUR**) must be submitted to the Department or the Department's testing vendor along with the application for endorsement/examination or restoration.

Refer to application instructions for details regarding application submission.

- ◆ **Graduates from Illinois nursing education programs** and/or applicants residing in Illinois may contact a livescan-fingerprinting vendor, approved by the Illinois State Police and the Department of Financial and Professional Regulation, Division of Professional Regulation, to schedule an appointment for fingerprinting. Each applicant will be provided a written receipt once they have been fingerprinted. This receipt **must** be submitted to the Department's testing vendor along with the examination application and fee in order for the applicant to be scheduled for the examination. Applicants unable to schedule an appointment at a livescan facility may submit a fingerprint card in lieu of livescan. (See "Out-of-State applicants" below.) **Fingerprints must be taken within 60 days prior to submission of the application for licensure.**
- ◆ **Out-of-State applicants** who are unable to schedule an appointment at a livescan facility are required to submit a fingerprint card for the State Police and FBI. To facilitate this process we have enclosed one fingerprint and the Certifying Statement Fingerprint Submission Form (**FP-NUR**).
- ◆ **Fingerprint Card Process--For Out-of-State Applicants:**
 - Utilize a fingerprint card obtained from this Department/Division;
 - Take it to a local police authority in any state to obtain classifiable prints;
 - Contact an approved livescan vendor and make arrangements for them to process your fingerprint card. Not all approved livescan vendors process the fingerprint card. Two such vendors that do process the fingerprint card are **Accurate Biometrics/Art's Investigations** or **Identix**. ***Send the fingerprint card directly to the approved livescan vendor.***
 - The fingerprint vendor will advise you of the processing fee.
 - ***DO NOT send the card directly to the Illinois State Police or Federal Bureau of Investigation (regardless of what is indicated on the card itself).***

If you follow these instructions, the results of your criminal background check will be electronically forwarded to this Department/Division when available. ***Failure to follow these instructions may result in a delay in the processing of your application for licensure.***

NOTE: If you are downloading an application from our Web site, you must contact the Department at the following address to obtain a fingerprint card.

**Department of Financial and Professional Regulation
ATTN: Division of Professional Regulation
320 West Washington Street, 3rd Floor
Springfield, IL 62786
Telephone: 217/782-8556**

Practice Under Supervision

Examination Applicants

First-time examination applicants must submit their original receipt from an Illinois State Police approved livescan fingerprinting vendor. Provided all other requirements for examination have been met, this receipt will allow them to practice in a license pending status pursuant to Section 5-15(g, i) of the Nurse Practice Act. A permanent license will not be issued until the applicant meets all requirements and the Department has received the security clearance.

Registered Nurse

Pursuant to Section 60-10(d)(e) of the Illinois Nurse Practice Act, an applicant may practice as a license-pending registered nurse under direct supervision for a period of three months from the official date of passing the licensure exam as inscribed within his/her official formal pass letter. No applicant for licensure practice under the provisions of this paragraph shall practice license-pending except under the direction of a registered professional nurse or an advanced practice nurse licensed under this Act. In no instance shall any such applicant practice or be employed in any management capacity.

Practical Nurse

Pursuant to Section 55-10(d)(e) of the Illinois Nurse Practice Act, an applicant may practice as a license-pending practical nurse under direct supervision for a period of three months from the official date of passing the licensure exam as inscribed within his/her official formal pass letter. No applicant for licensure practice under the provisions of this paragraph shall practice license-pending except under the direction of an Illinois licensed registered professional nurse, advanced practice nurse, or physician. In no instance shall any such applicant practice or be employed in any management capacity.

Practice Pending Licensure

Endorsement Applicants

Prior to the issuance of a temporary permit, the applicant must meet all applicable requirements and the Department must be in receipt of proof of fingerprinting. A Certifying Statement of Fingerprint Submission form (**FP-NUR**) is enclosed with your application. The temporary permit is valid for a period of six (6) months. A permanent license will not be issued until the applicant meets all requirements and the security clearance has been received by the Department.

Restoration Applicants

In addition to meeting the requirements necessary to restore a license, restoration applicants must submit receipt of proof of fingerprinting to the Department along with their application, fee and other supporting documents. A Certifying Statement of Fingerprint Submission form (**FP-NUR**) is enclosed with your application.

If you have questions regarding the criminal background check requirement, you may call 217/782-8556.

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 ILCS 65/1 et.seq. of (Illinois Compiled Statutes). Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

CERTIFYING STATEMENT OF FINGERPRINT SUBMISSION

SUPPORTING DOCUMENT

FP-NUR

APPLICANT: *This form must be completed by out-of-state residents unable to utilize the livescan process for fingerprinting in the State of Illinois. Attach this certifying statement with the four-page Application for Licensure and/or Examination as proof of having submitted the required fingerprint cards to the proper authorities.*

1. NAME LAST FIRST MIDDLE	2. DATE OF BIRTH ____ / ____ / ____ Month Day Year	3. SOCIAL SECURITY NUMBER - - - - -
4. ADDRESS STREET, CITY, STATE, ZIP CODE	5. REFER TO REFERENCE SHEET. Record profession name and three digit profession code for which you are making Illinois application. <input type="checkbox"/> Registered Nurse 0 4 1 <input type="checkbox"/> Licensed Practical Nurse 0 4 3	
6. MAIDEN OR GIVEN SURNAME		

CERTIFYING STATEMENT

Under penalties of perjury, I declare that I, _____, have submitted the required fingerprints pursuant to Section 5-30 of the Nursing and Advanced Practice Nursing Act (225 ILCS 65) and the Rules for the Administration of the Act (68 Ill. Adm. Code 1305) to the designated agent of the Illinois State Police for processing.

Date: _____

Signature: _____

Livescan Fingerprint Vendors

Certified by the Illinois State Police

Approved by the Department of Financial and Professional Regulation

Information regarding fees may be obtained from the respective vendor.

A Fingerprinting U S Photo	312/782-8144
Chicago, IL	www.fingerprintingchicago.com
Accurate Biometrics	866/361-9944
Chicago, IL	www.accuratebiometrics.com
AGB Investigative Services, Inc.	773/476-8310
Chicago, IL	www.agbinvestigative.com
American Heritage Protective Services	708/388-7900
Alsip, IL	www.apservices.com
Andy Frain Services, Inc.	630/820-3820, Ext. 13
Aurora, IL	www.andyfrain.com
Anthony's Mobile Fingerprinting, Inc.	312/474-6394
Chicago, IL	www.thefingerprintman.com
AP Private Detective & Security Agency, Ltd.	708/335-3500
Hazel Crest, IL	apprivatedetective@yahoo.com
Argus Services, Inc.	312/377-9441
Chicago, IL	rkurz@argus_services.com
Background Resources, Inc.	630/873-2270
Warrenville, IL	www.backgroundresources.com
Big River Investigations, Inc.	217/228-9114
Quincy, IL	www.bigriversinvestigations.com
Biometric Impressions	630/715-2760
Elmhurst, IL	www.biometricimpressions.com
Browder's Maximum Security Services, Inc.	312/225-7900
Chicago, IL	maxsec@sbcglobal.net
Bushue Human Resources, Inc.	217/342-3042
Effingham, IL	www.bushuehr.com
CLS Background Investigations	815/836-0236
Lockport, IL	www.cls-ent.com
DeKalb Police Department	815/748-8400
DeKalb, IL	www.cityofdekalb.com
Digby's Detective and Security Agency, Inc.	312/326-1100, Ext. 1045
Chicago, IL	www.digbysecurity.com
Fact Finders Group, Inc.	708/283-4200
Matteson, IL	www.factfindersgroup.com

Livescan Fingerprint Vendors (cont'd)
Certified by the Illinois State Police
Approved by the Department of Financial and Professional Regulation
Information regarding fees may be obtained from the respective vendor.

Futures in Rehab Management, Inc. (FIRM)	217/753-1190
Springfield, IL	www.verifyinc.com
InfoTrack	847/444-1177
Deerfield, IL	www.infotrackinc.com
Kevin W. McClain Inv., LTD	618/532-1152
Central City, IL	www.mcclaininvestigations.com
Kellerman Investigations	618/288-6662
Glen Carbon, IL	www.kellermaninvestigations.com
L-1 Enrollment Services	800/377-2080
Springfield, IL	www.l1enrollment.com
Meador Investigations	217/732-1585
Lincoln, IL	www.pi-pro.com
Merchants Police On-Line Security Systems	815/964-9900
Rockford, IL	www.merchantspolice.com
Official Fingerprint Provider	312/942-1200
Chicago, IL	www.official1.us
Per Mar Security	563/468-6744
Davenport, IA	www.permarsecurity.com
Rich Wooten & Associates	773/651-3826
Chicago, IL	rawooten@msn.com
Rockford Detective Agency, Inc.	815/282-2822
Loves Park, IL	rockforddetective.com
Security Training Solutions	618/257-9106
O'Fallon, IL	www.hamiltonsecurity.com
Sigma Security Services	773/779-5541
Chicago, IL	
The Security Professionals, Inc.	773/581-8181
Chicago, IL	www.secprosinc.com
Trace Identity Services, Inc.	708/754-2900
Chicago Heights, IL	www.traceidentitysi.com
United Security Services, Inc.	312/922-8558
Chicago, IL	www.usesecurity.com