



Illinois Department of Financial and Professional Regulation

Office of the Secretary

JB PRITZKER
Governor

DEBORAH HAGAN
Secretary

Quick Tips for Licensed Military Service Members and Spouses Moving to Illinois

Below is an overview of the documents or information that you will need to apply for the licenses most commonly sought by active military personnel or their spouses. Other requirements may apply, please be sure to carefully read the application for your profession. For all professions you will need to file an application and pay the required fee. If your name has changed, please be sure to provide this information on your application and provide legal proof of the name change.

REGISTERED NURSE

Individuals licensed in another U.S. jurisdiction:

- Transcripts can be uploaded as part of the online application system, sent by mail to the Department's Springfield office, or by email to: FPR.NurseUnit@illinois.gov
 - o To provide Certification of Licensure (CT form) in other U.S. jurisdiction, visit Nursys.com and pay to have a "Verification" sent to Illinois. If the state does not participate in Nursys, contact the state and have the Certification mailed to the Department's Springfield office, or emailed to: FPR.NurseUnit@Illinois.gov NOTE: A copy of your license will not meet this requirement.
- Complete the fingerprint background check. If you are already in Illinois, visit a licensed fingerprint vendor. Link to vendor page here: <https://www.idfpr.com/licenselookup/fingerprintlist.asp>
- Out of State applicants can use the [Fingerprint Background Check Guide](#) for detailed instructions.

Individuals licensed in another country:

- Graduates of foreign programs must have their program evaluated by a credential review service, such as [Commission on Graduates of Foreign Nursing Schools](#) (CGFNS) or [Educational Records Evaluation Service](#) (ERES).

COSMETOLOGY

Individuals licensed in another U.S. jurisdiction:

- Provide Certification of Licensure (CT form) directly from state of active licensure and state of initial licensure (if different). NOTE: A copy of your license will not meet this requirement.
- If your hours of training are not equivalent to Illinois, Verification of Experience (VE-COB) forms can be used to demonstrate compliance of the training hour requirement.

Individuals licensed in another country:

- All documents must be translated and certified.

- VE-COBs must show 3 years of experience within the 5 years prior to application date. The experience must be in the original jurisdiction of licensure, as unlicensed practice will not be accepted.
- The board may give the applicant the option to take the state exam, a refresher course, or submit documentation to a credentialing service

SOCIAL WORK (LSW AND LCSW)

- Licensed Social Worker (LSW) and Licensed Clinical Social Worker (LCSW) require a graduate degree in Social Work (either a Master's Degree or Doctorate). The education is documented on a Certification of Education (ED) form or an official transcript.
- Contact [Association of Social Work Boards](#) (ASWB) to request that an official score report be sent to the Department.
- Certification of Licensure (CT form) should be provided by an applicant's first/original state of Social Work licensure and their current state of Social Work licensure. NOTE: A copy of your license will not meet this requirement.
- To receive a Clinical Social Worker license, you must also submit proof of completion of 3,000 hours of supervised experience (after their graduate degree) under a qualified supervisor. Use Verification of Employment/Experience (VE-SW) form.
- An LCSW applicant who has been licensed at the independent level in another state or U.S. jurisdiction for 10 consecutive years without discipline may submit Certification of Licensure (CT forms) for each state in which the applicant practiced in the last 10 years instead of submitting the following documents: Certification of Education (ED) form, Verification of Employment/Experience (VE-SW) form or Official Score Report.

PHYSICAL THERAPY

Individuals licensed and practicing for 10 consecutive years in another U.S. jurisdiction

- Official Certification of Licensure (CT form) sent directly from other jurisdiction. NOTE: A copy of your license will not meet this requirement.

Individuals who have practiced for less than 10 consecutive years (U.S. graduates):

- Submit a completed Certification of Education (ED) form or have transcripts sent to the Department.
- Contact [Federation of State Boards of Physical Therapy](#) (FSBPT) and request score reported to Illinois.
- Official Certification of Licensure sent directly from applicant's original and current jurisdiction of licensure. NOTE: A copy of your license will not meet this requirement.

Individuals who have practiced for less than 10 consecutive years (foreign graduates):

- Your education must be evaluated by [Foreign Credentialing Commission on Physical Therapy](#) (FCCPT) and the report should be sent directly to the Department.
- Submit a completed Certification of Education (ED) form or have transcripts sent to the Department. Include translations if needed.
- Contact [Federation of State Boards of Physical Therapy](#) (FSBPT) and request that the score report be sent to Illinois.
- Submit proof passage of [TOEFL](#).
- Official Certification of Licensure (CT form) sent directly from applicant's original and current jurisdiction of licensure. NOTE: A copy of your license will not meet this requirement.