THE APPLICATION WHICH YOU SUBMIT IS VALID FOR THREE YEARS FROM DATE OF RECEIPT.

If you are issued a license, please be advised that the Physical Therapy license will expire on September 30th of each even-numbered year, and the Physical Therapist Assistant license will expire on September 30th of each odd-numbered year.

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*NOTE: SINCE THIS APPLICATION FOR EXAMINATION IS A DUAL APPLICATION PROCESS, THIS INFORMATION WILL ONLY BE PROVIDED UPON APPROVAL OF YOUR APPLICATION FOR EXAMINATION. ONCE THE APPLICATION HAS BEEN APPROVED, AN EXAMINATION PACKAGE WILL BE FORWARDED TO YOU. AN EXAMINATION FEE WILL BE REQUIRED WHEN REGISTERING FOR AN EXAMINATION TO CTS.

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

General Instructions

1. Read these instructions; then read the Filing Instructions related to the method of application for 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 physical therapist/physical therapist assistant are:
   a. Examination*
   b. Acceptance of Exam
   c. Endorsement
   d. Restoration

2. 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.

3. 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.

4. If needed, a telephone number for assistance in completing the Application Package is indicated on the REFERENCE SHEET - A.

*Enclosed is a Candidate Handbook for your information.

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. Fee payment must be in the form of a certified check or money order made payable to Continental Testing Services, Inc. To determine the fee, see Reference Sheet - A, Chart I.

3. 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.

Candidates educated outside the U.S. or one of its territories MUST submit their applications for evaluation by the Physical Therapy Committee to:

Department of Financial and Professional Regulation
ATTN: Division of Professional Regulation
P.O. Box 7007
Springfield, Illinois 62791
Effective with the implementation of the Computerized Based Testing (CBT) Examination in July 1996, the Department no longer issues work permits pending licensure by examination.

First time candidates making application for examination will receive notification from Continental Testing Services, Inc., advising them of the receipt and approval of their application for licensure. At that time, you may practice in accordance with Section 90/2(2) of the Illinois Physical Therapy Act of 1987, which stipulates that the Act does not prohibit the practice of physical therapy by one who has applied in writing to the Department in form and substance satisfactory to the Department for a license as a physical therapist/physical therapist assistant, and has complied with all the provisions under Section 90/8 and 90/8.1, except taking the examination. Anyone failing to pass said examination shall not be permitted to practice physical therapy until such time as an examination has been successfully passed by such person and has received the license to practice. You are required to take the examination within 60 days upon notification from the Federation of State Boards of Physical Therapy (FSBPT) of the Authority to Test (ATT). NO APPLICANT FOR LICENSURE PRACTICING UNDER PROVISIONS OF THIS PARAGRAPH SHALL PRACTICE PHYSICAL THERAPY EXCEPT UNDER DIRECT/ONSITE SUPERVISION.

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):

a. Supporting Document CCA must be completed and submitted with each application. Your application will not be processed without completion of this form.

b. Application for Licensure and/or Examination (four-page);

c. CT Form (Certification of Licensing Agency/Board) - If you have ever held a license as a physical therapist/physical therapy assistant or related license, Supporting Document CT must be completed by the jurisdiction of original licensure and the jurisdiction of current licensure where you have most recently been practicing. You are authorized to photocopy the form if necessary. Use exam CT form. You must direct the licensing agency/board to return the completed form directly to you.

d. ED-PT Form (Certificate of Education)-- Use exam ED-PT form. Form must be signed by the Dean or Director of your physical therapy education program with school seal affixed;

e. Fee--See REFERENCE SHEET - A.
Examination (Cont’d)

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

-NOTE-
Send your application to:
Department of Financial and Professional Regulation
ATTN: Division of Professional Regulation
P.O. Box 7007
Springfield, Illinois 62791

-NOTE-
Passage of TOEFL and TSE are required UNLESS your physical therapy education was taught in English—submit letter from your school official indicating such.

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. Supporting Document CCA must be completed and submitted with each application. Your application will not be processed without completion of this form.

b. Application for Licensure and/or Examination (four-page);

c. CT Form (Certification of Licensing Agency/Board)—If you have ever held a license as a physical therapist/physical therapy assistant or related license, Supporting Document CT must be completed by the jurisdiction of original licensure and the jurisdiction of current licensure where you have most recently been practicing. You are authorized to photocopy the form if necessary. You must direct the licensing agency/board to return completed form directly to you;

d. Submit the following proof of education:

1. Transcripts—official copy with school seal and course descriptions;

2. Evaluation of your education by the Foreign Credentialing Commission on Physical Therapy (FCCPT), 511 Wythe Street, Alexandria, VA 22314;

3. Proof of passing TOEFL and TSE (see note);

4. ED-PT form must be completed and signed by the school official of your PT/PTA program, with the school seal affixed;

e. Fee - $100 licensure fee only—send with your application and supporting documents to the Illinois Department of Financial and Professional Regulation.

~NOTE~
Passage of TOEFL and TSE are required UNLESS your physical therapy education was taught in English—submit letter from your school official indicating such.

~NOTE~
Send your application to:
Department of Financial and Professional Regulation
ATTN: Division of Professional Regulation
P.O. Box 7007
Springfield, Illinois 62791
**ACCEPTANCE OF 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 Acceptance of Examination

1. Read the "General Instructions" before proceeding. All documents and forms required for licensure by Acceptance of Examination must be submitted 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 - A, Chart 1).

3. Examination scores must be reported directly to the Illinois Department of Financial and Professional Regulation by the Federation of State Board of Physical Therapy: FSBPT, 509 Wythe Street, Alexandria, VA 22314, telephone number 1-703/299-3100, or https://www.fsbpt.net/pt.

   **NOTE:** You may not work as a physical therapist or physical therapist assistant in the State of Illinois until your application and all supporting documents are received by the Department of Financial and Professional Regulation AND you have received official notification from the Department that you may begin working. Any practice of physical therapy in the State of Illinois prior to receipt of such official notification is subject to disciplinary action.

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

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 Acceptance of Exam Instructions on page 5 now, if you have not yet done so):

- **a.** Supporting Document CCA **must** be completed and submitted with each application. Your application will not be processed without completion of this form.

- **b.** Application for Licensure and/or Examination (four-page);

- **c.** **CT Form (Certification of Licensing Agency/Board)** - If you have ever held a license as a physical therapist/physical therapy assistant or related license, Supporting Document **CT** must be completed by the jurisdiction of original licensure and the jurisdiction of current licensure where you have most recently been practicing. You are authorized to photocopy the form if necessary. You must direct the licensing agency/board to return the completed form directly to you;

- **d.** **ED-PT Form (Certificate of Education);**

- **e.** **Fee**—See REFERENCE SHEET - A.
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 Acceptance of Exam Instructions on page 5 now, if you have not yet done so):

a. Supporting Document CCA must be completed and submitted with each application. Your application will not be processed without completion of this form.

b. Application for Licensure and/or Examination (four-page);

c. CT Form (Certification of Licensing Agency/Board)--If you have ever held a license as a physical therapist/physical therapy assistant or related license, Supporting Document CT must be completed by the jurisdiction of original licensure and the jurisdiction of current licensure where you have most recently been practicing. You are authorized to photocopy the form if necessary. You must direct the licensing agency/board to return the completed form directly to you;

d. Submit the following proof of education:
   1. Evaluation of your education by the Foreign Credentialing Commission on Physical Therapy (FCCPT), 511 Wythe Street, Alexandria, VA 22314.
   2. ED-PT form must be completed and signed by the school official of your PT/PTA program, with the school seal affixed.
   3. Proof of passing the TOEFL and TSE examinations (see note).
   4. Transcripts with School Seal and course descriptions.

e. Fee--See REFERENCE SHEET - A.

~NOTE~
Passage of TOEFL and TSE are required UNLESS your physical therapy education was taught in English -- submit letter from your school official indicating such.

OUT-OF-STATE GRADUATE WORK AUTHORIZATION

General Instructions

If you are scheduled to take or have taken the exam in another state, you may request authorization to work pending the results of the examination provided said exam is your first attempt. To file, follow the appropriate instructions for Acceptance of Examination. In addition, submit the CT form which must be completed by the state board of the state in which you have taken or are scheduled to take the examination.

You may not begin practice as a physical therapist/physical therapist assistant until you have received notice from this Department. You may practice only under the direct supervision of a licensed physical therapist.

In no instance shall you practice or be employed in any supervisory capacity.

If you fail to pass the exam, you may no longer practice physical therapy until you have obtained a license to do so.
**GENERAL 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.*

1. Read the "General Instructions" before proceeding. All documents and forms required for licensure by Endorsement must be submitted 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 the Department of Financial and Professional Regulation (see REFERENCE SHEET - A, Chart I).

3. Examination scores must be reported directly to the Illinois Department of Financial and Professional Regulation by the Federation of State Boards of Physical Therapy: FSBPT, 509 Wythe Street, Alexandria, VA 22314, telephone number 1-703/299-3100, or https://www.fsbpt.net/pt.

   NOTE: You may not work as a physical therapist or physical therapist assistant in the State of Illinois until your application and all supporting documents are received by the Department of Financial and Professional Regulation AND you have received official notification from the Department that you may begin working. Any practice of physical therapy in the State of Illinois prior to receipt of such official notification is subject to disciplinary action.

---

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

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 7 now, if you have not yet done so):

a. Supporting Document CCA **must** be completed and submitted with each application. Your application will not be processed without completion of this form.

b. Application for Licensure and/or Examination (four-page);

c. **CT** Form (Certification of Licensing Agency/Board) - This form must be completed by the original state of licensure and the current state of physical therapy/physical therapy assistant practice. **Current** registration in another state is required by the Illinois Physical Therapy Act. You must direct the licensing agency/board to return the completed form directly to you;

d. **ED-PT** Form (Certificate of Education);

e. Fee--See REFERENCE SHEET - A.
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 7 now, if you have not yet done so):

a. Supporting Document CCA must be completed and submitted with each application. Your application will not be processed without completion of this form.

b. Application for Licensure and/or Examination (four-page);

c. CT Form (Certification of Licensing Agency/Board) - This form must be completed by the original state of licensure and the current state of physical therapy/physical therapy assistant practice. Current registration in another state is required by the Illinois Physical Therapy Act. You must direct the licensing agency/board to return the completed form directly to you;

d. Submit the following proof of education:

1. Evaluation of your education by the Foreign Credentialing Commission on Physical Therapy (FCCPT), 511 Wythe Street, Alexandria, VA 22314.

2. ED-PT form must be completed and signed by the school official of your PT/PTA program, with the school seal affixed.

3. Proof of passing the TOEFL and TSE examinations (see note).

4. Transcripts with School Seal and course descriptions.

e. Fee--See REFERENCE SHEET - A

~NOTE~
Passage of TOEFL and TSE are required UNLESS your physical therapy education was taught in English -- submit letter from school official indicating such.

~NOTE~
The Department may waive the English proficiency examination for foreign-educated applicants who are currently licensed and have been actively practicing in another jurisdiction for 3 years prior to the date of application for licensure in Illinois.
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 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. Supporting Document CCA must be completed and submitted with each application. Your application will not be processed without completion of this form.

b. Application for Licensure and/or Examination (four-page)

c. 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 1-800-560-6420.

d. Proof of meeting the continuing education requirements. Continuing education hours must be completed during the 24 months preceding application for restoration. Copies of certificates of attendance must be submitted to verify compliance with the CE renewal requirements. (Physical therapists must submit 40 hours and Physician Therapist Assistants must submit 20 hours.)

In addition to the items above, you must also submit one of the following:

- **CT Form** (Proof of licensure in another state) – If you have been practicing as a physical therapist in another state or jurisdiction, this form must be completed by the state of current licensure. You must also submit the VE Form (Verification of Employment/Experience). This form must be completed by the Personnel Representative for Physical Therapy Services at your place of employment to show active practice. If you need the VE form, please contact the Department at 1-800-560-6420; OR

- **DD214**—Restoring after active military service, submit a copy of this form. This form must be submitted within 2 years of termination. The termination must be other than by "dishonorable discharge" in order to qualify for waiver of the lapsed renewal fees and the restoration fee; OR

- Submit evidence of recent attendance at educational programs in physical therapy, including attendance at college level courses, professionally oriented

~NOTE~
The ED form may be used to verify proof of attendance at college level courses.

~NOTE~
Copies of certificates of attendance may be used to verify completion of Physical Therapy CE.
continuing education classes, special seminars, or any other similar program, or evidence of recent related work experience to show that the applicant has maintained competence in his/her field. The Department will accept:

A) For an applicant whose license has lapsed 5 to 10 years, 160 contact hours of clinical training under the supervision of a licensed physical therapist by the Board.
B) For an applicant whose license has lapsed for 10 years or more, 320 contact hours of clinical training under the supervision of a licensed physical therapist approved by the Board; OR

- Pass the examination set forth in Section 1340.40.

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 - A (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 physical therapy 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 physical therapist/physical therapist assistant.
5. Part V--You must indicate dates and results for any and all physical therapy examinations taken.
6. Part VI--This part must be completed by all applicants.
7. Part VII--Graduates of a Physical Therapy/Physical Therapy Assistant Education Programs, must indicate school code in item "c." (See Physical Therapist/Physical Therapist Assistant School Code Listing.)
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.
<table>
<thead>
<tr>
<th>FORMS COMPLETION GUIDE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CCA</strong> Healthcare Workers Charged With Or Convicted Of Criminal Acts</td>
</tr>
<tr>
<td><strong>CT</strong> Certification of Licensure</td>
</tr>
<tr>
<td><strong>ED-PT</strong> Certification of Education</td>
</tr>
<tr>
<td><strong>VE</strong> Verification of Employment/Experience (Restoration only)</td>
</tr>
<tr>
<td><strong>RS</strong> Restoration</td>
</tr>
</tbody>
</table>
# 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.

<table>
<thead>
<tr>
<th>Licensure Methods</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examination</td>
<td>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.</td>
</tr>
<tr>
<td>Endorsement of License</td>
<td>Original license issued in another state and that state's requirements were substantially equivalent to Illinois requirements at time license was issued.</td>
</tr>
<tr>
<td>Acceptance of Examination</td>
<td>Applicant has taken a National Exam, referred to by Illinois statute, in any state. Applicant may or may not be licensed in another state.</td>
</tr>
<tr>
<td>Restoration</td>
<td>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.</td>
</tr>
<tr>
<td>Grandfather/Waiver</td>
<td>Applicant will be licensed without regard to current requirements because statute allows this based on past qualification and practices (for a specified time only).</td>
</tr>
<tr>
<td>Non-examination</td>
<td>Applicant is licensed by meeting qualifications required by statute. There is no exam for these professions. These can be either businesses or individuals.</td>
</tr>
</tbody>
</table>
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 - A
ALL FEES ARE NONREFUNDABLE
Department reserves the right to change fees, examination dates and filing deadlines if prevailing circumstances necessitate such action.

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

<table>
<thead>
<tr>
<th>Profession Name</th>
<th>Test Code</th>
<th>Licensure Method</th>
<th>Application Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Therapist</td>
<td>070</td>
<td>Examination (CTS)</td>
<td>$98.00</td>
</tr>
<tr>
<td>Physical Therapist</td>
<td>070</td>
<td>Acceptance of Examination</td>
<td>$100.00</td>
</tr>
<tr>
<td>Physical Therapist</td>
<td>070</td>
<td>Endorsement of License</td>
<td>$100.00</td>
</tr>
<tr>
<td>Physical Therapist</td>
<td>070</td>
<td>Restoration</td>
<td>See Supporting Document RS</td>
</tr>
</tbody>
</table>

*NOTE: After successful completion of examination, you will be notified of the $100 licensure fee.

CHART II - EXAMINATION / APPLICATION

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; and

☐ Register for the examination online with the Federation of State Boards of Physical Therapy (FSBPT) at www.fsbpt.org and pay the required examination fee by credit or debit card.

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

☐ An Authorization to Test (ATT) e-mail from FSBPT that will contain the necessary information to schedule yourself for this examination requiring an additional fee payable to the testing center for the physical therapist exam.

You may apply no more than 120 days prior to graduation. If you apply for the examination prior to graduation, your physical therapy program must submit verification of your graduation within 90 days of the scheduled graduation date or the results of the examination will be void.

CHART III - EXAMINATION DATES

For information on Examination Dates, Application Deadlines, and Test Center Codes please visit CTS at www.continentaltesting.net.

APPLICATION FILING DEADLINES WILL BE STRICTLY ENFORCED.

REQUEST FOR ASSISTANCE

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

<table>
<thead>
<tr>
<th>Licensure Methods Except Examination (US ONLY)</th>
<th>Examination Licensure Method Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-800-560-6420</td>
<td>708/354-9911</td>
</tr>
<tr>
<td>TTY</td>
<td></td>
</tr>
<tr>
<td>1-866-325-4949</td>
<td></td>
</tr>
</tbody>
</table>

Please allow 6 weeks from mailing your application before making an inquiry concerning its status.
REFERENCE SHEET - A
ALL FEES ARE NONREFUNDABLE
Department reserves the right to change fees, examination dates and filing deadlines if prevailing circumstances necessi-
tate such action.

<table>
<thead>
<tr>
<th>Profession Name</th>
<th>Test Code</th>
<th>Licensure Method</th>
<th>Application Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Therapist Assistant</td>
<td>160</td>
<td>Examination (CTS)</td>
<td>$ 98.00*</td>
</tr>
<tr>
<td>Physical Therapist Assistant 160</td>
<td>160</td>
<td>Acceptance of Examination</td>
<td>$100.00</td>
</tr>
<tr>
<td>Physical Therapist Assistant 160</td>
<td>160</td>
<td>Endorsement of License</td>
<td>$100.00</td>
</tr>
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</table>

*NOTE: After successful completion of examination, you will be notified of the $100 licensure fee.

CHART II - EXAMINATION / APPLICATION

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; and
- Register for the examination online with the Federation of State Boards of Physical Therapy (FSBPT) at www.fsbpt.org and pay the required examination fee by credit or debit card.

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 requiring an additional fee payable to the testing center for the physical therapist assistant exam.

You may apply no more than 120 days prior to graduation. If you apply for the examination prior to graduation, your physical therapy assistant program must submit verification of your graduation within 90 days of the scheduled graduation date or the results of the examination will be void.

CHART III - EXAMINATION DATES

For information on Examination Dates, Application Deadlines, and Test Center Codes please visit CTS at www.continentaltesting.net.

APPLICATION FILING DEADLINES WILL BE STRICTLY ENFORCED.

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<th>Licensure Methods</th>
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<tr>
<td></td>
<td>TTY</td>
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<tr>
<td></td>
<td>1-866-325-4949</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Examination Licensure Method</th>
<th>Only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>708/354-9911</td>
</tr>
</tbody>
</table>

DPR-PTA-A 3/17
Illinois Department of Financial and Professional Regulation
Division of Professional Regulation

Application Checklist for Physical Therapist

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!

<table>
<thead>
<tr>
<th>FOUR-PAGE APPLICATION REVIEW</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part I. Application Category Information</td>
<td></td>
</tr>
<tr>
<td>Part II. Applicant Identifying Information</td>
<td></td>
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<tr>
<td>Part III. Education Information</td>
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<tr>
<td>Part IV. Record of Licensure Information</td>
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<tr>
<td>Part V. Record of Examination</td>
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<tr>
<td>Part VI. Personal History Information</td>
<td></td>
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<tr>
<td>Part VII. Examination Coding Information (if applicable)</td>
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<tr>
<td>Part VIII. Child Support and/or Student Loan Information</td>
<td></td>
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<tr>
<td>Part IX. Certifying Statement--Signed and Dated</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SUPPORTING DOCUMENTS</th>
<th>SUBMITTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supporting Document CCA must be completed and submitted with each application. Your application will not be processed without completion of this form.</td>
<td></td>
</tr>
<tr>
<td>ED Form</td>
<td></td>
</tr>
<tr>
<td>CT Form from original state of licensure and current state of licensure (if applicable)</td>
<td></td>
</tr>
<tr>
<td>FSBPT Examination Scores</td>
<td></td>
</tr>
<tr>
<td>Credentials Evaluation from FCCPT</td>
<td></td>
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<tr>
<td>Official Transcripts (if applicable)</td>
<td></td>
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<tr>
<td>Course Descriptions (if applicable)</td>
<td></td>
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<tr>
<td>TOEFL Score (if applicable)</td>
<td></td>
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<tr>
<td>TSE Score (if applicable)</td>
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<tr>
<td>RS Form (if applicable) (NOTE: if restoring)</td>
<td></td>
</tr>
<tr>
<td>Proof of Approved Continuing Education hours (if applicable)--(40 hours for PT; 20 hours for PTA)</td>
<td></td>
</tr>
<tr>
<td>Copy of DD214 if restoring from active military service</td>
<td></td>
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</tbody>
</table>

All supporting documents may not be required. Please refer to application instructions for your specific method of licensure.
The following materials are required to make Application for Licensure and/or Examination in Illinois:
1. Four page APPLICATION FOR LICENSURE AND/OR EXAMINATION.
2. INSTRUCTION SHEET, which gives step by step application instructions for your profession.
3. REFERENCE SHEET, which gives detailed coding information for your profession.
4. SUPPORTING DOCUMENTS, forms, and/or any other documentation you may be required to submit with your application.
5. If the name shown on your supporting documents is different from that shown on your application, you must submit PROOF OF LEGAL NAME change - copy of marriage license, divorce decree, affidavit or court order.

Carefully follow all steps outlined on the INSTRUCTION SHEET. In addition, note the following:
A. Type or print legibly with black ink only.
B. FEES ARE NOT REFUNDABLE.
C. Disclosure of your U.S. social security number, if you have one, is mandatory, in accordance with 5 Illinois Compiled Statutes 100/10-65 to obtain a license. The social security number may be provided to the Illinois Department of Public Aid to identify persons who are more than 30 days delinquent in complying with a child support order, or to the Illinois Department of Revenue to identify persons who have failed to file a tax return, pay tax, penalty or interest shown in a filed return, or to pay any final assessment or tax penalty or interest, as required by any tax Act administered by the Illinois Department of Revenue, or to other entities for verification of identification.
### PART III: Education Information

1. **PRELIMINARY EDUCATION** (Elementary and High School or G.E.D. Circle number of years completed)

   1 2 3 4 5 6 7 8 9 10 11 12

   Graduated? Yes ☐ No ☐

   Received High School? ☐ Yes ☐ No ☐

   OR G.E.D.? ☐ Yes ☐ No ☐

2. **NAME OF LAST PRELIMINARY SCHOOL ATTENDED**

3. **LAST PRELIMINARY SCHOOL LOCATION**
   (City and State)

4. **DATE OF GRADUATION**
   Month / Year

5. **COLLEGE OR UNIVERSITY** (Circle number of years completed)

   1 2 3 4 5 6 7 8

   Graduated? ☐ Yes ☐ No ☐

6. **COLLEGE OR UNIVERSITY NAME**
   (Undergraduate and Graduate)

   LOCATION
   (City and State or Country)

   DATES OF ATTENDANCE
   FROM Month/Year TO Month/Year

   TYPE OF DEGREE EARNED

7. **SPECIALIZED TRAINING** (Residency, Professional Training, Vocational Training, Practical or Clinical Training)

   INSTITUTION NAME

   LOCATION
   (City and State or Country)

   DATES OF ATTENDANCE
   FROM Month/Year TO Month/Year

   Did You Complete Training?
   ☐ Yes ☐ No
### 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.

<table>
<thead>
<tr>
<th>STATE</th>
<th>PROFESSION NAME</th>
<th>LICENSE NUMBER</th>
<th>DATE OF ISSUANCE</th>
<th>LICENSE STATUS</th>
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<tbody>
<tr>
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<td>State of Original Licensure</td>
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<td>State of Current Licensure where you most recently have been practicing.</td>
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<td></td>
<td>Other States of Licensure</td>
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</table>

(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.

<table>
<thead>
<tr>
<th>NAME OF EXAMINATION</th>
<th>STATE</th>
<th>MONTH/YEAR</th>
<th>EXAM RESULTS</th>
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<tbody>
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<td>(Passed, Failed, Absent)</td>
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(If additional space is needed, attach a separate sheet.)
### PART VI: Personal History Information *(This part must be completed by all applicants)*

1. Have you been convicted of or pled guilty or nolo contendere to any criminal offense in any state or in federal court? Please do not give details on minor traffic charges, but do include information relating to Driving While Intoxicated (DWI) charges. If yes, attach a personal statement describing the circumstances of the conviction and certified copies of court records of your conviction including the nature of the offense, date of discharge, and a statement from the probation or parole office. In general, a criminal conviction by itself does not usually result in denial of licensure.

   - **YES**
   - **NO**

2. Have you been convicted of a felony? In general, a felony conviction by itself does not usually result in denial of licensure.

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. Do you now have any disease or condition that presently limits 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? 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: Child Support and Tax 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**
   - **NO**

2. In accordance with 20 ILCS 2105-15(g), "The Department shall deny any license application or renewal authorized under any licensing Act administered by the Department to any person who has failed to file a return, or to pay the tax, penalty, or interest shown in a filed return, or to pay any final assessment of tax, penalty, or interest, as required by any tax Act administered by the Illinois Department of Revenue, until such time as the requirement of any such tax Act is satisfied."

   - Are you delinquent in the filing of state taxes?
   - **YES**
   - **NO**

### PART VIII: 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 to accomplish the requirements outlined in 225 of the Illinois Compiled Statutes. Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

HEALTH CARE WORKERS CHARGED WITH OR CONVICTED OF CRIMINAL ACTS

1. NAME LAST FIRST MIDDLE

2. ADDRESS STREET, CITY, STATE, ZIP CODE

3. PROFESSIONAL LICENSE NUMBER (if any)
   ___ ___ " ___ ___ ___ ___ ___ ___

4. SOCIAL SECURITY NUMBER
   ___ ___ " ___ ___ ___ ___ ___ ___ ___

Pursuant to 20ILCS 2105-165(a), the Department requires the following professionals to disclose information regarding convictions pertaining to certain offenses. Please check applicable profession.

☐ Acupuncturists ☐ Advanced Practice Registered Nurses ☐ Naprapaths ☐ Physician Assistants
☐ Advanced Practice Registered Nurses ☐ Occupational Therapists ☐ Nursing Home Administrators ☐ Podiatrists
☐ Nurse - Full Practice Authority ☐ Occupational Therapy Assistants ☐ Optometrists ☐ Professional Counselors
☐ Athletic Trainers ☐ Orthotists ☐ Pedorthists ☐ Prosthetists
☐ Audiologists ☐ Perfusionists ☐ Pharmacists ☐ Registered Nurses
☐ Clinical Psychologists ☐ Physical Therapists ☐ Physical Therapy Assistants ☐ Registered Surgical Assistants
☐ Clinical Social Workers ☐ Physicians, including Medical Doctors (M.D.), Doctors of Osteopathic Medicine (D.O.), and Chiropractic Physicians (D.C.)
☐ Dental Hygienists ☐ Speech Pathologists
☐ Dentists
☐ Genetic Counselors
☐ Licensed Clinical Professional Counselors
☐ Licensed Practical Nurses
☐ Licensed Social Workers
☐ Marriage and Family Therapists
☐ Medication Aide

Any other license issued by the Department under the Acts listed in this Section and the Controlled Substances Act [740 ILCS 40], except for pharmacy technicians, issued to a person subject to the Code and this Part.

In order for your application to be evaluated, you must respond to each of the following questions:

1) Are you currently charged with or have you been convicted of a criminal act that requires registration under the Sex Offender Registration Act? *
   Yes ☐ No ☐

2) Are you currently charged with or have you been convicted of a criminal battery against any patient in the course of patient care or treatment, including any offense based on sexual conduct or sexual penetration?
   ☐ ☐

3) Are you required, as part of a criminal sentence, to register under the Sex Offender Registration Act? *
   ☐ ☐

4) Are you currently charged with or have you been convicted of a forcible felony? *
   ☐ ☐

If YES to any of the above, 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.

Certification Statement

Under penalties of perjury, I declare that I have examined this Form and all supporting documents and/or information submitted by me in connection therewith, and to the best of my knowledge, they are true, correct, and complete.

Signature of Applicant ___________________________ Email ___________________________ Date ___________________________
* DEFINITIONS

730 ILCS 150 et. seq.—Acts that require Sex Offender Registration:

(B) As used in this Article, "sex offense" means:

(1) A violation of any of the following Sections of the Criminal Code of 1961:

- 11-20.1 (child pornography),
- 11-20.3 (aggravated child pornography),
- 11-6 (indecent solicitation of a child),
- 11-9.1 (sexual exploitation of a child),
- 11-9.2 (custodial sexual misconduct),
- 11-9.5 (sexual misconduct with a person with a disability),
- 11-15.1 (soliciting for a juvenile prostitute),
- 11-18.1 (patronizing a juvenile prostitute),
- 11-17.1 (keeping a place of juvenile prostitution),
- 11-19.1 (juvenile pimping),
- 11-19.2 (exploitation of a child),
- 11-25 (grooming),
- 11-26 (traveling to meet a minor),
- 12-13 (criminal sexual assault),
- 12-14 (aggravated criminal sexual assault),
- 12-14.1 (predatory criminal sexual assault of a child),
- 12-15 (criminal sexual abuse),
- 12-16 (aggravated criminal sexual abuse),
- 12-33 (ritualized abuse of a child).

An attempt to commit any of these offenses.

(1.5) A violation of any of the following Sections of the Criminal Code of 1961, when the victim is a person under 18 years of age, the defendant is not a parent of the victim, the offense was sexually motivated as defined in Section 10 of the Sex Offender Management Board Act, and the offense was committed on or after January 1, 1996:

- 10-1 (kidnapping),
- 10-2 (aggravated kidnapping),
- 10-3 (unlawful restraint),
- 10-3.1 (aggravated unlawful restraint).

(1.6) First degree murder under Section 9-1 of the Criminal Code of 1961, when the victim was a person under 18 years of age and the defendant was at least 17 years of age at the time of the commission of the offense, provided the offense was sexually motivated as defined in Section 10 of the Sex Offender Management Board Act.

(1.7) (Blank).

(1.8) A violation or attempted violation of Section 11-11 (sexual relations within families) of the Criminal Code of 1961, and the offense was committed on or after June 1, 1997.

(1.9) Child abduction under paragraph (10) of subsection (b) of Section 105 of the Criminal Code of 1961 committed by luring or attempting to lure a child under the age of 16 into a motor vehicle, building, house trailer, or dwelling place without the consent of the parent or lawful custodian of the child for other than a lawful purpose and the offense was committed on or after January 1, 1998, provided the offense was sexually motivated as defined in Section 10 of the Sex Offender Management Board Act.

(1.10) A violation or attempted violation of any of the following Sections of the Criminal Code of 1961 when the offense was committed on or after July 1, 1999:

- 10-4 (forcible detention, if the victim is under 18 years of age), provided the offense was sexually motivated as defined in Section 10 of the Sex Offender Management Board Act,
- 11-6.5 (indecent solicitation of an adult),
- 11-15 (soliciting for a prostitute, if the victim is under 18 years of age),
- 11-16 (pandering, if the victim is under 18 years of age),
- 11-18 (patronizing a prostitute, if the victim is under 18 years of age),
- 11-19 (pimping, if the victim is under 18 years of age).

(1.11) A violation or attempted violation of any of the following Sections of the Criminal Code of 1961 when the offense was committed on or after August 22, 2002:

- 11-9 (public indecency for a third or subsequent conviction).

(1.12) A violation or attempted violation of Section 5.1 of the Wrongs to Children Act (permitting sexual abuse) when the offense was committed on or after August 22, 2002.

(2) A violation of any former law of this State substantially equivalent to any offense listed in subsection (B) of this Section.

(C) A conviction for an offense of federal law, Uniform Code of Military Justice, or the law of another state or a foreign country that is substantially equivalent to any offense listed in subsections (B), (C), (E), and (E5) of this Section shall constitute a conviction for the purpose of this Article.
A “forcible felony”, for the purposes of Section 2105-165 of the Code (section numbers are from the Criminal Code of 1961 [720 ILCS 5]) and 68 Illinois Administrative Code 1130.120 is one or more of the following offenses:

- **a)** First Degree Murder (Section 9-1);
- **b)** Intentional Homicide of an Unborn Child (Section 9-1.2);
- **c)** Second Degree Murder (Section 9-2);
- **d)** Voluntary Manslaughter of an Unborn Child (Section 9-2.1);
- **e)** Drug-induced Homicide (Section 9-3.3);
- **f)** Kidnapping (Section 10-1);
- **g)** Aggravated Kidnapping (Section 10-2);
- **h)** Unlawful Restraint (Section 10-3);
- **i)** Aggravated Unlawful Restraint (Section 10-3.1);
- **j)** Forcible Detention (Section 10-4);
- **k)** Involuntary Servitude (Section 10-9(b));
- **l)** Involuntary Sexual Servitude of a Minor (Section 10-9(c));
- **m)** Trafficking in Persons (Section 10-9(d));
- **n)** Criminal Sexual Assault (Section 11-1.20);
- **o)** Aggravated Criminal Sexual Assault (Section 11-1.30);
- **p)** Predatory Criminal Sexual Assault of a Child (Section 11-1.40);
- **q)** Criminal Sexual Abuse (Section 11-1.50);
- **r)** Aggravated Criminal Sexual Abuse (Section 11-1.60);
- **s)** Aggravated Battery (Section 12-3.05);
- **t)** Compelling Organization Membership of Persons (Section 12-6.5);
- **u)** Compelling Confession or Information by Force or Threat (Section 12-7);
- **v)** Home Invasion (Section 12-11);
- **w)** Robbery (Section 18-1);
- **x)** Armed Robbery (Section 18-2);
- **y)** Vehicular Hijacking (Section 18-3);
- **z)** Aggravated Vehicular Hijacking (Section 18-4);
- **aa)** Aggravated Robbery (Section 18-5);
- **bb)** Terrorism (Section 29D-14.9);
- **cc)** Causing a Catastrophe (Section 29D-15.1);
- **dd)** Possession of a Deadly Substance (Section 29D-15.2);
- **ee)** Making a Terrorist Threat (Section 29D-20);
- **ff)** Falsely Making a Terrorist Threat (Section 29D-25);
- **gg)** Material Support for Terrorism (Section 29D-29.9);
- **hh)** Hindering Prosecution of Terrorism (Section 29D-35);
- **ii)** Boarding or Attempting to Board an Aircraft with Weapon (Section 29D-35.1);
- **jj)** Armed Violence (Section 33A-2); and
- **kk)** Attempt (Section 8-4) of any of the above specified offenses.
**IMPORTANT NOTICE:** Completion of this form is necessary for consideration for licensure under 225 of the Illinois Compiled Statutes. Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

---

**CERTIFICATION BY LICENSING AGENCY / BOARD**

**APPLICANT:** Complete the applicant section of this form then forward this form to the jurisdiction in which you are requesting certification by a licensing agency/board. Contact certifying jurisdiction for appropriate fee. You are authorized to photocopy this form as necessary.

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.  |

6. **MAIDEN OR GIVEN SURNAME**  | 7. **APPLICANT TELEPHONE NUMBER (Daytime)** | Area Code ( ____ ____ ) ____ ____ ____  |

8a. **RECORD PROFESSION NAME AS IT APPEARS ON YOUR LICENSE FROM THE JURISDICTION TO WHICH THIS FORM IS BEING FORWARDED.** (If applicable)  |

8b. **LICENSE NUMBER** (If applicable)  | 8c. **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.

Signature __________________________ Date ________________________

---

**RETURN COMPLETED FORM TO APPLICANT**

**LICENSING AGENCY:** The Illinois Department of Financial and Professional Regulation will accept other forms of certification provided all applicable information requested on this form is contained in the certification. Please record N/A in areas which are not applicable.

**PART I - CERTIFICATION OF EXAMINATION STATUS**

A. The applicant ☐ has written ☐ is scheduled to write the following examination:

B. The applicant has or will have written the above-named examination _____ number of times.

---

**PART II - CERTIFICATION 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 (Administered in Your State)  | ☐ Reciprocity with (State) ____________

☐ National (Name)  | ☐ Waiver/Grandfather ____________

☐ State Constructed  | ☐ Credentials ____________

☐ Other (Name)  | ☐ Other (Describe) ____________

☐ Endorsement of License (State)  | ☐ ____________

Acceptance of Examination Results (Administered in Another State)  | ☐ ____________

---

**F. CURRENT LICENSURE STATUS**

☐ Active  | ☐ Reciprocity with (State)  | ☐ Written ________

☐ Inactive  | ☐ Waiver/Grandfather  | ☐ Practical ________

☐ Lapsed  | ☐ Credentials ________

☐ Other (Explain) ____________  | ☐ Other (Describe) ____________

---

**G. IF LICENSED BY EXAMINATION, RECORD SCORES**

Type of Examination  | Score

Written ________

Practical ________

Other (Explain) ____________

Received no Grade Below ________

Examination Period ________ days ________ hours
### PART III - CERTIFICATION OF EXAMINATION SCORES

A1. National or other Profession Specific Examination

<table>
<thead>
<tr>
<th>Date of Examination</th>
<th>____________________</th>
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(Record all available information)

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<th>Scaled Score</th>
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<th>Standard Deviation</th>
<th>Corrected Score</th>
<th>National Mean</th>
<th>Percent Score</th>
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<tr>
<th>SUBJECT</th>
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<th>SCORE</th>
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### 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 - RECIPROCAL REGISTRATION

This state  
   - does  
   - does not  
grant the same privilege of reciprocal registration to Illinois registrants.

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

---

Print Name: ________________________________  
Signature: ________________________________  
Title: ________________________________  
Agency/Board Street Address: ________________________________  
City, State, ZIP Code: ____________________________  
Area Code (          )  
Date: ________________  
Telephone Number: ____________________

---

Attention Licensing Agency/Board: RETURN THIS FORM TO THE APPLICANT.  
Attention Applicant: FOR INCLUSION WITH APPLICATION PACKET.
**APPLICANT:** Complete the applicant section of this form, then forward it to the school for completion of the remainder of the form.

1. **NAME**  
   LAST   FIRST   MIDDLE

2. **DATE OF BIRTH**  
   __ / __ / __

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.

6. **MAIDEN OR GIVEN SURNAME**

7. **NAME OF INSTITUTION ATTENDED**

8. **DATE OF GRADUATION / COMPLETION**  
   __ / __ / __

---

I hereby authorize a school official of the institution named above to furnish to the Illinois Department of Financial and Professional Regulation or its designated testing service the information requested below.

<table>
<thead>
<tr>
<th>Profession Name</th>
<th>Profession Code</th>
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**SCHOOL OFFICIAL:** Complete the bottom portion of this page and the reverse side, then RETURN TO THE APPLICANT.

A. **NAME OF INSTITUTION**

B. **ADDRESS OF INSTITUTION** STREET, CITY, STATE, ZIP CODE

C. **DEPARTMENT OF INSTITUTION**

D. **SPECIFIC PROGRAM OR CURRICULUM CONCENTRATION OF APPLICANT**

E. **MAJOR AREA OF STUDY OF THE APPLICANT**

F. **APPLICANT WAS (CHECK ONE):**

   - [ ] Full-time
   - [ ] Part-time
   - [ ] Co-op

G. **CREDIT HOURS EARNED** (CHECK ONE AND COMPLETE)

   - [ ] _______ Semester Hours
   - [ ] _______ Quarter Hours
   - [ ] _______ Course Hours

H. **DATES OF ATTENDANCE**

   From __ / __ / __  To __ / __ / __

I. **Total academic years attended**  
   OR  
   Total calendar years attended

<table>
<thead>
<tr>
<th>Years</th>
<th>Months</th>
<th>Days</th>
</tr>
</thead>
</table>

J. **TYPE OF DEGREE OR CERTIFICATE AWARDED**

   (e.g., B.A., M.A., M.D., Ph.D.)

K. **DATE THAT DEGREE OR CERTIFICATE REQUIREMENTS WERE MET**

   __ / __ / __

L. **DATE THAT DEGREE OR CERTIFICATE WAS CONFERRED**

   __ / __ / __

M. **CHECK THE APPROPRIATE STATEMENT(S) AND COMPLETE**

   - [ ] Applicant has graduated on __ / __ / __
   - [ ] Applicant has completed program on __ / __ / __
   - [ ] Applicant will graduate on __ / __ / __
   - [ ] Applicant will complete program on __ / __ / __

N. **IF EDUCATION PROGRAM WAS COMPLETED IN LESS THAN THE NORMALLY REQUIRED TIME, PLEASE EXPLAIN:**

---

**IMPORTANT NOTICE:** Completion of this form is necessary for consideration for licensure under 225 ILCS 90/1 et. seq. (Illinois Compiled Statutes). Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

---

**CERTIFICATION OF EDUCATION**

ED-PT Certification of Education - Page 1 of 2

**SUPPORTING DOCUMENT**
### O. PRE-PROFESSIONAL UNDERGRADUATE EDUCATION

<table>
<thead>
<tr>
<th>NAME OF INSTITUTION</th>
<th>DATES OF ATTENDANCE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCATION (City and State)</td>
<td>Month / Day / Year</td>
<td>Semester Hours</td>
</tr>
<tr>
<td></td>
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<td></td>
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<td>Course Hours</td>
</tr>
</tbody>
</table>

P. USE THIS SPACE TO RECORD ANY OTHER INFORMATION THAT YOU FEEL WOULD ASSIST THE DEPARTMENT IN EVALUATING THE APPLICANT’S EDUCATIONAL EXPERIENCES.

---

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

__________________________
Print Name of School Official

__________________________
Signature of School Official

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

---

**ATTENTION APPLICANT: FOR INCLUSION WITH THE APPLICATION PACKET.**
IMPORTANT NOTICE: Completion of this form is necessary to accomplish the requirements outlined in 225 of the Illinois Compiled Statutes. Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

APPLICANT: Complete the application section of this form, then forward it to your employer. Upon receipt of the completed form from the employer, include it with your Application for Licensure/Examination. You are authorized to photocopy this form as necessary.

1. NAME LAST FIRST MIDDLE 2. DATE OF BIRTH 3. SOCIAL SECURITY NUMBER 4. ADDRESS STREET, CITY, STATE, ZIP CODE

Month Day Year

5. REFER TO REFERENCE SHEET. Record profession name and three digit profession code for which you are making Illinois application. 

Profession Name Profession Code

6. MAIDEN OR GIVEN SURNAME 7. JOB TITLE OR POSITION APPLICANT HELD

8. DATES OF EMPLOYMENT From __ __ / __ __ / __ __ __ __ To __ __ / __ __ / __ __ __ __ 

Month Day Year Month Day Year

9. SUPERVISOR NAME

EMPLOYER: Complete the remainder of this form. Return the completed form to the applicant in a sealed envelope.

PART I - EMPLOYMENT INFORMATION

A. EMPLOYER NAME  B. BUSINESS / INSTITUTION NAME

C. EMPLOYER REGISTRATION/LICENSE NUMBER D. STATE OF EMPLOYER REGISTRATION/LICENSE

E. BUSINESS ADDRESS STREET CITY STATE ZIP CODE

F. BUSINESS REGISTRATION/LICENSE NUMBER (If Applicable)  G. STATE OF BUSINESS REGISTRATION/LICENSE

H. BUSINESS TELEPHONE NUMBER Area Code (___ ___ ___) ___ ___ ___ ___ ___ ___

PART II - APPLICANT EMPLOYMENT INFORMATION

A. NUMBER OF HOURS WORKED PER WEEK  B. TYPE OF EMPLOYMENT [ ] Full-time [ ] Part-time

C. DATES OF EMPLOYMENT From __ __ / __ __ / __ __ __ __ To __ __ / __ __ / __ __ __ __ 

Month Day Year Month Day Year

D. RECORD APPLICANT’S POSITION TITLE(S)

E. GIVE BRIEF DESCRIPTION OF DUTIES PERFORMED BY THE APPLICANT.

I do hereby declare that this information is true and correct.

________________________________________

Signature

________________________  ____________

Date Title

IL486-1348 04/06 (L&T)