INSTRUCTIONS

SOCIAL WORKER (SW) AND CLINICAL SOCIAL WORKER (CSW)

Examination--SW and CSW
Acceptance of Examination--SW and CSW
Endorsement of License--SW and CSW
Restoration - SW and CSW

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 COMPLETING THE APPLICATION PACKAGE, read each of the 4 steps below in the order that they are listed, then follow the directions as they apply to you. This will aid you in accurately completing your application and eliminate any delay in processing. THE APPLICATION WHICH YOU SUBMIT IS VALID FOR THREE YEARS FROM DATE OF RECEIPT. If you are issued a license, please be advised that your license will expire on November 30 of each odd-numbered year.

Step 1. Use the REFERENCE SHEET (CHART I) to select the appropriate Profession Name, 3 digit Profession Code, Licensure Method and Fee, and record that information in PART I (page one) of the Application for Licensure and/or Examination.

Step 2. Proceed with PART II (page one) by completing all applicable information requested on all 4 pages of the Application for Licensure and/or Examination.

NOTE: 
   a) If you have ever held a Certified Social Worker license or Registered Social Worker license in Illinois, you MUST record this information in PART IV (page three) of the Application for Licensure and/or Examination.

   b) Do not complete PART VII of the Application for Licensure and/or Examination.

Step 3. The remainder of this form contains specific instructions for each Licensure Method. Locate the instructions for the Licensure Method you recorded on PART I (page one) of the Application for Licensure and/or Examination and follow those instructions only.

NOTE: All documents in a foreign language that are required to be submitted with an application or for any other purpose in connection with licensure must be accompanied by an original, notarized translation that has been performed 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.

Step 4. If needed, a telephone number for assistance in completing the Application Package is provided on the REFERENCE SHEET.

Additional application forms can be downloaded from the IDFPR Web site at www.idfpr.com.
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. Supporting Document CCA must be completed and submitted with each application. Your application will not be processed without completion of this form.

2. Supporting Document ED must be completed by the appropriate official of the college or university from which your degree in social work was obtained. This form must be signed by the school's official and must bear the school seal.

   NOTE: The Supporting Document ED must reflect information regarding the degree upon which you are basing your application. The degree must be either a B.S.W. or a M.S.W. from an approved school of social work.

3. Persons applying on the basis of a B.S.W. must submit Supporting Document VE-SW which must verify that you successfully completed at least 3 years of supervised professional experience subsequent to the conferral of the B.S.W. Supporting Document VE-SW must be completed by the person who supervised the applicant. One Supporting Document VE-SW is enclosed. You are authorized to photocopy the form if necessary.

4. If you have ever held a license as a social worker or clinical social worker in a state other than Illinois, Supporting Document CT must be completed by the state of original licensure and the state 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 CT form directly to you.

5. Fee payment is indicated on the REFERENCE SHEET (CHART I). Fee payment must be in the form of a check or money order made payable to the Illinois Department of Financial and Professional Regulation.

6. Forward four-page application, all supporting documentation, and fee payment to the Illinois Department of Financial and Professional Regulation, Attn: Division of Professional Regulation, P.O. Box 7007, Springfield, Illinois 62791.
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. Supporting Document CCA must be completed and submitted with each application. Your application will not be processed without completion of this form.

2. Supporting Document ED must be completed by the appropriate official of the college or university from which your graduate degree was obtained. This form must be signed by the school's official and must bear the school seal.

   NOTE: The Supporting Document ED must reflect information regarding the degree upon which you are basing your application. The degree must be either a M.S.W. or a Ph.D. in social work from an approved school of social work.

3. Supporting Document VE-SW must verify your supervised clinical professional experience. For persons with a M.S.W.; 3,000 hours of satisfactory supervised clinical professional experience must be verified. All hours must have been obtained subsequent to securing the M.S.W. For persons with a Ph.D. in Social Work; 2,000 hours of satisfactory supervised clinical professional experience subsequent to the degree must be verified. Supporting Document VE-SW must be completed by the person who supervised the applicant.

   One Supporting Document VE-SW is enclosed. You are authorized to photocopy the form if necessary.

   NOTE: If you hold the Diplomate designation, submit a photocopy of the certificate.

4. If you have ever held a license as a social worker or clinical social worker in a state other than Illinois, Supporting Document CT must be completed by the state of original licensure and the state 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 CT form directly to you.

5. Fee payment is indicated on the REFERENCE SHEET (CHART I). Fee payment must be in the form of a check or money order made payable to the Illinois Department of Financial and Professional Regulation.

6. Forward four-page application, all supporting documentation, and fee payment to the Illinois Department of Financial and Professional Regulation, Attn: Division of Professional Regulation, P.O. Box 7007, Springfield, Illinois 62791.
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.

NOTE: Applicant has one year from the date of passage of examination to make application for licensure. The address and telephone number for ASWB is ASWB Registration Center, P.O. Box 1508, Culpepper, VA 22701, 1-888-579-3926.

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

2. Supporting Document ED must be completed by the appropriate official of the college or university from which your degree in social work was obtained. This form must be signed by the school's official and must bear the school seal.

   NOTE: The Supporting Document ED must reflect information regarding the degree upon which you are basing your application. The degree must be either a B.S.W. or a M.S.W. from an approved school of social work.

3. Persons applying on the basis of a B.S.W. must submit Supporting Document VE-SW which must verify that you successfully completed at least 3 years of supervised professional experience subsequent to the conferral of the B.S.W. Supporting Document VE-SW must be completed by the person who supervised the applicant. One Supporting Document VE-SW is enclosed. You are authorized to photocopy the form if necessary.

4. If you have ever held a license as a social worker or clinical social worker in a state other than Illinois, Supporting Document CT must be completed by the state of original licensure and the state 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 CT form directly to you.

5. Direct the ASWB to forward your examination grades directly to the address indicated in number 6 below.

6. Fee payment is indicated on the REFERENCE SHEET (CHART I). Fee payment must be in the form of a check or money order made payable to the Illinois Department of Financial and Professional Regulation.

7. Forward four-page application, all supporting documentation, and fee payment to the Illinois Department of Financial and Professional Regulation, Attn: Division of Professional Regulation, P.O. Box 7007, Springfield, Illinois 62791.
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.

NOTE: Applicant has one year from the date of the passage of the examination to make application for licensure with this Department. The address and telephone number for ASWB is ASWB Registration Center, P.O. Box 1508, Culpepper, VA 22701, 1-888-579-3926.

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

2. Supporting Document ED must be completed by the appropriate official of the college or university from which your graduate degree was obtained. This form must be signed by the school's official and must bear the school seal.

   NOTE: The Supporting Document ED must reflect information regarding the degree upon which you are basing your application. The degree must be either a M.S.W. or a Ph.D. in social work from an approved school of social work.

3. Supporting Document VE-SW must verify your supervised clinical professional experience. For persons with a M.S.W.; 3,000 hours of satisfactory supervised clinical professional experience must be verified. All hours must have been obtained subsequent to securing the M.S.W. For persons with a Ph.D. in Social Work; 2,000 hours of satisfactory supervised clinical professional experience subsequent to the degree must be verified. Supporting Document VE-SW must be completed by the person who supervised the applicant.

   One Supporting Document VE-SW is enclosed. You are authorized to photocopy the form if necessary.

   NOTE: If you hold the Diplomate designation, submit a photocopy of the certificate.

4. If you have ever held a license as a social worker or clinical social worker in a state other than Illinois, Supporting Document CT must be completed by the state of original licensure and the state 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 CT form directly to you.

5. Direct the ASWB to forward your examination grades directly to the address indicated in number 6 below.

6. Fee payment is indicated on the REFERENCE SHEET (CHART 1). Fee payment must be in the form of a check or money order made payable to the Illinois Department of Financial and Professional Regulation.

7. Forward four-page application, all supporting documentation, and fee payment to the Illinois Department of Financial and Professional Regulation, Attn: Division of Professional Regulation, P.O. Box 7007, Springfield, Illinois 62791.
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.

For Endorsement you must have an active license in another state or territory of the U.S. and have successfully completed the ASWB Clinical Exam for Licensed Clinical Social Workers and the ASWB Master's Level / Intermediate Exam for Licensed Social Workers.

Scores must be sent directly to the Department from ASWB. Please address request to: ASWB Score Transfer, 400 S. Ridge Suite B, Culpepper, VA 22701. There is a $40.00 charge for each state specified. Submit a certified check or money order made payable to ASWB. Do not send cash.

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

2. Supporting Document ED must be completed by the appropriate official of the college or university from which your degree in social work was obtained. This form must be signed by the school's official and must bear the school seal.

   NOTE: The Supporting Document ED must reflect information regarding the degree upon which your original licensure was based. This should also be the degree which supports the level of licensure you are seeking in Illinois. The degree must be from an approved school of social work.

3. Supporting Document VE-SW must be completed in accordance with the following instructions:
   a. **For Licensed Social Worker:** Persons applying on the basis of a B.S.W. must submit Supporting Document VE-SW which must verify that you successfully completed at least 3 years of supervised professional experience subsequent to the conferral of the B.S.W. Supporting Document VE-SW must be completed by the person who supervised the applicant. One Supporting Document VE-SW is enclosed. You are authorized to photocopy the form if necessary.
   b. **For Licensed Clinical Social Worker:** Supporting Document VE-SW must verify your supervised clinical professional experience. For persons with a M.S.W.; 3,000 hours of satisfactory supervised clinical professional experience must be verified. All hours must have been obtained subsequent to securing the M.S.W. For persons with a Ph.D. in Social Work; 2,000 hours of satisfactory supervised clinical professional experience subsequent to the degree must be verified. Supporting Document VE-SW must be completed by the person who supervised the applicant.

4. Supporting Document CT must be completed by the state of original licensure and the state 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 document directly to you.

5. You must submit a copy of the licensure Act and Rules which were in effect in the state of your original licensure at the time your license was issued.

6. Fee payment is indicated on the **REFERENCE SHEET (CHART 1)**. Fee payment must be in the form of a check or money order made payable to the Illinois Department of Financial and Professional Regulation.

7. Forward four-page application, all supporting documentation, and fee payment to the Illinois Department of Financial and Professional Regulation, Attn: Division of Professional Regulation, P.O. Box 7007, Springfield, Illinois 62791.
1. Supporting Document CCA **must** be completed and submitted with each application. Your application will not be processed without completion of this form.

2. Supporting Document RS **must** be completed. 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.

3. Fee payment amount is indicated in the Official Use Only Box on Supporting Document RS. Fee payment must be in the form of a check or money order and made payable to the Illinois Department of Financial and Professional Regulation.

4. All applicants for Restoration of Social Work / Clinical Social Work license in Illinois must submit proof of having met the 30 hour requirement of approved continuing education completed within the 24 months immediately preceding submission of Restoration application.

5. You are also required to submit one of the following:
   a. Submit Supporting Document CT verifying current licensure in another U.S. jurisdiction. The licensing agency/board must return Supporting Document CT directly to you;

   **and**

   Verification of active practice in that jurisdiction. Supporting Document VE-SW must be completed by the person who supervised you, or if self-employed by a peer or colleague or consultant who is familiar with your work; or

   b. Submit proof of passage of the examination as set forth in the Rules for the Administration of the Social Work Licensing Act within the twelve months preceding application; or

   c. An affidavit attesting to military service (form DD214).

6. Forward four-page application, all supporting documentation and fee payment to: Illinois Department of Financial and Professional Regulation, Attn: Division of Professional Regulation, P.O. Box 7007, HSS-4, Springfield, Illinois 62791.
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

ALL FEES ARE NONREFUNDABLE
Department reserves the right to change examination dates, filing deadlines and fees if prevailing circumstances necessitate such action.

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

<table>
<thead>
<tr>
<th>PROFESSION NAME</th>
<th>PROFESSION CODE</th>
<th>LICENSURE METHOD</th>
<th>APPLICATION FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licensed Clinical Social Worker</td>
<td>149</td>
<td>Examination</td>
<td>$ 50.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Acceptance of Examination</td>
<td>$ 50.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Endorsement of License</td>
<td>$200.00</td>
</tr>
<tr>
<td>Licensed Social Worker</td>
<td>150</td>
<td>Examination</td>
<td>$ 50.00</td>
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<tr>
<td></td>
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<td>Acceptance of Examination</td>
<td>$ 50.00</td>
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<td></td>
<td></td>
<td>Endorsement of License</td>
<td>$200.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Restoration</td>
<td>See Supporting Document RS</td>
</tr>
</tbody>
</table>

CHART II - EXAMINATION CODES AND FEES

NOTE: Since the application for examination is a dual process, you must first complete the Department's licensure/examination application. This application is available at www.idfpr.com. Select the agency link Professional Regulation; select your profession, scroll to Social Worker; select the written examination and download the application. Submit the completed application to IDFPR with the required documentation for approval.

After you have been approved by the Department, you will receive an examination approval letter with the instructions on how to register to sit for the examination with the Association of Social Work Boards (ASWB), and a Candidate Handbook.

CHART III - EXAMINATION DATES

INFORMATION WILL BE AVAILABLE ONCE YOU ARE APPROVED FOR THE EXAMINATION

CHART IV - SCHOOL CODES

NOT APPLICABLE FOR LICENSED CLINICAL SOCIAL WORKER or LICENSED SOCIAL WORKER
ENTER N/A IN PART VII c) OF APPLICATION FOR LICENSURE AND/OR EXAMINATION

REQUEST FOR ASSISTANCE

If assistance is needed, you may call 1-800-560-6420, TTY 1-866-325-4949
After January 1, 1995, only experience supervised by a licensed clinical social worker will be acceptable to meet the professional experience requirement. If supervision was in another jurisdiction in which clinical social workers are not licensed, the supervisor shall be engaged in clinical social work and be credentialed at the highest level required by that state.

The guidelines used prior to January 1, 1995, for acceptable supervisor/supervision for licensure as a clinical social worker were as follows:

Supervisors:

1. Supervisor was a certified social worker registered under the Social Workers Registration Act with clinical experience.

2. Supervisor is a licensed clinical social worker.

3. Supervisor is a diplomate in clinical social work.

4. Supervisor is a member of the Academy of Certified Social Workers.

5. Other clinical supervisor such as:
   A. A psychiatrist certified by the American Board of Psychiatry.
   B. A licensed clinical psychologist.
   C. A person who is licensed in another jurisdiction as a social worker or psychologist who is engaged in clinical practice. (This applies to jurisdictions where clinical social workers or clinical psychologists are not licensed by those titles.)

Supervision may be:

1. paid for by an individual.
2. paid for by an individual’s employer.
3. provided during employment.
4. provided outside of employment.
5. provided to more than one person at a time as long as each individual receives one hour of supervision per week.
Before you mail your application, check the following items to make sure your application is complete!

### FOUR-PAGE APPLICATION REVIEW

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

### SUPPORTING DOCUMENTS

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

- **ED** Form (if applicable)
- **VE-SW** Form (if applicable)
- **ASWB** Examination Scores (if applicable)
- **CT** Form from *original* state of licensure and *current* state of licensure
- **Proof of 30 hours of Approved Continuing Education** (if applicable)
- **RS** Form, if applicable (*NOTE*: if restoring)
- Copy of **DD214** if restoring from active military service

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 I: Application Category Information

<table>
<thead>
<tr>
<th>A. SEE REFERENCE SHEET, CHART I, OR INSTRUCTIONS PRIOR TO COMPLETING ITEMS 1 THROUGH 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. PROFESSION NAME</td>
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</table>

B. CHECK BOX INDICATING THE APPROPRIATE INFORMATION REGARDING YOUR APPLICATION

- [ ] This is the first time I have made application for this profession in Illinois.
- [ ] I have previously made application for this profession in Illinois. However, my previous application expired and I am now reapplying.
- [ ] Other: ____________________________

- [ ] My application for this profession had previously been denied in Illinois. I am reapplying since I have fulfilled additional requirements.
- [ ] I have previously made application for this profession in Illinois. However, I am now applying under new statutory language.

### PART II: Applicant Identifying Information—You must notify the Department of Financial and Professional Regulation - Division of Professional Regulation and/or Continental Testing Service in writing, of any address changes after you file this application in order to receive any further information.

<table>
<thead>
<tr>
<th>1. NAME</th>
<th>LAST</th>
<th>FIRST</th>
<th>MIDDLE</th>
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<tr>
<th>2. TITLE (e.g., M.D., D.D.S., etc.)</th>
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<tr>
<th>3. UNITED STATES SOCIAL SECURITY NO.</th>
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<tr>
<th>4. PERMANENT MAILING ADDRESS</th>
<th>STREET</th>
<th>CITY</th>
<th>STATE/COUNTRY</th>
<th>ZIP CODE</th>
<th>COUNTY</th>
</tr>
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<tr>
<th>5. BUSINESS ADDRESS</th>
<th>STREET</th>
<th>CITY</th>
<th>STATE/COUNTRY</th>
<th>ZIP CODE</th>
<th>COUNTY</th>
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<tr>
<th>6. MAIDEN, GIVEN SURNAME, OR ANY NAME(S) UNDER WHICH SUPPORTING DOCUMENTS WILL BE SUBMITTED. (SEE INSTRUCTIONS #5 ABOVE)</th>
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<tr>
<th>7. MOTHER'S MAIDEN NAME</th>
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<tr>
<th>8. PLACE OF BIRTH</th>
<th>CITY</th>
<th>STATE/COUNTRY</th>
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| 9. DATE OF BIRTH |
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| ___ / ___ / ___ |

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<tr>
<th>10. AGE</th>
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<tbody>
<tr>
<td>Female</td>
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</table>

| 11. TELEPHONE NUMBER WHERE YOU MAY BE REACHED |
| --- | --- |
| Work: (______) ___ ___ ___ ___ | Home: (______) ___ ___ ___ ___ |

(Area Code) (Area Code)

| Fax: (______) ___ ___ ___ ___ | Fax: (______) ___ ___ ___ ___ |

(Area Code) (Area Code)

12. REQUIRED E-MAIL ADDRESS

Additional application forms can be downloaded from the IDFPR Web site at www.idfpr.com.
## PART III: Education Information

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

<table>
<thead>
<tr>
<th>1 2 3 4 5 6 7 8 9 10 11 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduated?</td>
</tr>
<tr>
<td>High School?</td>
</tr>
<tr>
<td>Received OR G.E.D.?</td>
</tr>
</tbody>
</table>

2. NAME OF LAST PRELIMINARY SCHOOL ATTENDED:

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

4. DATE OF GRADUATION

<table>
<thead>
<tr>
<th>Month / Year</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>1 2 3 4 5 6 7 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduated?</td>
</tr>
</tbody>
</table>

6. COLLEGE OR UNIVERSITY NAME (Undergraduate and Graduate)

<table>
<thead>
<tr>
<th>LOCATION (City and State or Country)</th>
<th>DATES OF ATTENDANCE</th>
<th>TYPE OF DEGREE EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FROM</td>
<td>TO</td>
</tr>
<tr>
<td></td>
<td>Month/Year</td>
<td>Month/Year</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>INSTITUTION NAME</th>
<th>LOCATION (City and State or Country)</th>
<th>DATES OF ATTENDANCE</th>
<th>Did You Complete Training?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>FROM</td>
<td>TO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Month/Year</td>
<td>Month/Year</td>
</tr>
</tbody>
</table>

   |                                      |                                      | Yes ☐ No |
   |                                      |                                      | Yes ☐ No |
   |                                      |                                      | Yes ☐ No |
   |                                      |                                      | Yes ☐ No |
   |                                      |                                      | 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>
</tr>
</thead>
<tbody>
<tr>
<td>State of Original Licensure</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State of Current Licensure where you most recently have been practicing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other States of Licensure</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(Passed, Failed, Absent)</td>
</tr>
</tbody>
</table>

*(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.

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

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? *

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),
   - 11-26 (grooming),
   - 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).

2. An attempt to commit any of these offenses.

3. 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).

4. 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.

5. 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.

6. A violation or attempted violation of Section 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.

7. A violation or attempted violation of Section 11-15 (soliciting for a prostitute, if the victim is under 18 years of age),

8. A violation or attempted violation of Section 11-16 (pandering, if the victim is under 18 years of age),

9. A violation or attempted violation of Section 11-18 (patronizing a prostitute, if the victim is under 18 years of age),

10. A violation or attempted violation of Section 11-19 (pimping, if the victim is under 18 years of age),

11. A violation or attempted violation of Section 12-13 (criminal sexual assault),

12. A violation or attempted violation of Section 12-14 (aggravated criminal sexual assault),

13. A violation or attempted violation of Section 12-14.1 (predatory criminal sexual assault of a child),

14. A violation or attempted violation of Section 12-15 (criminal sexual abuse),

15. A violation or attempted violation of Section 12-16 (aggravated criminal sexual abuse),

16. A violation or attempted violation of Section 12-33 (ritualized abuse of a child).

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 subsection (B), (C), (E), and (E5) of this Section shall constitute a conviction for the purpose of this Article.
DEFINITIONS

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);
c) 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.
**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.

<table>
<thead>
<tr>
<th>1. NAME LAST</th>
<th>FIRST</th>
<th>MIDDLE</th>
<th>2. DATE OF BIRTH</th>
<th>3. SOCIAL SECURITY NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Birth Date (Month/Day/Year)</td>
<td>SSN (<strong><strong>-__-</strong></strong>)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. ADDRESS STREET, CITY, STATE, ZIP CODE</th>
<th>5. REFER TO REFERENCE SHEET. Record profession name and three digit profession code for which you are making Illinois application.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Profession Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. MAIDEN OR GIVEN SURNAME</th>
<th>7. APPLICANT TELEPHONE NUMBER (Daytime)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Area Code (___ ___ ___) ___ ___ ___ ___</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>8b. LICENSE NUMBER (If applicable)</th>
<th>8c. ISSUANCE DATE OF LICENSE (If applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

```
Name of Examination
Date of 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)
- □ National (Name)
- □ State Constructed
- □ Other (Name)
- □ Endorsement of License (State)
- □ Acceptance of Examination Results (Administered in Another State)
- □ Reciprocity with (State) ________________
- □ Waiver/Grandfather
- □ Credentials
- □ Other (Describe) ________________

**F. CURRENT LICENSURE STATUS**

- □ Active
- □ Inactive
- □ Lapsed
- □ Other (Explain) ________________

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

<table>
<thead>
<tr>
<th>Type of Examination</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written</td>
<td></td>
</tr>
<tr>
<td>Practical</td>
<td></td>
</tr>
<tr>
<td>Other (Describe)</td>
<td></td>
</tr>
</tbody>
</table>

Received no Grade Below

Examination Period _____ days _____ hours
**PART III - CERTIFICATION OF EXAMINATION SCORES**

A1. National or other Profession Specific Examination  
(Record all available information)

<table>
<thead>
<tr>
<th>Scaled Score</th>
<th>Raw Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____________</td>
<td>__________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Standard Deviation</th>
<th>Corrected Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____________</td>
<td>__________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>National Mean</th>
<th>Percent Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____________</td>
<td>__________</td>
</tr>
</tbody>
</table>

**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

________________________________________  
Title

________________________________________  
Agency/Board Street Address

________________________________________  
City, State, ZIP Code

________________________________________  
Signature

________________________________________  
Date

________________________________________  
Area Code (               )

________________________________________  
Telephone Number

---

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

Attention Applicant: FOR INCLUSION WITH APPLICATION PACKET.
CERTIFICATION OF EDUCATION

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 __ __ / __ __ / __ __ __ __
   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. NAME OF INSTITUTION ATTENDED

8. DATE OF GRADUATION / COMPLETION __ __ / __ __ / __ __ __ __
   Month    Day                   Year

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.

SCHOOL OFFICIAL: Complete the bottom portion of this page and the reverse side. RETURN THE COMPLETED FORM 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 __ __ / __ __ / __ __ __ __
   Month    Day                   Year

I. Total academic years attended OR
   Total calendar years attended
   Years   Months   Days

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
   __ __ / __ __ / __ __ __ __
   Month    Day                   Year

L. DATE THAT DEGREE OR CERTIFICATE WAS CONFERRED
   __ __ / __ __ / __ __ __ __
   Month    Day                   Year

M. CHECK THE APPROPRIATE STATEMENT(S) AND COMPLETE
   □ Applicant has graduated on __ __ / __ __ / __ __ __ __
   Month    Day                   Year
   □ Applicant has completed program on __ __ / __ __ / __ __ __ __
   Month    Day                   Year
   □ Applicant will graduate on __ __ / __ __ / __ __ __ __
   Month    Day                   Year
   □ Applicant will complete program on __ __ / __ __ / __ __ __ __
   Month    Day                   Year

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 of the Illinois Compiled Statutes. Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.
O. Use this space to record any other information that you feel would assist the department in evaluating the applicant's educational experiences.

<table>
<thead>
<tr>
<th>NAME (Last, First, MI):</th>
<th>SS#:</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Print Name of School Official</th>
<th>Signature of School Official</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Date</td>
</tr>
</tbody>
</table>

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___.

<table>
<thead>
<tr>
<th>Date of Expiration</th>
<th>Signature of Notary Public</th>
</tr>
</thead>
</table>

SCHOOL OFFICIAL: RETURN THIS FORM TO APPLICANT

ATTENTION APPLICANT: FOR INCLUSION WITH THE APPLICATION PACKET.
**APPLICANT:** Complete the applicant section of this form, then forward it to your employer. 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. **SUPERVISOR NAME**
6. **SUPERVISOR TITLE**
7. **SUPERVISOR’S JOB TITLE AT TIME OF EMPLOYMENT/EXPERIENCE**
8. **BUSINESS/INSTITUTION NAME**
9. **ADDRESS** STREET,  CITY,  STATE,  ZIP CODE
10. **ADDRESS** STREET,  CITY,  STATE,  ZIP CODE

**SUPERVISOR:** Complete the remainder of this form. RETURN THE COMPLETED FORM DIRECTLY TO THE APPLICANT IN A SEALED ENVELOPE. If the supervisor was other than a Certified Social Worker, A.C.S.W., a Licensed Clinical Social Worker, or a Diplomate in Clinical Social Work, it is requested the supervisor provide a copy of his curriculum vitae or professional/educational credentials.

**PART I. - SOCIAL WORK SUPERVISION INFORMATION**

<table>
<thead>
<tr>
<th>A. IMMEDIATE/DIRECT SUPERVISOR’S NAME</th>
<th>B. BUSINESS/INSTITUTION NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. REGISTRATION NUMBER</th>
</tr>
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<tbody>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E. BUSINESS ADDRESS STREET,  CITY,  STATE,  ZIP CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F. PROFESSIONAL DESIGNATION (Date Awarded)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illinois L.C.S.W.  □  Illinois L.S.W.  □  A.C.S.W.  □  L.C.S.W.  □  Diplomate  □  Other:  □</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>G. BUSINESS TELEPHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Code (___ <em><strong>)  <em><strong>-</strong></em>-</strong></em>_</td>
</tr>
</tbody>
</table>

**PART II. - APPLICANT EMPLOYMENT INFORMATION**

<table>
<thead>
<tr>
<th>A. APPLICANT’S JOB TITLE AT TIME OF EMPLOYMENT/EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

| B. DATES OF APPLICANT’S EMPLOYMENT/EXPERIENCE |
|                                             |
| From  __ __ / __ __ / __ __ __ __  To  __ __ / __ __ / __ __ __ __ |

<table>
<thead>
<tr>
<th>C. NUMBER OF HOURS APPLICANT WORKED PER WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. NUMBER OF HOURS YOU MET WITH THE APPLICANT PER WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 ILCS 20/1 et seq. (Illinois Compiled Statutes). Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.
E. INDICATE YOUR OVERALL EVALUATION OF THE APPLICANT’S PERFORMANCE UNDER YOUR DIRECT SUPERVISION

<table>
<thead>
<tr>
<th>Circle One</th>
<th>Excellent</th>
<th>Satisfactory</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

F. COMMENTS ABOUT APPLICANT’S JOB PERFORMANCE:

G. INDICATE PERCENTAGE OF APPLICANT’S TIME SPENT IN THE FOLLOWING AREAS:

<table>
<thead>
<tr>
<th>PERCENT OF TIME WORKED</th>
<th>SERVICE AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________________</td>
<td>1. Psychosocial assessments</td>
</tr>
<tr>
<td>______________________</td>
<td>2. Therapeutic interventions</td>
</tr>
<tr>
<td>______________________</td>
<td>3. Casework services</td>
</tr>
<tr>
<td>______________________</td>
<td>4. Community organization</td>
</tr>
<tr>
<td>______________________</td>
<td>5. Management/supervision</td>
</tr>
<tr>
<td>______________________</td>
<td>6. Educational experiences</td>
</tr>
<tr>
<td>______________________</td>
<td>7. Research</td>
</tr>
<tr>
<td>______________________</td>
<td>8. Teaching</td>
</tr>
</tbody>
</table>

The above indicated experience has been documented by myself and has been performed by the applicant pursuant to my order, control, and full professional and legal responsibility as a supervisor. I do hereby declare that the information contained herein is true and correct.

________________________________________
Signature

__________________________   _______________
Date                        Title