INSTRUCTION SHEET
ENVIRONMENTAL HEALTH PRACTITIONER IN TRAINING

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.

To apply under the provisions of the Environmental Health Practitioners Act, read and follow each of the steps below in the order they are listed. The application which you submit is valid for three (3) years from date of receipt. The Illinois Environmental Health Practitioner in Training Licenses are good for three (3) years from the date of issuance. If you do not pass the Environmental Health Practitioner examination within three (3) years, you may request a one-time extension of the in-training license.

NOTE: Effective July 1, 2003, anyone licensed under the Illinois Environmental Health Practitioner Act MUST accomplish their traineeship under the supervision of a licensed environmental health practitioner or a licensed professional engineer.

A traineeship shall not commence prior to official notification from the Division.

Step I

Use the following information to complete PART I, page one Application Category Information on the Application for Licensure and/or Examination.

<table>
<thead>
<tr>
<th>1. PROFESSION NAME</th>
<th>2. PROFESSION CODE</th>
<th>3. LICENSURE METHOD</th>
<th>4. FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Health Practitioner in Training</td>
<td>221</td>
<td>Nonexamination</td>
<td>$50</td>
</tr>
<tr>
<td>Environmental Health Practitioner in Training</td>
<td>221</td>
<td>Extension</td>
<td>$35</td>
</tr>
</tbody>
</table>

Step II

Proceed with PART II (page one) and complete all applicable information requested on all 4 pages of the Application for Licensure and/or Examination. Please indicate N/A in Sections which do not apply to you.

NOTE: a) In PART III, No. 6, on the Application for Licensure and/or Examination, indicate all college/university level coursework.

b) DO NOT COMPLETE PART VII (page 4) of the Application for Licensure and/or Examination.

Step III

Supporting Documents

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 which 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.

The following supporting documents must be submitted with the 4-page Application for Licensure and/or Examination:

1. Individuals applying for an environmental health practitioner in training license, shall submit the following with the 4-page Application for Licensure and/or Examination:

   a) Proof of Education

      Official transcripts showing proof of successful completion of a bachelor’s degree from an accredited college or university approved by the National Environmental Health Science and Protection Accreditation Council for environmental health curricula, or its equivalent approved by the Division; or
Official transcripts showing proof of successful completion of a bachelor’s degree from an accredited college or university which included at least 30 semester hours, or its equivalent, of basic sciences approved by the Division; or

Official transcripts showing proof of successful completion of master’s degree in public health or environmental health science from an accredited college or university, if applicant has completed a minimum of 30 semester or equivalent hours of basic science approved by the Division.

2. Supporting Document CT (Certification) - If you have ever held a license/registration as an environmental health practitioner in training in a jurisdiction OTHER than Illinois, CT must be completed by the licensing authority in the other jurisdiction. If you have been licensed/registered in more than one jurisdiction, Supporting Document CT must be completed by the jurisdiction of original licensure and the jurisdiction of most recent practice. One form is enclosed. You are authorized to photocopy the form as needed.

3. Fee payment is indicated on Page 1 of these instructions. Fee payment must be in the form of a check or money order made payable to the Illinois Department of Financial and Professional Regulation.

Mail to:

Send 4-page application, transcripts, supporting documents, and fee to:

Department of Financial and Professional Regulation
ATTN: Division of Professional Regulation
PO Box 7007
Springfield, IL 62791

Request for Assistance:

If assistance is needed, direct your request to one of the following:

Telephone No. 1-800-560-6420
TTY 1-866-325-4949

Please allow 3 weeks from mailing your application before making an inquiry concerning its status. When an operator answers, state the profession for which you are applying and that you need assistance with your application.
EXTENSION

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.

Application Requirements

An environmental health practitioner-in-training license will be issued for 3 years. If the trainee has not passed the LEHP exam within the 3-year period, he/she may request an extension by submitting all of the following:

1) 4-page application for licensure and/or examination;

2) Sufficient cause for not applying for examination as an environmental health practitioner within the 3-year period verified by one of the following:
   a) Service in the military;
   b) Incapacitating illness and/or hospitalization verified by a physician; or
   c) other extenuating circumstances.

3) Fee payment is indicated on Page 1 of these instructions. Fee payment must be in the form of a check or money order made payable to the Illinois Department of Financial and Professional Regulation.

PLEASE NOTE: In no instance can an environmental health practitioner-in-training license be extended that would allow an environmental health practitioner-in-training to practice more than 6 years.

Mail to:

Send 4-page application, supporting documentation and fee to:
Department of Financial and Professional Regulation
ATTN: Division of Professional Regulation
PO Box 7007
Springfield, IL 62791

Request for Assistance:

If assistance is needed, direct your request to one of the following:

Telephone No. 1-800-560-6420
TTY 1-866-325-4949

Please allow 3 weeks from mailing your application before making an inquiry concerning its status. When an operator answers, state the profession for which you are applying and that you need assistance with your application.
Illinois Department of Financial and Professional Regulation
Division of Professional Regulation

Application Checklist for Environmental Health Practitioner-in-Training

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

<table>
<thead>
<tr>
<th>SUPPORTING DOCUMENTS</th>
<th>SUBMITTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td></td>
</tr>
<tr>
<td>Official transcripts with school seal affixed</td>
<td></td>
</tr>
<tr>
<td><strong>CT Form</strong> <em>(original and current state)</em></td>
<td></td>
</tr>
</tbody>
</table>

Proof of Name Change (if applicable)

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

A. SEE REFERENCE SHEET, CHART I, OR INSTRUCTIONS PRIOR TO COMPLETING ITEMS 1 THROUGH 4

1. PROFESSION NAME
   2. PROFESSION CODE
   3. LICENSURE METHOD
   4. FEE

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:

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.

1. NAME LAST FIRST MIDDLE
2. TITLE (e.g., M.D., D.D.S., etc.)
3. UNITED STATES SOCIAL SECURITY NO.
   __ __ __ __ __ __ __ __ __ __

4. PERMANENT MAILING ADDRESS STREET CITY STATE/COUNTRY ZIP CODE COUNTY
   __ __ __ __ __ __ __ __ __ __

5. BUSINESS ADDRESS STREET CITY STATE/COUNTRY ZIP CODE COUNTY
   __ __ __ __ __ __ __ __ __ __

6. MAIDEN, GIVEN SURNAME, OR ANY NAME(S) UNDER WHICH SUPPORTING DOCUMENTS WILL BE SUBMITTED. (SEE INSTRUCTIONS #5 ABOVE)

7. MOTHER’S MAIDEN NAME

8. PLACE OF BIRTH CITY STATE/COUNTRY
9. DATE OF BIRTH
   Month / Day / Year

10. AGE
   Female
   Male

11. TELEPHONE NUMBER WHERE YOU MAY BE REACHED
   Work: ( __ __ __ ) __ __ __ __ __ __ __ __
   Home: ( __ __ __ ) __ __ __ __ __ __ __ __
   Fax: ( __ __ __ ) __ __ __ __ __ __ __ __
   Fax: ( __ __ __ ) __ __ __ __ __ __ __ __

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)

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</table>

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)

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<tr>
<td>Yes</td>
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<td>No</td>
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</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>
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<tbody>
<tr>
<td></td>
<td>FROM</td>
<td>TO</td>
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<td></td>
<td>Month/Year</td>
<td>Month/Year</td>
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</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>
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<tbody>
<tr>
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<td>FROM</td>
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<td>Yes</td>
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</table>
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 (Active, Lapsed, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of Original Licensure</td>
<td></td>
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<tr>
<td>State of Current Licensure where you most recently have been practicing.</td>
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<tr>
<td>Other States of Licensure</td>
<td></td>
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</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 (Passed, Failed, Absent)</th>
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<tbody>
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</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? Yes ☐ ☐ No ☐ ☐ *(NOTE: If you are not subject to a child support order, answer “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.
### Applicant Section

**1. Name**
- **Last**
- **First**
- **Middle**

**2. Date of Birth**
- **Month**
- **Day**
- **Year**

**3. Social Security Number**
- **SSN**

**4. Address**
- **Street, City, State, Zip Code**

**5. 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**
- **(___) __-__-__**

**8. Record Profession Name as it appears on your license from the jurisdiction to which this form is being forwarded.**

- **Name of Licensing Agency or Board**
- **License Number**
- **Issuance Date of License**

**I hereby authorize**

**Name of Licensing Agency or Board**

**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:

<table>
<thead>
<tr>
<th>Name of Examination</th>
<th>Date of Examination</th>
</tr>
</thead>
</table>

**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>
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<tbody>
<tr>
<td>Written</td>
<td></td>
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<tr>
<td>Practical</td>
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<tr>
<td>Other (Describe)</td>
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</tbody>
</table>

**Received no Grade Below**

**Examination Period**

**Number of days**

**Number of hours**

[IL486-0850 04/06 (LT)]
### 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>
<th>Standard Deviation</th>
<th>Corrected Score</th>
<th>National Mean</th>
<th>Percent Score</th>
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</table>

**A2**

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>DATE</th>
<th>SCORE</th>
<th>SUBJECT</th>
<th>DATE</th>
<th>SCORE</th>
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</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**

**Area Code ( )**

**Date**

**Telephone Number**

---

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

*Attention Applicant: FOR INCLUSION WITH APPLICATION PACKET.*