

# INSTRUCTION SHEET

## Nail Technician Examination Endorsement of License Restoration

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

To apply for licensure as an Illinois Nail Technician under the provisions of the Illinois Barber, Cosmetology, Esthetics and Nail Technology Act of 1985, read each of the steps below in the order they are listed, then follow the directions as they apply to you. Please complete the application in its entirety to avoid any unnecessary delays in processing. THE APPLICATION WHICH YOU SUBMIT IS VALID FOR THREE YEARS FROM DATE OF RECEIPT. If you are issued an Illinois Nail Technician license, please be advised your license will expire on October 31 of every even-numbered year.

**Important Information:** Effective January 1, 1999, all applicants for initial licensure as a Nail Technician must take and successfully complete the Illinois Nail Technician licensure examination. Passing the Illinois examination is required by law and there are no exceptions.

## EXAMINATION

Application for examination as an Illinois Nail Technician must be made by submitting examination fee and application to the Continental Testing Services, Inc. After you have been notified that you have successfully completed the examination, you need to apply for licensure by submitting the required licensure fee and form. You MUST apply for licensure within one year of notification of passing the examination. If application for licensure is not made within one year, the examination grade will be voided, and a new examination application, fee, and successful completion of the examination will be required.

### Step I--Application

Complete all applicable information requested on the four-page **Application for Licensure and/or Examination**.

1. Complete Part I, Application Category Information as indicated below:

1. Profession Name	2. Profession Code	3. Licensure Method	4. Fee
Nail Technician	169	Examination	*

\* See attached Reference Sheet for fee amount.

2. Indicate your nail technology education in Part III, No. 7, on the **Application for Licensure and/or Examination**.

### Step II--Supporting Documents

*All documents submitted in a foreign language must be accompanied by an original official, 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.*

The following supporting documentation must be submitted with four-page **Application for Licensure and/or Examination** at time of application for examination:

1. Submit **official transcripts** issued by each nail technology or cosmetology school attended with school seal affixed. NOTE: an applicant who completed less than 350 hours of nail technology training in another jurisdiction may complete a maximum of 50 hours in an Illinois cosmetology school.

Additional application forms can be downloaded from the IDFPR Web site at [www.idfpr.com](http://www.idfpr.com).

---

---

**EXAMINATION (cont'd)**

2. **CT (Certification of Licensure)**--If you have ever held a license as a nail technician or a 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.

**Step III --Fee**

See the attached Reference Sheet for the fee amount. Fee payment must be in the form of a certified check or money order made payable to the Continental Testing Services, Inc.

**Step IV--Mail Application**

**Forward 4-page application, supporting documentation, and fee payment to:**

**Continental Testing Services, Inc.  
P.O. Box 100  
LaGrange, Illinois 60525-0100; or**

**Apply Directly On-Line.** Register for the examination by referring to the Continental Testing Web site ([www.continentaltesting.net](http://www.continentaltesting.net)) for information on how to apply for the examination on-line and pay the test fee by credit card.

**Step V--Need Assistance**

If assistance is needed, direct your request to the following telephone number:

Continental Testing Services, Inc.: 708-354-9911  
Telecommunicative Device for the Deaf: 1-800-869-1313

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

---

**ENDORSEMENT OF LICENSURE**

***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.***

**Step I--Application**

Complete all applicable information requested on the four-page **Application for Licensure and/or Examination**.

1. Complete Part I, Application Category Information, as indicated below:

1. Profession Name	2. Profession Code	3. Licensure Method	4. Fee
Nail Technician	169	Endorsement	*

\* See attached Reference Sheet for fee amount.

2. Indicate your nail technology education in Part III, No. 7, on the **Application for Licensure and/or Examination**.

Persons making application on the basis of endorsement **MUST** hold an active nail technician license in another jurisdiction at the time of application for Illinois licensure. An applicant **MAY NOT** practice in Illinois until the Illinois nail technician license is issued. The license must be displayed at the place of employment.

Effective January 1, 1999, all applicants for initial licensure as a nail technician must take and successfully complete the Illinois nail technician licensure examination. Passing the Illinois examination is required by law and there are no exceptions.

---

---

---

---

## ENDORSEMENT OF LICENSURE (cont'd)

### Step II--Supporting Documents

*All documents submitted in a foreign language must be accompanied by an original official, 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.*

The following documentation must be submitted with the **Application for Licensure and/or Examination** at time of application:

1. Submit **Official transcripts** issued by each nail technology or cosmetology school attended showing the courses completed and the hours received with school seal affixed. If the school is no longer in operation, contact the state board of original licensure and have them verify the number of training hours required for your licensure.
2. If your nail technology training consisted of less than 350 hours, you may complete a maximum of 50 hours of additional nail technology training in an Illinois licensed cosmetology school. If you have lawful practice as a nail technician in a jurisdiction other than Illinois, 75 hours of educational credit will be given for every 12-month period of employment. To verify experience, you must submit Supporting Document **VE-COB (Verification of Employment/Experience)**. Each must be completed by an employer, co-worker or client who can verify your lawful practice as a nail technician. (Lawful practice is defined as practice in a particular jurisdiction after your license was issued and while it was active.) Direct referent(s) to return form to you in a sealed envelope.

**NOTE:** If self-employed, you may complete one of the forms on your own behalf. A certification of licensure from the jurisdiction in which the lawful practice is claimed must also be submitted with the application.

3. **CT (Certification of Licensure)**--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.

### Step III--Testing Fee

See **Reference Sheet** for test fee. Fee payment must be in the form of a certified check or money order made payable to Continental Testing Services, Inc.

### Step IV--Mail Application

**Forward 4-page application, supporting documentation, and fee payment to:**

**Continental Testing Services, Inc.  
P.O. Box 100  
LaGrange, IL 60525-0100**

### Step V--Need Assistance

If assistance is needed, direct your request to the following telephone number:

Continental Testing Services, Inc.: 708-354-9911  
Telecommunicative Device for the Deaf: 1-800-869-1313

When an operator answers, state the profession for which you are applying and that you need assistance with your application.

---

---

RESTORATION OF LICENSE - NAIL TECHNICIAN

***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.***

**IMPORTANT NOTICE:** These Restoration Instructions apply only to those nail technicians whose licenses have been on inactive status, or in non-renewed status, for five or more years.

**If your license has been inactive, or in non-renewed status, for less than five years, you should contact the Department of Financial and Professional Regulation at 1-800-560-6420, TTY: 1-866-325-4949 for detailed instructions on how to restore it to active status.**

There are two ways to qualify for the restoration of your license. If you have been lawfully practicing **nail technology** in another jurisdiction within the five (5) years immediately preceding submission of this application for restoration, you may submit verification of licensure in that jurisdiction and verification of your lawful practice. You must also submit verification of **10 hours of nail technology** continuing education.

If you have not been practicing in another jurisdiction, you must either complete a **60-hour** nail technology refresher course, or retake and pass the nail technology licensure examination. Those completing the refresher course or examination do not need the additional **10** hours of continuing education.

**Step I--Application**

Complete all applicable information requested on the four-page **Application for Licensure/Examination**.

Complete Part I, Application Category Information, as indicated below:

1. Profession Name	2. Profession Code	3. Licensure Method	4. Fee
Nail Technician	169	Restoration	*

\* See attached Reference Sheet for fee amount.

**Step II--Supporting Documents**

**To be submitted by ALL RESTORATION APPLICANTS:**

1. Supporting Document **RS (Restoration)** 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, TTY: 1-866-325-4949.)
2. If restoring after active military service, submit a copy of military form **DD214**.

**If your application is based upon lawful practice (as described above), you must submit:**

- A. Supporting Document **CT (Certification of Licensure)** completed by the jurisdiction where you have most recently been practicing. You must direct the licensing agency/board to return completed form **CT** directly to the address indicated in Part IV below.
- B. Supporting Document **VE-COB (Verification of Employment/Experience)** must be completed by an employer, co-worker or client to verify active practice within the five (5) years immediately preceding submission of this application. Direct referent(s) to return form to you in a sealed envelope.

---

---

**RESTORATION (cont'd)**

- C. Verification of 10 hours of continuing education earned within two years immediately preceding the submission of the restoration application. The verification must be in the form of Certificates of Attendance provided by the Registered Continuing Education Sponsor.

**If your application is based upon refresher course or examination as described above, you must submit:**

- A. A signed and dated written statement indicating your selection of a refresher course or examination. Once you select the method, you must successfully complete that method prior to restoration.
- B. If you selected the refresher course, submit an official transcript issued by the licensed nail technology or cosmetology school verifying successful completion of a 60-hour refresher course. Completion of the course must be within two years of the application.
- C. If you selected Examination you will be notified of the examination fee and test dates. **DO NOT SUBMIT AN APPLICATION TO THE TESTING SERVICE UNTIL YOU ARE NOTIFIED BY THE DEPARTMENT.**

**Step III--Fee**

The fee for restoration is noted on the top of Page 1 of the Application. Fee payment must be in the form of a check or money order made payable to the Department of Financial and Professional Regulation.

**Step IV--Mail Application**

Forward 4-page application, supporting documentation and fee payment to:

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

**Note: This address is only for restoration applicants.**

**Step V--Need Assistance**

If assistance is needed, direct your request to the following telephone number:

Department of Financial and Professional Regulation: 1-800-560-6420  
TTY: 1-866-325-4949

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

## LICENSURE METHODS AND DEFINITIONS

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

### Licensure Methods

### Definition

Examination

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

Endorsement of License

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

Acceptance of Examination

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

Restoration

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

Grandfather/Waiver

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

Non-examination

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

## 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

Profession Name	Profession Code	Licensure Method	Application Fees
Nail Technician	169	Examination	\$180.00
Nail Technician	169	Endorsement of License	\$ 45.00
Nail Technician	169	Restoration	See Supporting Document <b>RS</b>

### CHART II - EXAMINATION

The application for examination is a dual process. Complete the examination/licensure application and submit it, along with the examination test fee, to Continental Testing Service (CTS) where it will be screened for eligibility.

- Access and complete the examination application:
  - 1) via the internet at [www.continentaltesting.net](http://www.continentaltesting.net) and pay the examination fee with a credit card (VISA or MasterCard).
- Once you are determined eligible, you will receive an Authorization to Test (ATT). Your ATT will contain the necessary information to schedule a test appointment of your choice (date, time, and location). Your ATT will be sent as an electronic document via e-mail. **IMPORTANT: An e-mail address is a mandatory field that must be completed on the application form in Section 12. This ATT eligibility lasts for 60 days only. You must take the examination within those 60 days or reapply with a new fee.**
- ◆ Candidate Handbooks in electronic form are accessible on the CTS or the IDFPFPR web sites.

**NOTE:** The Test Fee is for the cost of the examination only and is not transferrable from one exam date to another. After successful completion of the examination, you will be notified of the licensure fee.

### REQUEST FOR ASSISTANCE

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

Licensure Methods <b>Except</b> Examination ( <b>US ONLY</b> ) 1-800-560-6420 TTY 1-866-325-4949 Please allow 6 weeks from mailing your application before making an inquiry concerning its status.	Examination Licensure Method <b>Only</b>  1-708-354-9911
---	--

### CHART IV - SCHOOL CODES

- Step 1. For active school codes go to [www.idfpr.com](http://www.idfpr.com).
- Step 2. Click on **“Professional Regulation”** and then click on **“Regulated Professions”**.
- Step 3. Click on **“N”** and then click on **“Nail Technician”**.
- Step 4. Click on **“Resources and Publications”**.
- Step 5. Click on **“Active Nail Technology Schools”**.
- Step 6. Look for your School of Graduation and the School Code is listed first on the chart.

If your school's status is closed, cancelled, change of ownership or not renewed follow steps 1 and 2 then:

- Step 3. Click on **“License Look-Up”**.
- Step 4: Under **“Legal Business Name”** type in your school's name.

The school's license number is its school code.  
 If you graduated from a school outside of Illinois the school code is 999.999999

# Illinois Department of Financial and Professional Regulation

## Division of Professional Regulation

### Application Checklist for Nail Technician

*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!

	COMPLETED
Part I. Application Category Information	
Part II. Applicant Identifying Information	
Part III. Education Information	
Part IV. Record of Licensure Information	
Part V. Record of Examination	
Part VI. Personal History Information	
Part VII. Examination Coding Information (if applicable)	
Part VIII. Child Support and/or Student Loan Information	
Part IX. Certifying Statement--Signed and Dated	
	SUBMITTED
Application Fee	
Official transcripts with seal affixed	
<b>CT</b> Form ( <i>original</i> and <i>current</i> state) if applicable	
<b>VE-COB</b> Forms	
Proof of Name Change (if applicable)	
<b>RS</b> Form (restoration method only)	
Refresher Course (restoration method only) if applicable	
Certificates of CE Attendance (restoration only) if applicable	
Written Statement signed and dated (restoration method) if applicable	

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



# APPLICATION FOR LICENSURE AND/OR EXAMINATION

FOR OFFICIAL USE ONLY

**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.

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**

- |   |  |
|---|--|
| <input type="checkbox"/> This is the first time I have made application for this profession in Illinois.<br><br><input type="checkbox"/> I have previously made application for this profession in Illinois. However, my previous application expired and I am now reapplying.<br><br><input type="checkbox"/> Other: _____ | <input type="checkbox"/> My application for this profession had previously been denied in Illinois. I am reapplying since I have fulfilled additional requirements.<br><br><input type="checkbox"/> 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.

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 ____ <input type="checkbox"/> Female <input type="checkbox"/> Male
---	--	---

11. TELEPHONE NUMBER WHERE YOU MAY BE REACHED Work: (____) _____ - _____ Home: (____) _____ - _____ (Area Code) (Area Code) Fax: (____) _____ - _____ Fax: (____) _____ - _____ (Area Code) (Area Code)	12. <b>REQUIRED</b> E-MAIL ADDRESS
---	---------------------------------------



NAME (Last, First, MI):

SS#:

Profession:

**PART IV: Record of Licensure Information**

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

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

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

**PART V: Record of Examination**

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

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

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

PART VI: Personal History Information <i>(This part must be completed by all applicants)</i>	YES	NO
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. <i>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.</i>		
2. Have you been convicted of a felony? <i>In general, a felony conviction by itself does not usually result in denial of licensure.</i>		
3. If yes, have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board? <i>If yes, attach a copy of the certificate.</i>		
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? <i>If yes, attach a detailed statement, including an explanation whether or not you are currently under treatment.</i>		
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? <i>If yes, attach a detailed explanation.</i>		
6. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? <i>If yes, attach a detailed explanation.</i>		

**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.

**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

SUPPORTING DOCUMENT

# CT

**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  4. ADDRESS    STREET, CITY, STATE, ZIP CODE	2. DATE OF BIRTH ____ / ____ / ____ Month      Day              Year	3. SOCIAL SECURITY NUMBER ____ - ____ - ____
6. MAIDEN OR GIVEN SURNAME	5. REFER TO REFERENCE SHEET. Record profession name and three digit profession code for which you are making Illinois application.  <div style="display: flex; justify-content: space-between;"> <span>_____ Profession Name</span> <span>_____ Profession Code</span> </div>	
8a. RECORD PROFESSION NAME AS IT APPEARS ON YOUR LICENSE FROM THE JURISDICTION TO WHICH THIS FORM IS BEING FORWARDED. (If applicable)	7. APPLICANT TELEPHONE NUMBER (Daytime)  Area Code ( ____ ) _____ - _____	8c. ISSUANCE DATE OF LICENSE (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.

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:  
 \_\_\_\_\_ 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 <input type="checkbox"/> Examination (Administered in Your State) <input type="checkbox"/> National (Name) _____ <input type="checkbox"/> State Constructed _____ <input type="checkbox"/> Other (Name) _____ <input type="checkbox"/> Endorsement of License (State) _____ Acceptance of Examination Results _____ (Administered in Another State) _____ <input type="checkbox"/> Reciprocity with (State) _____ <input type="checkbox"/> Waiver/Grandfather _____ <input type="checkbox"/> Credentials _____ <input type="checkbox"/> Other (Describe) _____													
F. CURRENT LICENSURE STATUS <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Lapsed <input type="checkbox"/> Other (Explain) _____ _____ _____	G. IF LICENSED BY EXAMINATION, RECORD SCORES <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Type of Examination</td> <td style="width: 20%; text-align: right;">Score</td> </tr> <tr> <td>Written</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Practical</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Other (Describe) _____</td> <td style="text-align: right;">_____</td> </tr> <tr> <td colspan="2">Received no Grade Below _____</td> </tr> <tr> <td colspan="2">Examination Period ____ days ____ hours</td> </tr> </table>	Type of Examination	Score	Written	_____	Practical	_____	Other (Describe) _____	_____	Received no Grade Below _____		Examination Period ____ days ____ hours	
Type of Examination	Score												
Written	_____												
Practical	_____												
Other (Describe) _____	_____												
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)

Date of Examination \_\_\_\_\_

Scaled Score	_____	Raw Score	_____
Standard Deviation	_____	Corrected Score	_____
National Mean	_____	Percent Score	_____

A 2.

SUBJECT	DATE	SCORE	SUBJECT	DATE	SCORE

B. State Constructed Examination

SUBJECT	DATE	SCORE	SUBJECT	DATE	SCORE

**PART IV - FORMAL ACTIONS**

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

**PART V - 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.

S E A L	_____	_____
	Print Name	Signature
	_____	_____
	Title	Date
	_____	_____
	Agency/Board Street Address	Area Code (     )
	_____	_____
	City, State, ZIP Code	Telephone Number

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

**Attention Applicant: FOR INCLUSION WITH APPLICATION PACKET.**

NAME (Last, First, MI):

SS#:

Profession:

**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**

SUPPORTING DOCUMENT

**CT**

**FOR EXAM USE ONLY**

**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.  _____ Profession Name Profession Code	
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.  
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:  
\_\_\_\_\_  
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	
<input type="checkbox"/> Examination (Administered in Your State) <input type="checkbox"/> National (Name) _____ <input type="checkbox"/> State Constructed _____ <input type="checkbox"/> Other (Name) _____ <input type="checkbox"/> Endorsement of License (State) _____ Acceptance of Examination Results _____ (Administered in Another State) _____	
<input type="checkbox"/> Reciprocity with (State) _____ <input type="checkbox"/> Waiver/Grandfather _____ <input type="checkbox"/> Credentials _____ <input type="checkbox"/> Other (Describe) _____	
F. CURRENT LICENSURE STATUS	G. IF LICENSED BY EXAMINATION, RECORD SCORES
<input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Lapsed <input type="checkbox"/> Other (Explain) _____ _____ _____	Type of Examination Score Written _____ Practical _____ Other (Describe) _____ _____ 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)

Date of Examination \_\_\_\_\_

Scaled Score	_____	Raw Score	_____
Standard Deviation	_____	Corrected Score	_____
National Mean	_____	Percent Score	_____

A 2.

SUBJECT	DATE	SCORE	SUBJECT	DATE	SCORE

B. State Constructed Examination

SUBJECT	DATE	SCORE	SUBJECT	DATE	SCORE

**PART IV - FORMAL ACTIONS**

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

**PART V - 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.

<b>SEAL</b>	_____	_____
	Print Name	Signature
	_____	_____
	Title	Date
	_____	_____
_____	Area Code (     )	
Agency/Board Street Address	Telephone Number	
_____	_____	
City, State, ZIP Code		

**ATTENTION APPLICANT--RETURN EXAM CT TO:**

**Continental Testing Services, Inc.  
P.O. Box 100  
LaGrange, Illinois 60525-0100**

**NAME (Last, First, MI):**

**SS#:**

**Profession:**





**IMPORTANT NOTICE:** Completion of this form is necessary for consideration for licensure under 225 ILCS 410 et. seq. (Illinois Compiled Statutes). Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

## VERIFICATION OF EMPLOYMENT/EXPERIENCE

SUPPORTING DOCUMENT

# VE-COB

**APPLICANT:** *Complete the applicant section of this form. Forward the form to an employer, or client who has personal knowledge of your practice.*

1. NAME LAST FIRST MIDDLE	2. DATE OF BIRTH ____ / ____ / ____ Month Day Year	3. SOCIAL SECURITY NUMBER ____ - ____ - ____
4. ADDRESS STREET, CITY, STATE, ZIP CODE (P.O. Box alone is not acceptable)	5. PROFESSION NAME, PROFESSION CODE.  _____ Profession Name Profession Code	
6. MAIDEN OR GIVEN SURNAME	7. ILLINOIS LICENSE NUMBER (Restoration applicants only)	

**DECLARANT:** *Complete the remainder of this form.*

**PART I**

A. NAME OF DECLARANT	B. RELATIONSHIP TO APPLICANT <input type="checkbox"/> Employer <input type="checkbox"/> Client
----------------------	---

**PART II**

A. PRACTICE PERFORMED BY APPLICANT <input type="checkbox"/> Cosmetology <input type="checkbox"/> Esthetics <input type="checkbox"/> Barbering <input type="checkbox"/> Nail Technology	B. DATES OF APPLICANT'S PRACTICE From ____ / ____ / ____ To ____ / ____ / ____ Month Day Year Month Day Year
--	--

C. LOCATION OF APPLICANT'S PRACTICE (salon name, street address, city, state, zip code)

  
  
  
  
  
  
  
  
  
  

D. PROFESSIONAL SERVICES PERFORMED BY APPLICANT

  
  
  
  
  
  
  
  
  
  

I do hereby declare that the information I have recorded hereon is true and correct.

\_\_\_\_\_  
Signature of Declarant

\_\_\_\_\_  
Street Address of Declarant

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
City, State, Zip Code of Declarant