INSTRUCTION SHEET

Cosmetology Teacher

EXAMINATION
ENDORSEMENT OF LICENSURE
ACCEPTANCE OF EXAMINATION
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 cosmetology teacher under the provisions of the Illinois Barber, Cosmetology, Esthetics and Nail Technology Act of 1985, select the method of application for which you qualify and follow each of the steps below in the order they are listed. This will aid you in accurately completing your application and thus, eliminate any delay in processing. THE APPLICATION WHICH YOU SUBMIT IS VALID FOR THREE YEARS FROM DATE OF RECEIPT. If you are issued an Illinois cosmetology teacher license, please be advised your license will expire on September 30 of every even-numbered year.

The methods of application and pages on which those instructions are located are listed as follows:

EXAMINATION................................................................. 1
ENDORSEMENT OF LICENSURE........................................... 3
ACCEPTANCE OF EXAMINATION.......................................... 4
RESTORATION OF LICENSE ............................................... 5

Application for examination as an Illinois Cosmetology Teacher 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:

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology Teacher</td>
<td>012</td>
<td>Examination</td>
<td></td>
</tr>
</tbody>
</table>

* See attached Reference Sheet for fee amount.

2. Indicate your teaching training from a licensed cosmetology school in Part III, No. 7, on the Application for Licensure and/or Examination.

3. Indicate your Illinois cosmetologist license number in Part IV on the Application for Licensure and/or Examination. YOU MUST HOLD A CURRENT COSMETOLOGIST LICENSE IN ILLINOIS BEFORE CONSIDERATION WILL BE GIVEN TO YOUR COSMETOLOGY TEACHER EXAMINATION APPLICATION.

Additional application forms can be downloaded from the IDFPR Web site at www.idfpr.com.
EXAMINATION (cont'd)

Step II - Supporting Documents

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

1. Submit a copy of your current Illinois cosmetologist license.

2. If applying on the basis of 1,000 hours of teacher training, submit official transcripts issued by a licensed Illinois cosmetology school, with school seal affixed.

3. If applying on the basis of 500 hours of teacher training, submit official transcripts issued by the licensed Illinois cosmetology school, with school seal affixed AND two Supporting Documents VE-COB (Verification of Employment/Experience), each completed by an employer, co-worker, or client who can verify two years of your lawful practice as a cosmetologist. Direct the referent(s) to return form to you in a sealed envelope.

   NOTE: If self-employed, you may complete 1 (one) Supporting Document VE-COB on your own behalf. (Lawful practice is defined as practice after your cosmetologist license was issued and while it was active.) The total time of lawful practice, which must be verified, is 2 or more years within 5 years preceding the examination for which application is being made.

4. If you have ever held a license as a cosmetology teacher or related license in another state, Supporting Document CT (Certification of Licensure) 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.
PO 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) 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.*

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

**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:

<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology Teacher</td>
<td>012</td>
<td>Endorsement</td>
<td>*</td>
</tr>
</tbody>
</table>

* See attached Reference Sheet for fee amount.

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

**Step II - Supporting Documents**

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

1. Submit a copy of your current cosmetology license, or verification from the licensing authority that you have the ability to practice cosmetology with a cosmetology teacher license.

   Note: The Department may request that you submit a copy of the licensing act and rules from the jurisdiction of original licensure that were in effect on the date your original cosmetology teacher license was issued.

2. Submit official transcripts of teacher training from the cosmetology school you attended, with school seal affixed. If the school cannot provide the transcript, the state board may verify the number of training hours required for licensure at the time your original teacher license was issued.

3. **CT (Certification of Licensure)**--Supporting Document CT must be completed by the jurisdiction of original licensure stating a brief description of any licensure examination taken and the grades received. It must also state whether your file contains any record of disciplinary actions taken or pending. You are authorized to photocopy the form if necessary.

4. **CT (Certification of Licensure)**--Supporting Document CT must be completed by the jurisdiction of current licensure.

5. If you completed less than 1,000 hours but at least 500 hours of teacher training, you must verify at least two (2) years of lawful practice in another jurisdiction. You must submit two Supporting Documents VE-COB (Verification of Employment/Experience). Each must be completed by an employer, co-worker or client who can verify two years of lawful practice as a COSMETOLOGIST. Direct the referent(s) to return form to you in a sealed envelope. (Lawful practice is defined as practice after your cosmetologist license was issued and while it was active in that particular jurisdiction). It is recommended that you document all lawful practice. If self-employed, you may complete a supporting document on your own behalf.
ENDORSEMENT OF LICENSURE
(cont'd)

6. You may base your application on three (3) years of lawful cosmetology teaching experience. To verify experience, you must submit three Supporting Documents VE-COB. Each must be completed by a client or employer who can verify three years of lawful practice as a cosmetology teacher. You must also submit Supporting Document CT from the jurisdiction where the lawful practice occurred.

STEP III - Fee

See the attached Reference Sheet for the fee amount. 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
PO Box 7007
Springfield, IL 62791

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.

ACCEPTANCE OF EXAMINATION

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

The Acceptance of Examination licensure method applies to esthetics teachers and nail technology teachers licensed in Illinois who are applying for a cosmetology teacher license. A licensed esthetics teacher or nail technology teacher can receive a license as a cosmetology teacher without further examination.

Step I - Application

Complete all applicable information requested on the four-page Application.

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology Teacher</td>
<td>012</td>
<td>Acceptance of Examination</td>
<td>*</td>
</tr>
</tbody>
</table>

* See attached Reference Sheet for fee amount.

2. Indicate all cosmetology, esthetics, and/or nail technology education in Part III, No. 7, on the Application for Licensure and/or Examination.
ACCEPTANCE OF EXAMINATION
(cont'd)

Step II - Supporting Documents

The following documentation must be submitted with the Application for Licensure and/or Examination:

1. Submit a copy of your current esthetics teacher license or current nail technology teacher license.

2. Submit a copy of your esthetician license or nail technician license.

3. Submit proof of one (1) of the following:
   (a) two years experience as an esthetician or nail technician; or
   (b) official transcript verifying completion of 500 hours of post-graduate training in the basic cosmetology curriculum. Presentation of material must include the concepts intended to be taught and skills to be acquired during the various phases of basic education.

Step III - Fee

See the attached Reference Sheet for the fee amount. 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
PO Box 7007
Springfield, IL 62791

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.

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.

There are two ways to qualify for the restoration of your license. If you have been lawfully practicing as a cosmetology teacher 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 24 hours of continuing education.

If you have not been practicing in another jurisdiction, you must either complete a 250-hour cosmetology teacher refresher course or retake and pass the cosmetology teacher licensure examination. Those completing the refresher course or examination do not need the additional 24 hours of continuing education.
RESTORATION (cont'd)

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:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology Teacher</td>
<td>012</td>
<td>Restoration</td>
<td></td>
</tr>
</tbody>
</table>

* See attached Reference Sheet for fee amount.

Step II - Supporting Documents

~IMPORTANT NOTICE~

These Restoration Instructions apply only to those cosmetology teachers 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.

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 applicable).

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.

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.

C. Verification of 24 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. Please note that a licensee who is at least 62 years of age or has been licensed as a cosmetologist, cosmetology teacher or cosmetology clinic teacher for at least 25 years is exempt from the continuing education requirement.

If your application is based upon completion of a 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 cosmetology school verifying successful completion of a 250-hour cosmetology teacher refresher course. Refresher course must be completed within two years before or two years after submission of this 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.
**RESTORATION (cont'd)**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step III - Fee</strong></td>
<td>The fee for restoration is noted on supporting document <strong>RS (Restoration)</strong>. Fee payment must be in the form of a check or money order made payable to the Department of Financial and Professional Regulation.</td>
</tr>
</tbody>
</table>
| **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  
PO Box 7007  
Springfield, IL 62791 |
| **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.

<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>
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>Cosmetology Teacher</td>
<td>012</td>
<td>Examination</td>
<td>$156.00</td>
</tr>
<tr>
<td>Cosmetology Teacher</td>
<td>012</td>
<td>Endorsement of License</td>
<td>$45.00</td>
</tr>
<tr>
<td>Cosmetology Teacher</td>
<td>012</td>
<td>Acceptance of Examination</td>
<td>$30.00</td>
</tr>
<tr>
<td>Cosmetology Teacher</td>
<td>012</td>
<td>Restoration</td>
<td>See Supporting Document RS</td>
</tr>
</tbody>
</table>

CHART II - EXAMINATION

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 IDFPR 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:

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

Please allow 6 weeks from mailing your application before making an inquiry concerning its status.

CHART IV - COSMETOLOGY 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 “C” and then click on “Cosmetologist”.
Step 4. Click on “Resources and Publications”.
Step 5. Click on “Active Cosmetology 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
# Application Checklist for Cosmetology Teacher

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

### Required Documents

- Application Fee
- Official transcripts with seal affixed
- **CT Form** *(original and current state) if applicable*
- **VE-COB** Forms
  - Copy of current Illinois cosmetologist license
  - Proof of Name Change (if applicable)
- **RS Form** *(restoration method only)*
  - Refresher Course *(restoration method only) if applicable*
  - Certificates of CE Attendance *(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

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 1001/065 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. Check the box indicating the appropriate information regarding your application. ☐ Military ☐ Military Spouse ☐ Not Military ☐ Decline to Answer

Military service member is defined as, “Service member means any person who, at the time of application under this Section, is an active duty member of the United States Armed Forces or any reserve component of the United States Armed Forces, the Coast Guard, or the National Guard of any state, commonwealth, or territory of the United States or the District of Columbia or whose active duty service concluded within the preceding 2 years before application.” The following will be considered proof of you or your spouse’s active military status: DD214, Letter of Service signed by Unit Commanding Officer; or Proof of Service document from the Servicemember’s electronic personnel portal. Proof for Spouses: Military Permanent Change of Station Orders with the spouse identified by name; Official Notification of Change of Assignment with your marriage license, a certified DD172 verifying marital status, or a letter signed by the commanding officer verifying change of assignment and the name of the military spouse.

B. 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 $

C. 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 Conditional 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 ________ / ________ / ________ ________ 10. AGE ________ ☐ Female ☐ Male
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)
   
   1 2 3 4 5 6 7 8 9 10 11 12
   
   Graduated High School? □ Yes □ No
   
   Received OR G.E.D.? □ Yes □ No

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

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

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

5. **COLLEGE OR UNIVERSITY** (Circle number of years completed)
   
   1 2 3 4 5 6 7 8
   
   Graduated? □ Yes □ No

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

<table>
<thead>
<tr>
<th>LOCATION (City and State or Country)</th>
<th>DATES OF ATTENDANCE FROM</th>
<th>TO</th>
<th>TYPE OF DEGREE EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Month/Year</td>
<td>Month/Year</td>
<td></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 FROM</th>
<th>TO</th>
<th>Did You Complete Training?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Month/Year</td>
<td>Month/Year</td>
<td>□ Yes □ No</td>
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<td>□ Yes □ No</td>
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</tbody>
</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>
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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>
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</table>

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

## PART V: Record of Examination

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

<table>
<thead>
<tr>
<th>NAME OF EXAMINATION</th>
<th>STATE</th>
<th>MONTH/YEAR</th>
<th>EXAM RESULTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(Passed, Failed, Absent)</td>
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</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 pleaded 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.  

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?  

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?  

6. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position?  

PART VII: Examination Coding Information (This part is for examination applicants only)  

Refer to the REFERENCE SHEET enclosed with this application package and complete the following:  

a) CHART II - Select examination(s) you desire and enter Test Codes  

b) CHART III - Select the examination site you desire and enter Test Center Code:  

c) CHART IV - Find your School of Graduation and enter school code:  

d) Record the number of times you have taken this exam in Illinois or any other state:

PART VIII: 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 100/1-0-65(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 IX: 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.

APPLICATION FOR LICENSURE AND/OR EXAMINATION - Page 4 of 4
**IMPORTANT NOTICE:** Completion of this form is necessary for consideration for licensure under 225 of the Illinois Compiled Statutes. Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

**CERTIFICATION BY LICENSING AGENCY / BOARD**

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

1. **NAME**  
   LAST  
   FIRST  
   MIDDLE

2. **DATE OF BIRTH**  
   ___ / ___ / ______
   Month  Day  Year

3. **SOCIAL SECURITY NUMBER**  
   __________________________

4. **ADDRESS**  
   STREET, CITY, STATE, ZIP CODE

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

<table>
<thead>
<tr>
<th>Profession Name</th>
<th>Profession Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 FORWARD. (If applicable)**

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

8c. **ISSUANCE DATE OF LICENSE** (If applicable)

I hereby authorize ______________________________ to furnish to the Illinois Department of Financial and Professional Regulation or its designated testing service, the information requested below.

Signature __________________________________  Date __________________________

**RETURN COMPLETED FORM TO APPLICANT**

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

**PART I - CERTIFICATION OF EXAMINATION STATUS**

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

   ______________________________  Date of Examination

   Name 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) ________________________  [ ] Reciprocity with (State) ________

   [ ] State Constructed ________________________  [ ] Waiver/Grandfather

   [ ] Other (Name) ____________________________  [ ] Credentials

   [ ] Endorsement of License (State) ______________  [ ] Other (Describe) ________________

   Acceptance of Examination Results (Administered in Another State) ______________

F. **CURRENT LICENSURE STATUS**
   [ ] Active  
   [ ] Inactive  
   [ ] Lapsed  
   [ ] Other (Explain) ______________________________

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

   Type of Examination  
   Written __________________

   Practical __________________

   Other (Describe) __________________

   Received no Grade Below __________________

   Examination Period ______ days ______ hours

---

IL486-0850 04/06 (LT)  
CT - Certification by Licensing Agency/Board - Page 1 of 2
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>
</tr>
</thead>
</table>

A2

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

B. State Constructed Examination

<table>
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<tr>
<th>SUBJECT</th>
<th>DATE</th>
<th>SCORE</th>
<th>SUBJECT</th>
<th>DATE</th>
<th>SCORE</th>
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<tbody>
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</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.
**APPLICANT:** Complete the applicant section of this form. Forward the form to an employer, or client who has personal knowledge of your practice.

<table>
<thead>
<tr>
<th>1. NAME</th>
<th>LAST</th>
<th>FIRST</th>
<th>MIDDLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. DATE OF BIRTH</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>3. SOCIAL SECURITY NUMBER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. ADDRESS</td>
<td>STREET, CITY, STATE, ZIP CODE</td>
<td>(P.O. Box alone is not acceptable)</td>
<td></td>
</tr>
<tr>
<td>5. PROFESSION NAME, PROFESSION CODE</td>
<td></td>
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<tr>
<td>6. MAIDEN OR GIVEN SURNAME</td>
<td></td>
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<tr>
<td>7. ILLINOIS LICENSE NUMBER (Restoration applicants only)</td>
<td></td>
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</tbody>
</table>

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

**PART I**

A. NAME OF DECLARANT

B. RELATIONSHIP TO APPLICANT

- Employer
- Client

**PART II**

A. PRACTICE PERFORMED BY APPLICANT

- Cosmetology
- Esthetics
- Barbering
- Nail Technology

B. DATES OF APPLICANT’S PRACTICE

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

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

Date Signed

Street Address of Declarant

City, State, Zip Code of Declarant
**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**  
   
3. **SOCIAL SECURITY NUMBER**

4. **ADDRESS**  STREET, CITY, STATE, ZIP CODE
   (P.O. Box alone is not acceptable)
5. **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**
   
   □ Employer  □ Client

**PART II**

A. **PRACTICE PERFORMED BY APPLICANT**
   
   □ Cosmetology  □ Esthetics
   □ Barbering  □ Nail Technology

B. **DATES OF APPLICANT’S PRACTICE**
   
   From  ____ / ____ / ________  To  ____ / ____ / ________
   
   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