IDFPR

Illinois Department of Financial and Professional Regulation

idfpr.illinois.gov

JB PRITZKER
Governor

MARIO TRETO, JR.
Secretary

CORE Overview

CORE PORTAL - Welcome to the CORE portal, your central hub for all licensing needs. Use this portal to:

- Submit applications
- Track your application progress
- Print your license
- Update personal information (e.g., email)
- Address and correct application deficiencies for faster processing

Follow the instructions below to get started:

Sign In – Begin by clicking the "Sign In" button at the top right corner. (For additional help, refer to our "CORE Sign Up" guide.)

Sign

Main Menu

- Click the three bars in the top left corner to open the menu. You can view your transactions, apply for a license, and access your entities and credentials.
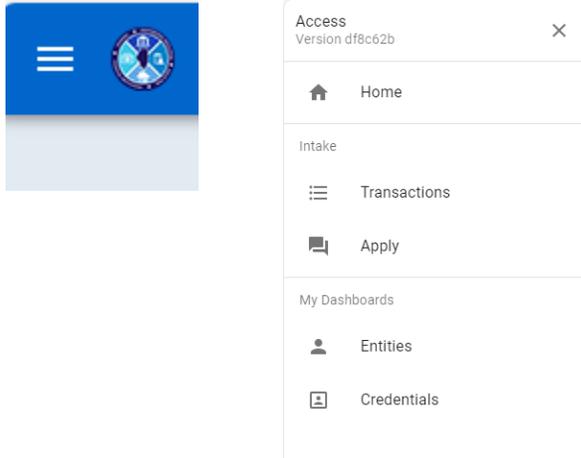
Transactions
- This section shows all your applications and their current status.

  o **DRAFT** – Applications you've started but haven't completed. Click the arrow icon to resume or click to the trash can icon to delete.

o **IN CART** – Completed applications marked as "Pay Later" are added to your shopping cart, allowing you to pay for multiple applications at once. Click the shopping cart icon to proceed with payment or the trash can to remove an application from the cart.

o **SUBMITTED** – These are applications you've submitted to IDFPR. The status will show whether the review is pending or complete. If the review is complete, your credential number will appear under "Credential – Applicant Name."

- Click the arrow icon for more detailed information on your application's status.

- **REVIEW STATUS –** Shows each step of the application and its progress in the approval process.

- **SUMMARY** – Displays an overview of your submitted application and data.

- **FEES** – Lists all paid and outstanding fees.

- **DOCUMENTS** – Displays all documents submitted with your application.

Apply

- Start your application by typing a few letters of your profession's name. You can also press the "%" key on your keyboard to view all professions.
- Click the "Apply" button to begin. If you've already started an application for this profession, select "Resume" to continue.
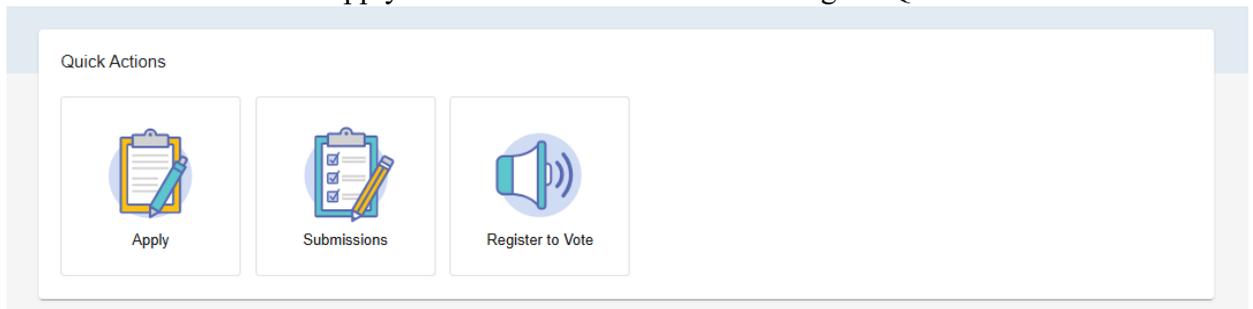

Quick Actions

- You can also access the "Apply" and "Submissions" screens using the Quick Actions icons.

Completing an Application

- Once you start an application, the CORE system will guide you through the process. Make sure to read all instructions carefully and provide accurate information for faster approval.
- Each application begins with an acknowledgment of the Board requirements. After reviewing, click "Next" to proceed through the application steps.

- **Steps** – You can navigate through the application step-by-step or use the menu on the right side to jump to different sections.
  - A checkmark indicates that a section has been completed properly.
  - Incomplete sections will be highlighted in red.

- **Document Uploads** – If documents are required, there will be an option to upload your documentation.
- **Links** – Convenient links are provided throughout the application for easy access to necessary forms.

- **Transaction Number** – Each application is assigned a unique transaction number, which IDFPR staff will use for any communication regarding your application processing.

- **Email Address** – This will be the primary means of communication. Make sure to provide an active email address and monitor it regularly. If your email changes, you can update it through your portal account.

Email Address
Next: Record of Licensure
Hide Steps >

A minimum of one email address (This will be the default means of communication) is required with this application.

Email Address

Add

Back   Next

- **Application Steps –** Complete all steps as you navigate through the application process.

Personal History Information
Next: Child Support, Tax, and Work Comp
Hide Steps >

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 Under The Influence (DUI) charges. *

○ Yes
● No

If yes, attach a personal statement describing the circumstances of the conviction.

Drop files to attach or   Browse

If yes, attach 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.

Drop files to attach or   Browse

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

○ Yes
● No

If yes, have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board?

○ Yes
● No

- **Back Button** – Use this button to return to the previous screen.

- **Attestation Screen** – Once all steps are complete you will type your name to verify all information is true and correct and hit finish.

- **Review Screen** – A screen displaying your entire application will appear for review. You can click the pencil icon in the top right corner of each section to make edits.

- **Payment** – At the bottom of the review screen, you can choose "Pay later" or "Pay now." Selecting "Pay later" will move the transaction to your shopping cart, allowing you to submit additional applications and pay for them all at once. Your application will not be submitted until payment is completed. When you're ready, click "Pay now."

  o A list of items in your cart will be displayed. Click "Proceed to Payment" to continue.

where you will enter all payment information.

- **Payment Successful** – the screen below will appear when your payment is Successful. Your receipt will be emailed to you.

Payment Successful

This payment is for the following Transaction(s):

TRAN-00386

Your receipt number is REFERENCE-2024-00072.

Home

Your application has been submitted successfully! Click the Home button to return to the main portal screen. Then, click on **Submissions** and **Submitted** to view your application that are pending.

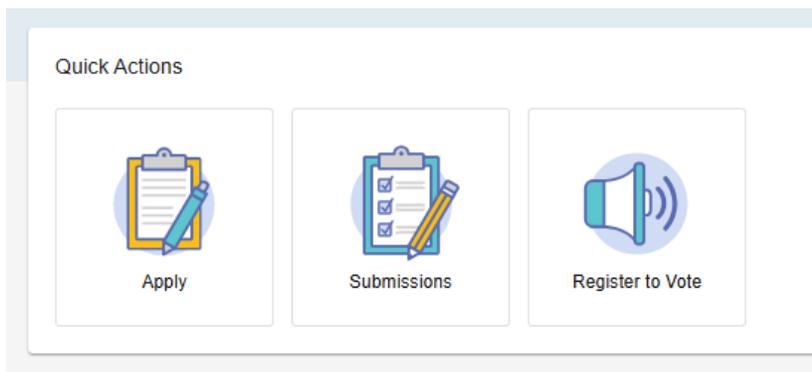| DRAFT	IN CART	SUBMITTED				

Record Search   [Search]

Submitted Transaction

Transaction No.	Credential Type - Transaction	Credential - Applicant Name	Transaction Status	Updated	Actions
TRAN-00386	Licensed Nail Technician - Nail Technician Application	Smith, John	Pending	10/25/2024	→

Communication After Submission

- While your application is being processed, you will receive an email from IDFPR if a deficiency is found or if more information is needed.
- You will also see a notification in your portal for any items that require your attention.
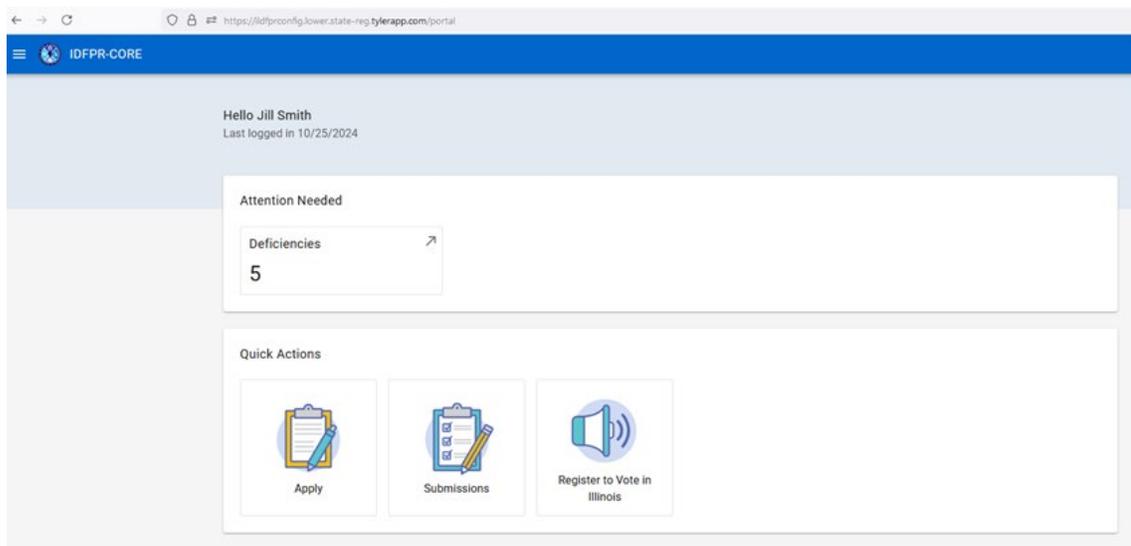
- Please address all deficiencies promptly so the IDFPR licensing team can review as soon as possible.
- When responding to deficiencies, utilize the portal to review the details of what was previously submitted (including information needed for each step) for clarification and documentation.