



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

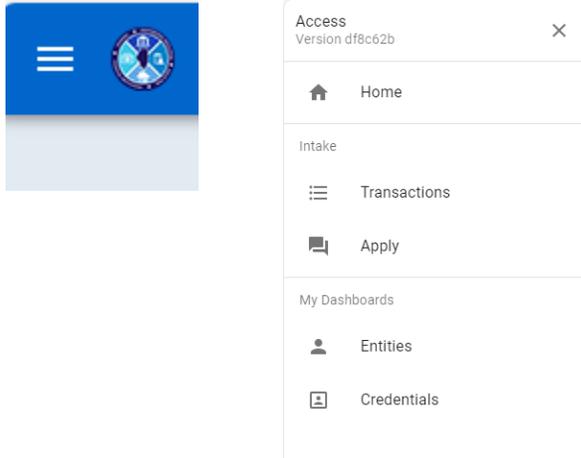
Follow the instructions below to get started:

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



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

Transaction No.	Credential Type - Transaction	Credential - Applicant Name	Transaction Status	Updated	Actions
TRAN-00383	Licensed Nail Technician - Nail Technician Application		Draft	10/24/2024	 

- **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.

Transaction No.	Credential Type - Transaction	Credential - Applicant Name	Transaction Status	Updated	Actions
TRAN-00383	Licensed Nail Technician - Nail Technician Application	[REDACTED]	In Shopping Cart	10/25/2024	[Shopping Cart Icon]

- **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.

Transaction No.	Credential Type - Transaction	Credential - Applicant Name	Transaction Status	Updated	Actions
TRAN-00385	Licensed Nail Technician - Nail Technician Application	[REDACTED]	Pending	10/25/2024	[Arrow Icon]
TRAN-00374	Licensed Nail Technician - Nail Technician Application	[REDACTED]	Pending	10/24/2024	[Arrow Icon]
TRAN-00368	Clinical Psychologist - Clinical Psychologist Application	[REDACTED]	Pending	10/22/2024	[Arrow Icon]
TRAN-00255	Licensed Nail Technician - Nail Technician Application	169,100017- [REDACTED]	Completed	10/17/2024	[Arrow Icon]

- **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.

<u>REVIEW STATUS</u>	SUMMARY	FEEs	DOCUMENTS
Applicant meets requirements to take exam - Eligible for Exam			
Status: Pending Review			
Review Initial Application - Method of Licensure Validation			
Status: Pending Review			

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.

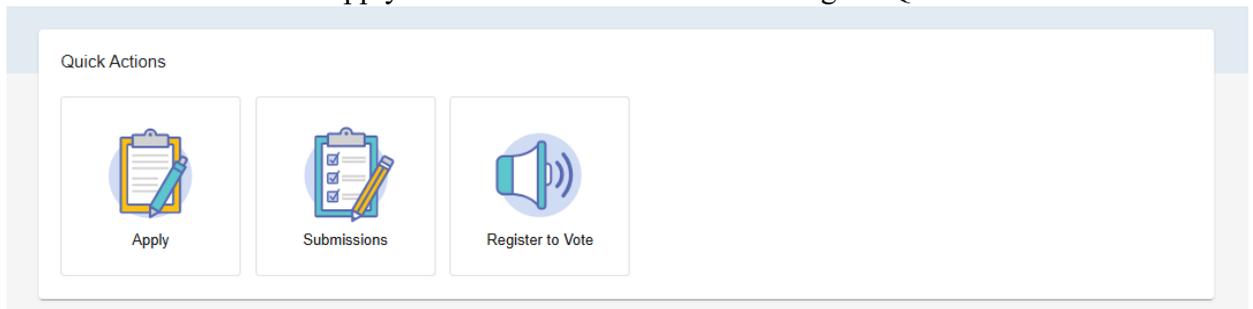
As you enter text in the field below, options will appear. Begin typing "Nail," "Clinical," or "Music" to view the available options. If you cannot find your profession, please view our Profession List at this link: [Professions List](#)

What would you like to apply for?

Professional Music Therapist Application
Music Therapy Advisory Board - Licensed Professional Music Therapist

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.

The screenshot shows a web application interface. On the left, there is a main content area titled "Licensed Nail Technician Instructions" with a "Next: Military Service Qualifications" link and a "Hide Steps" button. Below this, there is a paragraph of instructions and a numbered list of 9 steps. At the bottom of the main area, there is a checkbox for acknowledging the Board requirements and a "Next" button. On the right, there is a sidebar menu titled "Steps" with a close button (X). The sidebar menu lists the following steps: Licensed Nail Technician Instructions, Military Service Qualifications, Licensure Method, Information for Individual, Missing SSN/ITIN Affidavit, Telephone Number(s), Entity Address, Email Address, Personal History Information, Child Support, Tax, and Work Comp, and Attestation.

- **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.

This screenshot shows a close-up of the sidebar menu. The "Steps" menu is open, showing a list of application steps. The first step, "Licensed Nail Technician Instructions", has a checkmark icon next to it, indicating it is completed. The second step, "Military Service Qualifications", has a red warning icon next to it, indicating it is incomplete. The other steps listed are "Military Service", "Licensure Method", "Information for Individual", "Missing SSN/ITIN Affidavit", and "Telephone Number(s)".

- **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.

Missing SSN/ITIN Affidavit
Next: Other Name(s)
[Hide Steps >](#)

Due to a missing SSN or ITIN from the previous section, you are required to upload an Affidavit related to your missing SSN or ITIN. The required ITIN/SSN Affirmation form can be obtained here. <https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/renewals/ssn-affi.pdf>

Disclosure of your U.S. Social Security number, if you have one, is mandatory, in accordance with 5 ILCS 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, make payment on 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. Please be advised your professional licensure act may also require disclosure of your Social Security number.

I hereby certify that I do not have a social security number because:

I understand that if I obtain a Social Security number, I am obliged to provide the Division of Professional Regulation, in writing, with my SSN within 10 days. Failure to do so may result in disciplinary action against my license. *

Yes

No

Please upload the missing ITIN/SSN Affidavit. *

Drop files to attach or [Browse](#)

[Back](#) [Next](#)

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

Nail Technician Application - TRAN-00386

- **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.

The screenshot shows a web form titled "Email Address". At the top, it says "Next: Record of Licensure" and has a "Hide Steps >" link. Below this, a message states: "A minimum of one email address (This will be the default means of communication) is required with this application." There is a large text input field labeled "Email Address". Inside the field, there is a placeholder icon of a document with a pencil and a blue "Add" button. At the bottom right of the form, there are "Back" and "Next" buttons.

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

The screenshot shows a web form titled "Personal History Information". At the top, it says "Next: Child Support, Tax, and Work Comp" and has a "Hide Steps >" link. The main question is: "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. *". There are two radio button options: "Yes" and "No", with "No" selected. Below this, there are two sections for file uploads. The first section says: "If yes, attach a personal statement describing the circumstances of the conviction." and has a dashed box with "Drop files to attach or" and a "Browse" button. The second section says: "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." and also has a dashed box with "Drop files to attach or" and a "Browse" button. At the bottom, there is another question: "Have you been convicted of a felony? In general, a felony conviction by itself does not usually result in denial of licensure. *". There are two radio button options: "Yes" and "No", with "No" selected. Below this, there is a final question: "If yes, have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board?". There are two radio button options: "Yes" and "No", with "No" selected.

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

If yes, attach a detailed explanation

Drop files to attach or

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

By entering my name in the below field, under penalty of perjury, I verify that all the attestations and information I have provided herein are true and correct.

Attesting Persons Name *

Attestation Date *

10/25/2024

- **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.

• Before proceeding with submission or payment, please review the following information for accuracy. Options are available at the bottom of this page.

Licensed Nail Technician Instructions

Instructions for Submitting a License Application
Thank you for your interest in obtaining a Nail Technician License from the Illinois Department of Financial and Professional Regulation. To ensure a smooth application process, please follow these steps:

1. **Eligibility Check:** Before starting your application, make sure you meet all the eligibility criteria outlined at our website <https://idfpr.illinois.gov/profs/nailtech.html>. Please ensure you have reviewed and obtained all necessary information prior to completing and submitting your application. Specific steps and forms may be found here <https://idfpr.illinois.gov/profs/nailtech.html>*
2. **Complete Application Form:** Fill out the electronic application form accurately and completely. Double-check all information to avoid errors or omissions.

- **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.”



- A list of items in your cart will be displayed. Click “Proceed to Payment” to continue.

Here is a list of the items in your cart.

Name	Transaction Number	Applicant	Credential Number	Total Fee	Actions
Nail Technician Application	TRAN-00386	Smith, John		\$45.00	

Total: \$ 45.00

[Proceed to Payment](#)

where you will enter all payment information.

Make A Payment - Payment Information - Illinois: Illinois Department of Financial & Professional Regulation (IDFPR)

Billing Contact Information

Name:

Address:

Street Address Continued:

City:

Country:

State:

Shopping Cart

Licensing New Applications (CORE) \$45.00

Subtotal \$45.00

Projected Card Fee \$1.01

Projected eCheck Fee \$0.85

[Cancel Transaction](#)

Payment Information

Amount Due \$ 45.00

Payment \$ 45 . 00

Please select your Payment Method

Credit Card

Name on Card:

Card Number:

Expiration Month:

Expiration Year:

Security Code:

Card Zip Code:

eCheck

Shopping Cart

Licensing New Applications (CORE) \$45.00

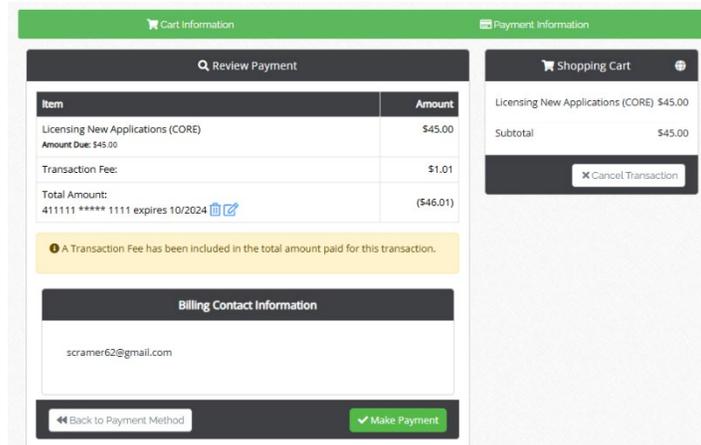
Subtotal \$45.00

Projected Card Fee \$1.01

Projected eCheck Fee \$0.85

[Cancel Transaction](#)

[Back to Payment Information](#)
[Next Step: Review Payment](#)



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



Payment Successful

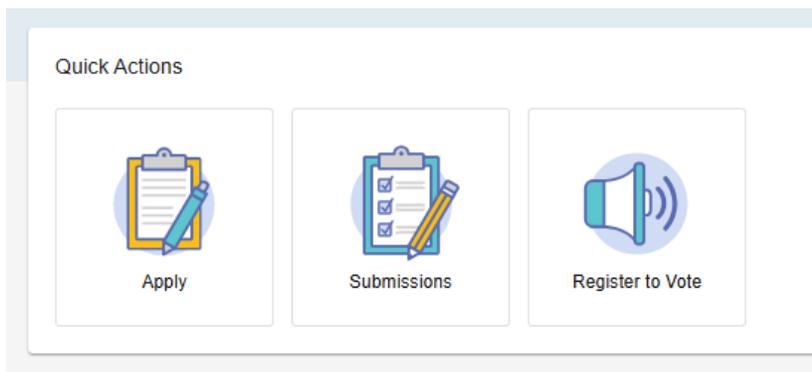
This payment is for the following Transaction(s):

TRAN-00386

Your receipt number is REFERENCE-2024-00072.

[Home](#)

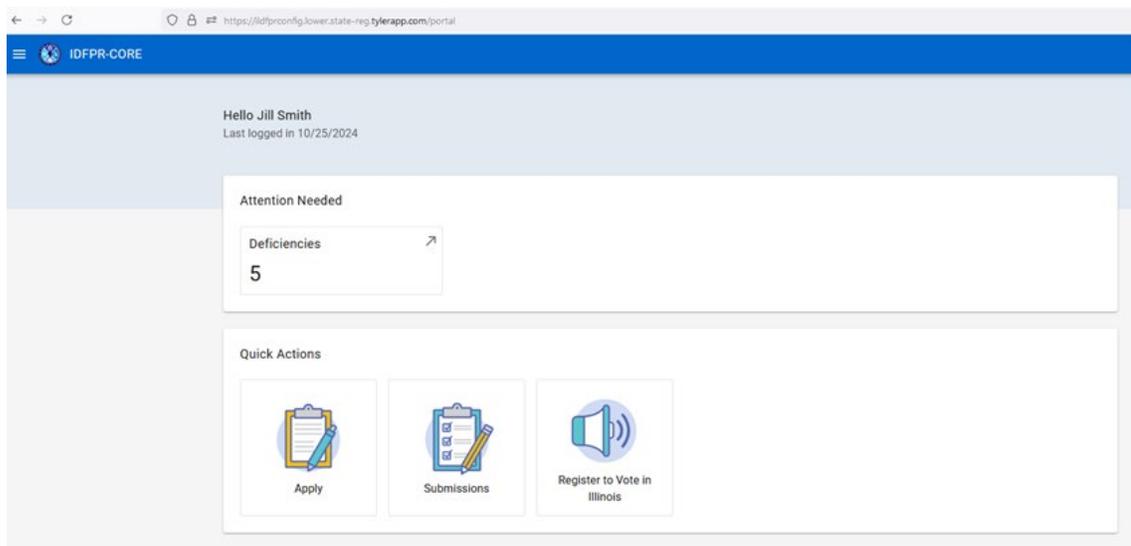
Your application has been submitted successfully! Click the Home button to return to the main portal screen. Then, click on **Submissions** and **Submitted** to view your application that are pending.



DRAFT IN CART <u>SUBMITTED</u>					
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.