



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Professional Regulation

Qualifications for Licensure:

Manager

(002)

Effective 01/2026

Revised 01/2026

READ ME FIRST

The Division of Professional Regulation hopes that you will find the below useful in successfully applying for a license in the State of Illinois. Carefully review this information as it will assist you in applying for your license and eliminate any processing delays.

Important:

- An application is active until the expiration date of Athletics' licenses (every 9/30 of the odd numbered year) from the date of receipt by the Department.
- Before contacting the Department, please review our FAQs for answers to most questions. <http://www.idfpr.illinois.gov/About/FAQ.html>
- If your question is not addressed in our FAQ's, please contact the Department at 1-800-560-6420 or at fpr.isac@illinois.gov.

LICENSE QUALIFICATIONS

Experience:

- Experience must comply with the requirements of Section 1370.420 of the Administrative Rules.

REQUIRED SUPPORTING DOCUMENTS

You must submit the following:

- 1) A copy of current government issued photo identification (e.g., driver's license, passport).
- 2) Proof of age (e.g., driver's license or copy of birth certificate).
- 3) Social Security Number or tax identification number, as appropriate.
- 6) A passport style photo.

- 7) The required fee set forth in Section 1370.30.

IMPORTANT INFORMATION ONCE LICENSED

- All Manager licenses expire on September 30th of each odd-numbered year, regardless of issuance date.
- It is your responsibility to update your contact information including email address with the Department to ensure that you receive all courtesy renewal email reminders and other notifications.