



IDFPR

**Illinois Department of
Financial and Professional Regulation**

Division of Professional Regulation

**Qualifications for
Licensure:
Restricted Shorthand Reporter
(083)**

**Effective: 12/2024
Revised: N/NNNN**

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 for three years from the date of receipt by the Department.
- Before contacting the Department, please review our [FAQs](#) for answers to most questions.
- If your question is not addressed in our [FAQ's](#), please contact the department at 1-800-560-6420.

LICENSE QUALIFICATIONS

NON-EXAMINATION - RESTRICTED SHORTHAND REPORTER CERTIFICATE

Education:

- High school graduate or its equivalent

Non-Examination:

- Must submit proof of achieving an "A" proficiency rating from the examination issued under the Court Reporters Act.

REQUIRED SUPPORTING DOCUMENTS

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.

- Submit certification of graduation from high school or its equivalent
- Must submit proof of achieving an "A" proficiency rating from the examination issued under the Court Reporters Act.
- Submit payment of \$35.
- The Chief Circuit Judge must submit a written request for a restricted certificate to the Court Reporting Services, 325 West Adams Street, Room 140, Springfield, IL 62704.
- The documents will be forwarded to the Illinois Department of Financial and Professional Regulation upon verification of qualifications by Court Reporting Services.

IMPORTANT INFORMATION ONCE LICENSED

- a) Every certificate of registration issued under the Act shall expire on May 31 of each odd numbered year. The holder of a certificate of registration may renew such certificate during the month preceding the expiration date thereof by paying the required fee.
- b) It is the responsibility of each registrant to notify the Division of any change of address. Failure to receive a renewal form from the Division shall not constitute an excuse for failure to pay the renewal fee.

(Source: Amended at 38 Ill. Reg. 19662, effective October 10, 2014)