



Qualifications for Licensure:

Restricted Shorthand Reporter (083)

Effective: 12/2024
Revised: N/NNN

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. <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.

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

Section 1200.35 Renewals

- 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)