



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Professional Regulation

Qualifications for Licensure:

Certified Shorthand Reporter (084)

Effective: 12/2024
Revised: 01/30/2026

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 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.
- "The Practice of Shorthand Reporting" means reporting using any system of manual or mechanical shorthand writing. Examinations or licensure based on voice writing, including but not limited to steno-masks, closed microphones or similar equipment, or audio or video recording, will not be accepted.

Note: All documents in a foreign language that are required to be submitted with an application or for other purpose in connection with licensure must be accompanied by an original, notarized translation that has been performed by a person, other than the applicant, who is fluent in both English and the language of the document(s). The translator shall certify to the above requirements as well as to the accuracy of the translation.

Note: You **MUST** apply for licensure within one year of notification of passing the examination. If application is not made within one year, the examination grade will be voided and a new examination application, fee and successful completion of the examination will be required.

LICENSE QUALIFICATIONS

Education:

- High School graduate or its equivalent
- ED-SHR signed by an official of a shorthand reporter school, if applicable.
- An applicant must submit an official copy of a Registered Merit Reporter or a Registered Professional Reporter certificate by examination issued by the National Shorthand Reporters Association. The Division, upon recommendation of the Board, has determined that the examinations given by the National Shorthand Reporters Association are equivalent to the examination set forth in Section 1200.30.

Experience:

- Experience must comply with the requirements of Section 1200.20 of the Administrative Rules and submitted on the CT-SHR form.
- Supporting document CT-SHR must be completed by the jurisdiction of original and current licensure where you have most recently been practicing, if applicable.

REQUIRED SUPPORTING DOCUMENTS

Applying by Acceptance of Examination

- Certification of graduation from high school or its equivalent.
- An official copy of a Registered Merit Reporter Certificate or a Registered Professional Reporter Certificate issued by the National Court Reporter Association.

OR

Applying by Endorsement of License

- Certification of graduation from high school or its equivalent.
- Supporting Document CT-SHR must be completed by the jurisdiction of original licensure and the jurisdiction where you have most recently been practicing. You are authorized to photocopy the form, if necessary. You must direct the licensing agency/board to return completed document CT-SHR directly to you.
- Submit a copy of the licensing act and rules for registration in the state of original licensure at the time when you were licensed in that state.

IMPORTANT INFORMATION ONCE LICENSED

- All Illinois Certified Shorthand Reporter licenses expire on May 31 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.
- Upon receipt of license, the shorthand reporter shall print his or her name and license or restricted license number on each transcript reported.