



# IDFPR

Illinois Department of  
Financial and Professional Regulation

**JB PRITZKER**  
Governor

**MARIO TRETO, JR.**  
Acting Secretary

## GENERAL LICENSE INSTRUCTIONS

1. Illinois law requires you to respond to the questions listed in the online renewal regarding compliance with the continuing education requirements.
2. If you want to place your license in inactive status, please check the box indicating such during the online renewal process. Your license will be placed on "Inactive status" immediately upon processing of your request.
3. Illinois law requires you to respond to the Child Support question. Licensees required to pay child support must certify during renewal to not being more than 30 days delinquent in complying with a child support order. If you are not subject to a child support order, answer "No".
4. Make any name or address changes in the online renewal system. Name changes must be accompanied by copies of one of the following: marriage certificate, divorce decree, court order, etc.
5. You must sign the application in the space provided and indicate your Email address.

**INCOMPLETE RENEWALS:** An incomplete renewal will result in a substantial delay in renewing your license to practice. Practice after the expiration of your license shall constitute unlicensed practice which could result in civil/criminal penalties and discipline of your license.