PLEASE NOTE: The Department does not review a foreign credential evaluation report prior to application. You must apply with the Department first. If you have never been licensed in the U.S., you must apply by examination method. If you are licensed in the U.S., apply by endorsement method. Apply online at: IDFPR | Nurses under License Information > RN & LPN Applications.

REQUIREMENTS FOR AN INTERNATIONALLY EDUCATED NURSE:		
For more information go to: Rules for the Administration of The Nurse Practice Act: Section 1300.300 Application for Examination or Licensure 4) A) http://www.ilga.gov/commission/jcar/admincode/068/068013000C03000R.html		
PROOF OF PASSAGE OF THE NATIONAL LICENSING EXAMINATION:		
• NCLEX - National Council Licensure Exam The "National Council Licensure Exam" (NCLEX) state board application can be obtained by going to the IDFPR website at http://continentaltestinginc.com/ . The Illinois Department of Financial and Professional Regulation (IDFPR) Help Line: 1(800) 560-6420.		
PROOF OF EDUCATION EQUIVALENCY **CHOOSE ONE :**		
• A Credential Evaluation Service Report & Proof of passing an English Exam (pg.3) if your program was not taught in English.	• An Original TruMerit VisaScreen Certificate or JS&A Visa4Nurses Certificate	• An Original TruMerit Certificate *CGFNS is now "TruMerit"

THE CES REPORT AND THE TOEFL / IELTS APPLIES TO ALL INTERNATIONALLY EDUCATED NURSES INCLUDING U.S. CITIZENS AND VISA HOLDERS.

BECAUSE TRANSCRIPTS MAY BE HARD TO OBTAIN, WE RECOMMEND THAT YOU GET YOUR CES REPORT PRIOR TO APPLYLING FOR THE NCLEX.

CES "Credential Evaluation Service" Report		
CHOOSE A VENDOR : The report must be obtained through one of the following credentialing service vendors. When complete the Department (IDFPR) will download the CES Report from the respective vendor's website.		
TruMerit 3600 Market Street, Suite 400 Philadelphia, PA 19104-2651	Phone: 215.222.8454 Email: CGFNS Connect Web Site: https://www.trumerit.org/licensure/illinois/	**Request:** • The Professional Report *CGFNS is now "TruMerit"
Education Records Evaluation Service, Inc. 601 University Avenue, Suite 127 Sacramento, CA 95825	Phone: 916.921.0790 Fax: 916.921.0793 Email: edu@eres.com Web Site: http://www.eres.com	**Request:** • The Nursing Evaluation and Course by Course Report
Josef Silny & Associates, Inc. **International Education Consultants** 7101 SW 102 Avenue Miami, FL 33173	Phone: 305.273.1616 Fax: 305.273.1338 Email: info@jsilny.org Web Site: www.jsilny.org	**Request:** • Foreign Credential Evaluation for Boards of Nursing
The Evaluation Company 2400 Augusta Drive, Suite 451, Houston, TX 77057	Phone: 713.266.8805 Fax: 713.789.6022 Email: docs@evalcompany.com Web Site: https://evalcompany.com/	**Request** • Nursing Course Analysis
International Education Evaluations LLC (IEE) 7900 Mattews-Mint Hill Rd, Sutie 1A Charlotte, NC 28277	Phone: 704-772-0109 Website Link: https://myiee.org/university/illinois-board-of-nursing Email: The myiee.org website provides a 24/7 live-person chat feature.	**Request** • Credential Evaluation Report

THE CES REPORT IS VALID FOR THE LIFE OF THE APPLICATION FOR LICENSURE OR THREE YEARS AT THE LONGEST

All documents must be translated to English before submitting.

Please continue to next page.

Language - If the applicant's program of instruction was not taught in English:		
CHOOSE A VENDOR : Certification of passing an English Exam must be obtained through one of the following credentialing service vendors below. **Results should be sent by the vendor directly to:** IDFPR, 320 W. Washington St. 3rd FL., Springfield IL 62786 Attn: Nursing Unit An English Exam must be taken prior to taking the NCLEX Exam. All documents must be translated to English before submitting.		
Test of English as a Foreign Language (**TOEFL**)	Web Site: http://www.ets.org/toefl/	The minimum passing score: • Paper-based 560 • Computer-based 220 • Internet-based 83
The International English Language Testing System (**IELTS**) Academic Module	Web Site: http://www.ielts.org/	The minimum passing score: • 6.5 (overall score) • 7.0 (spoken band)
Occupational English Test (**OET**)	Web Site: https://oet.com/	The minimum passing score: • Reading/Writing /Listening 300 • Speaking 350
Pearson, PTE Academic (**PTE**)	Web Site: PTE Academic English test | Pearson PTE	The minimum passing score: • Overall Passing 55 min. • Reading/Writing /Listening 50 min. • Speaking 63 min.
Michigan English Test (**MET**)	Web Site: MET Details — Michigan Language Assessment	The minimum passing score: • 55 (overall score) • Speaking 55

**** The English Exam may be waived by IDFPR if your CES report indicates your nursing education program was conducted in English utilizing English Textbooks.**

Please continue to next page.

Fingerprints / Back-ground Checks

Individuals applying for licensure for professions that require fingerprints must submit to a criminal back-ground check and provide evidence of fingerprint processing from a fingerprint vendor licensed by the Department. Fingerprints must be taken within 60 days from the date that the application is submitted to the Department or the Department's testing vendor.

For more information see attached forms:

- Fingerprint Background Check Guide and IDENTITY VERIFICATION CERTIFYING STATEMENT / OOS-FP See page 4 for form: fingerprint-background-check-guide.pdf
- The list of licensed fingerprint vendors is available on the IDFPR website at: State of Illinois | Department of Financial & Professional Regulation

Social Security Number

APPLICANTS who state they cannot obtain a social security number must complete the affidavit form at the link below:

- AFFIDAVIT SOCIAL SECURITY NUMBER / request by email Reid.paxson@illinois.gov

This is not a temporary SSN card, meant to replace the SSN# nor an application to obtain one.

When applying by paper use the 999# provided to you by Continental Testing.

Once a SSN card is received you have 10 days to provide proof of to the Department. If you can not obtain a SSN card by the time your license is up for it's first renewal you can submit another SSN Affidavit with the renewal application.

Temporary License

Foreign Graduates can apply for the temporary license if they meet the following criteria…

- Must have applied for the license
- Has fingerprinted
- Foreign credential documents. NO temp is issued without it, we must verify education.
- Paid the fee (License 50 / Temporary extra 25)

Please continue to next page.

Endorsement
Endorsing an active license from another state / requirements: • Application by Endorsement : Go to IDFPR | Nurses under License Information > RN & LPN Applications Choose One: • CES Report, from one of the following: TruMerit (ask for full report), ERES, Josef Silny, The Evaluation Company, or IEE • TruMerit Certificate • TruMerit Visa Screen Certificate • JS&A Visa4Nurses Certificate An English test is not required as long as you took and passed the NCLEX Exam.

Other related information :

When applying to take the Nclex Exam use the exact same name on both CTS (Continental Testing Services) and Pearson Vue applications. Refugees can contact the Department for an affidavit if necessary to show variations on a name are one and the same person.

Use your personal email NOT your recruiter's. All communication will go through the applicant and can not go through a third party.

Acceptable ID/ Proof of name change:

- Marriage license
- Court Order
- U.S. Passport
- Real ID driver's license
- Real ID state ID card
- Divorce decree – it must include:
  - 1st page of decree
  - the page that indicates the name change
  - judges signature page

An application (by exam) is good for 3 years after which you have to restart if you have not completed the licensing process.

A Mini App or "Pass Letter" is provided by CTS not IDFPR… the 50 USD Fee can be mailed in or you can process the payment online at IDFPR | Online Payments for Paper Applications. The mini app does not need to be sent in if payment is through EPay. Retain a copy of the EPay confirmation receipt in case there is an issue.

An Athorization To Test letter (ATT) – is good for 6 months. There are no extensions past the test date. You can reschedule 24 hours **prior** with CTS if necessary.

CURRENT REVISION 04/02/2026