

INSTRUCTION SHEET

Cosmetology Teacher

**EXAMINATION
ENDORSEMENT OF LICENSURE
ACCEPTANCE OF EXAMINATION
RESTORATION**

***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.***

To apply for licensure as an Illinois cosmetology teacher under the provisions of the Illinois Barber, Cosmetology, Esthetics and Nail Technology Act of 1985, select the method of application for which you qualify and follow each of the steps below in the order they are listed. This will aid you in accurately completing your application and thus, eliminate any delay in processing. THE APPLICATION WHICH YOU SUBMIT IS VALID FOR THREE YEARS FROM DATE OF RECEIPT. If you are issued an Illinois cosmetology teacher license, please be advised your license will expire on September 30 of every even-numbered year.

The methods of application and pages on which those instructions are located are listed as follows:

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EXAMINATION

Application for examination as an Illinois Cosmetology Teacher must be made by submitting examination fee and application to the Continental Testing Services, Inc. After you have been notified that you have successfully completed the examination, you need to apply for licensure by submitting the required licensure fee and form. You **MUST** apply for licensure within one year of notification of passing the examination. If application for licensure 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.

Step I - Application

Complete all applicable information requested on the four-page **Application for Licensure and/or Examination**.

1. Complete Part I, Application Category Information as indicated below:

1. Profession Name Cosmetology Teacher	2. Profession Code 012	3. Licensure Method Examination	4. Fee *
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* See attached Reference Sheet for fee amount.

2. Indicate your teaching training from a licensed cosmetology school in Part III, No. 7, on the **Application for Licensure and/or Examination**.
3. Indicate your Illinois cosmetologist license number in Part IV on the **Application for Licensure and/or Examination**. YOU MUST HOLD A CURRENT COSMETOLOGIST LICENSE IN ILLINOIS BEFORE CONSIDERATION WILL BE GIVEN TO YOUR COSMETOLOGY TEACHER EXAMINATION APPLICATION.

Additional application forms can be downloaded from the IDFPR Web site at www.idfpr.illinois.gov

EXAMINATION (cont'd)

Step II - Supporting Documents

The following supporting documentation must be submitted with four-page **Application for Licensure and/or Examination** at time of application for examination:

1. Submit a copy of your current Illinois cosmetologist license.
2. If applying on the basis of 1,000 hours of teacher training, submit **official transcripts** issued by a licensed Illinois cosmetology school, with school seal affixed.
3. If applying on the basis of 500 hours of teacher training, submit official transcripts issued by the licensed Illinois cosmetology school, with school seal affixed AND two Supporting Documents VE-COB (Verification of Employment/Experience), each completed by an employer, co-worker, or client who can verify two years of your lawful practice as a cosmetologist. Direct the referent(s) to return form to you in a sealed envelope.

~NOTE~

All documents submitted in a foreign language must be accompanied by an original official, 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: If self-employed, you may complete 1 (one) Supporting Document **VE-COB** on your own behalf. (Lawful practice is defined as practice after your cosmetologist license was issued and while it was active.) The total time of lawful practice, which must be verified, is 2 or more years within 5 years preceding the examination for which application is being made.

4. If you have ever held a license as a cosmetology teacher or related license in another state, Supporting Document **CT (Certification of Licensure)** must be completed by the jurisdiction of original licensure and the jurisdiction of current licensure where you have most recently been practicing. You are authorized to photocopy the form if necessary.

Step III - Fee

See the attached Reference Sheet for the fee amount. Fee payment must be in the form of a certified check or money order made payable to the Continental Testing Services, Inc.

Step IV - Mail Application

Forward 4-page application, supporting documentation, and fee payment to:

Continental Testing Services, Inc.
PO Box 100
LaGrange, Illinois 60525-0100

OR

Apply Directly On-Line. Register for the examination by referring to the Continental Testing Web site (www.continentaltesting.net) for information on how to apply for the examination on-line and pay the test fee by credit card.

Step V - Need Assistance

If assistance is needed, direct your request to the following telephone number:

Continental Testing Services, Inc.: 708-354-9911
Telecommunicative Device for the Deaf: 1-800-869-1313

When an operator answers, state the profession for which you are applying and that you need assistance with your application. Please allow 3 weeks from mailing your application before making an inquiry concerning its status.

ENDORSEMENT OF LICENSURE

***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.***

Persons making application on the basis of endorsement MUST hold an active cosmetology teacher license in another jurisdiction at the time of application for Illinois license. An applicant MAY NOT practice in Illinois until the Illinois cosmetology teacher license is issued. The license must be displayed at the place of employment.

Step I - Application

Complete all applicable information requested on the four-page **Application for Licensure and/or Examination**.

1. Complete Part I, Application Category Information, as indicated below:

1. Profession Name	2. Profession Code	3. Licensure Method	4. Fee
Cosmetology Teacher	012	Endorsement	*

* See attached Reference Sheet for fee amount.

2. Indicate your cosmetology teacher education in Part III, No. 7, on the **Application for Licensure and/or Examination**.

Step II - Supporting Documents

The following documentation must be submitted with the **Application for Licensure and/or Examination** at time of application:

1. Submit a copy of your current cosmetology license, or verification from the licensing authority that you have the ability to practice cosmetology with a cosmetology teacher license.

Note: The Department may request that you submit a copy of the licensing act and rules from the jurisdiction of original licensure that were in effect on the date your original cosmetology teacher license was issued.

2. Submit **official transcripts** of teacher training from the cosmetology school you attended, with school seal affixed. If the school cannot provide the transcript, the state board may verify the number of training hours required for licensure at the time your original teacher license was issued.
3. **CT (Certification of Licensure)**--Supporting Document **CT** must be completed by the jurisdiction of original licensure stating a brief description of any licensure examination taken and the grades received. It must also state whether your file contains any record of disciplinary actions taken or pending. You are authorized to photocopy the form if necessary.
4. **CT (Certification of Licensure)**--Supporting Document **CT** must be completed by the jurisdiction of current licensure.
5. If you completed less than 1,000 hours but at least 500 hours of teacher training, you must verify at least two (2) years of lawful practice in another jurisdiction. You must submit two Supporting Documents **VE-COB (Verification of Employment/Experience)**. Each must be completed by an employer, co-worker or client who can verify two years of lawful practice as a COSMETOLOGIST. Direct the referent(s) to return form to you in a sealed envelope. (Lawful practice is defined as practice **after** your cosmetologist license was issued and while it was active in that particular jurisdiction). It is recommended that you document all lawful practice. If self-employed, you may complete a supporting document on your own behalf.

ENDORSEMENT OF LICENSURE
(cont'd)

6. You may base your application on three (3) years of lawful cosmetology teaching experience. To verify experience, you must submit three Supporting Documents **VE-COB**. Each must be completed by a client or employer who can verify three years of lawful practice as a cosmetology teacher. You must also submit Supporting Document **CT** from the jurisdiction where the lawful practice occurred.

STEP III - Fee

See the attached Reference Sheet for the fee amount. Fee payment must be in the form of a check or money order made payable to the Department of Financial and Professional Regulation.

STEP IV - Mail Application

Forward 4-page application, supporting documentation and fee payment to:

Illinois Department of Financial and Professional Regulation
ATTN: Division of Professional Regulation
PO Box 7007
Springfield, IL 62791

STEP V - Need Assistance

If assistance is needed, direct your request to the following telephone number:

Department of Financial and Professional Regulation: 1-800-560-6420
TTY: 1-866-325-4949

When an operator answers, state the profession for which you are applying and that you need assistance with your application. Please allow 3 weeks from mailing your application before making an inquiry concerning its status.

ACCEPTANCE OF EXAMINATION

***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.***

The Acceptance of Examination licensure method applies to esthetics teachers and nail technology teachers licensed in Illinois who are applying for a cosmetology teacher license. A licensed esthetics teacher or nail technology teacher can receive a license as a cosmetology teacher without further examination.

Step I - Application

Complete all applicable information requested on the four-page **Application**.

1. Complete Part I, Application Category Information, as indicated below:

1. Profession Name Cosmetology Teacher	2. Profession Code 012	3. Licensure Method Acceptance of Examination	4. Fee *
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* See attached Reference Sheet for fee amount.

2. Indicate all cosmetology, esthetics, and/or nail technology education in Part III, No. 7, on the Application for Licensure and/or Examination.

ACCEPTANCE OF EXAMINATION

(cont'd)

Step II - Supporting Documents

The following documentation must be submitted with the **Application for Licensure and/or Examination**:

1. Submit a copy of your current esthetics teacher license or current nail technology teacher license.
2. Submit a copy of your esthetician license or nail technician license.
3. Submit proof of one (1) of the following:
 - (a) two years experience as an esthetician or nail technician; *or*
 - (b) official transcript verifying completion of 500 hours of post-graduate training in the basic cosmetology curriculum. Presentation of material must include the concepts intended to be taught and skills to be acquired during the various phases of basic education.

Step III - Fee

See the attached Reference Sheet for the fee amount. Fee payment must be in the form of a check or money order made payable to the Department of Financial and Professional Regulation.

Step IV - Mail Application

Forward 4-page application, supporting documentation, and fee payment to:

Illinois Department of Financial and Professional Regulation
ATTN: Division of Professional Regulation
PO Box 7007
Springfield, IL 62791

Step V - Need Assistance

If assistance is needed, direct your request to the following telephone number:

Department of Financial and Professional Regulation: 1-800-560-6420
TTY: 1-866-325-4949

When an operator answers, state the profession for which you are applying and that you need assistance with your application. Please allow 3 weeks from mailing your application before making an inquiry concerning its status.

	RESTORATION	
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***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.***

There are two ways to qualify for the restoration of your license. If you have been lawfully practicing as a cosmetology teacher in another jurisdiction within the five (5) years immediately preceding submission of this application for restoration, you may submit verification of licensure in that jurisdiction and verification of your lawful practice. You must also submit verification of **24** hours of continuing education.

If you have not been practicing in another jurisdiction, you must either complete a **250**-hour cosmetology teacher refresher course *or* retake and pass the cosmetology teacher licensure examination. Those completing the refresher course or examination do not need the additional **24** hours of continuing education.

RESTORATION (cont'd)

Step I - Application

Complete all applicable information requested on the four-page **Application for Licensure and/or Examination**.

1. Complete Part I, Application Category Information, as indicated below:

1. Profession Name	2. Profession Code	3. Licensure Method	4. Fee
Cosmetology Teacher	012	Restoration	*

* See attached Reference Sheet for fee amount.

Step II - Supporting Documents

~IMPORTANT NOTICE~

These Restoration Instructions apply only to those cosmetology teachers whose licenses have been on inactive status, or in non-renewed status, for five or more years.

If your license has been inactive, or in non-renewed status, for less than five years, you should contact the Department of Financial and Professional Regulation at 1-800-560-6420, TTY - 1-866-325-4949 for detailed instructions on how to restore it to active status.

To be submitted by **all Restoration applicants**:

1. Supporting Document **RS (Restoration)** must be completed. If this form was not included in the application packet, you must obtain one by contacting the Department of Financial and Professional Regulation at 1-800-560-6420, TTY: 1-866-325-4949.
2. If restoring after active military service, submit a copy of military form **DD214** (if applicable).

If your application is based upon lawful practice as described above, you must submit:

- A. Supporting Document **CT (Certification of Licensure)** completed by the jurisdiction where you have most recently been practicing.
- B. Supporting Document **VE-COB (Verification of Employment/ Experience)** must be completed by an employer, co-worker or client to verify active practice within the five (5) years immediately preceding submission of this application. Direct referent(s) to return form to you in a sealed envelope.
- C. Verification of **24** hours of continuing education earned within two years immediately preceding the submission of the restoration application. The verification must be in the form of Certificates of Attendance provided by the Registered Continuing Education Sponsor. Please note that a licensee who is at least 62 years of age or has been licensed as a cosmetologist, cosmetology teacher or cosmetology clinic teacher for at least 25 years is exempt from the continuing education requirement.

If your application is based upon completion of a refresher course or examination as described above, you must submit:

- A. A signed and dated written statement indicating your selection of a refresher course or examination. Once you select the method, you must successfully complete that method prior to restoration.
- B. If you selected the refresher course, submit an official transcript issued by the licensed cosmetology school verifying successful completion of a **250**-hour cosmetology teacher refresher course. Refresher course must be completed within two years before or two years after submission of this application.
- C. If you selected examination, you will be notified of the examination fee and test dates. **Do not submit an application to the testing service until you are notified by the Department.**

RESTORATION (cont'd)

Step III - Fee

The fee for restoration is noted on supporting document **RS (Restoration)**. Fee payment must be in the form of a check or money order made payable to the Department of Financial and Professional Regulation.

Step IV - Mail Application

Forward 4-page application, supporting documentation and fee payment to:

Illinois Department of Financial and Professional Regulation
ATTN: Division of Professional Regulation
PO Box 7007
Springfield, IL 62791

Step V - Need Assistance

If assistance is needed, direct your request to the following telephone number:

Department of Financial and Professional Regulation: 1-800-560-6420
TTY: 1-866-325-4949

When an operator answers, state the profession for which you are applying and that you need assistance with your application. Please allow 3 weeks from mailing your application before making an inquiry concerning its status.

LICENSURE METHODS AND DEFINITIONS

Following are definitions of the various methods used in issuing licenses for professionals in the State of Illinois. Some of these licensure methods may not be applicable to your profession. Refer to the enclosed instruction sheet to determine the specific licensure methods/requirements for your profession.

<u>Licensure Methods</u>	<u>Definition</u>
Examination	Applicant has applied or is required to take and pass all or a portion of an exam scheduled and/or given by the Department or a representative of the Department.
Endorsement of License	Original license issued in another state and that state's requirements were substantially equivalent to Illinois requirements at time license was issued.
Acceptance of Examination	Applicant has taken a National Exam, referred to by Illinois statute, in any state. Applicant may or may not be licensed in another state.
Restoration	Applicant has previously been licensed in State of Illinois and has allowed license to lapse long enough to require reapplication. Possible exam passage and/or committee review.
Grandfather/Waiver	Applicant will be licensed without regard to current requirements because statute allows this based on past qualification and practices (for a specified time only).
Non-examination	Applicant is licensed by meeting qualifications required by statute. There is no exam for these professions. These can be either businesses or individuals.

REFERENCE SHEET

ALL FEES ARE NONREFUNDABLE

Department reserves the right to change examination dates, filing deadlines, and fees if prevailing circumstances necessitate such action.

CHART I - PROFESSION NAME, PROFESSION CODE, LICENSURE METHOD & FEE

Profession Name	Profession Code	Licensure Method	Application Fee
Cosmetology Teacher	012	Examination	\$156.00
Cosmetology Teacher	012	Endorsement of License	\$ 45.00
Cosmetology Teacher	012	Acceptance of Examination	\$ 30.00
Cosmetology Teacher	012	Restoration	See Supporting Document RS

CHART II - EXAMINATION

Complete the examination/licensure application and submit it, along with the examination test fee, to Continental Testing Service (CTS) where it will be screened for eligibility.

- Access and complete the examination application:
 - 1) via the internet at www.continentaltesting.net and pay the examination fee with a credit card (VISA or MasterCard).
- Once you are determined eligible, you will receive an Authorization to Test (ATT). Your ATT will contain the necessary information to schedule a test appointment of your choice (date, time, and location). Your ATT will be sent as an electronic document via e-mail. **IMPORTANT: An e-mail address is a mandatory field that must be completed on the application form in Section 12. This ATT eligibility lasts for 60 days only. You must take the examination within those 60 days or reapply with a new fee.**
- ◆ Candidate Handbooks in electronic form are accessible on the CTS or the IDFPR web sites.

NOTE: The Test Fee is for the cost of the examination only and is not transferrable from one exam date to another. After successful completion of the examination, you will be notified of the licensure fee.

REQUEST FOR ASSISTANCE

If assistance is needed, direct your request (based upon your licensure method) to:

Licensure Methods Except Examination (US ONLY) 1-800-560-6420 TTY 1-866-325-4949 Please allow 6 weeks from mailing your application before making an inquiry concerning its status.	Examination Licensure Method Only 1-708-354-9911
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CHART IV - COSMETOLOGY SCHOOL CODES

- Step 1. For active school codes go to www.idfpr.illinois.gov.
- Step 2. Click on **“Professional Regulation”** and then click on **“Regulated Professions”**.
- Step 3. Click on **“C”** and then click on **“Cosmetologist”**.
- Step 4. Click on **“Resources and Publications”**.
- Step 5. Click on **“Active Cosmetology Schools”**.
- Step 6. Look for your School of Graduation and the School Code is listed first on the chart.

If your school's status is closed, cancelled, change of ownership or not renewed follow steps 1 and 2 then:

- Step 3. Click on **“License Look-Up”**.
- Step 4: Under **“Legal Business Name”** type in your school's name.

The school's license number is its school code.
 If you graduated from a school outside of Illinois the school code is 999.999999

Illinois Department of Financial and Professional Regulation

Division of Professional Regulation

Application Checklist for Cosmetology Teacher

*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.*

Before you mail your application, check the following items to make sure your application is complete!

	COMPLETED
Part I. Application Category Information	
Part II. Applicant Identifying Information	
Part III. Education Information	
Part IV. Record of Licensure Information	
Part V. Record of Examination	
Part VI. Personal History Information	
Part VII. Examination Coding Information (if applicable)	
Part VIII. Child Support and/or Student Loan Information	
Part IX. Certifying Statement--Signed and Dated	
	SUBMITTED
Application Fee	
Official transcripts with seal affixed	
CT Form (<i>original</i> and <i>current</i> state) if applicable	
VE-COB Forms	
Copy of current Illinois cosmetologist license	
Proof of Name Change (if applicable)	
RS Form (restoration method only)	
Refresher Course (restoration method only) if applicable	
Certificates of CE Attendance (if applicable)	
Written Statement signed and dated (restoration method) if applicable	

All supporting documents may not be required. Please refer to application instructions for your specific method of licensure.

APPLICATION FOR LICENSURE AND/OR EXAMINATION

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 of the Illinois Compiled Statutes. Disclosure of this information is **VOLUNTARY**. However, failure to comply may result in this form not being processed.

The following materials are required to make Application for Licensure and/or Examination in Illinois:

1. Four page APPLICATION FOR LICENSURE and/or EXAMINATION.
2. INSTRUCTION SHEET, which gives step by step application instructions for your profession.
3. REFERENCE SHEET, which gives detailed coding information for your profession.
4. SUPPORTING DOCUMENTS, forms, and/or any other documentation you may be required to submit with your application.
5. If the name shown on your supporting documents is different from that shown on your application, you must submit **PROOF OF LEGAL NAME change** - copy of marriage license, divorce decree, affidavit or court order.

Carefully follow all steps outlined on the INSTRUCTION SHEET. In addition, note the following:

- A. Type or print legibly with black ink only.
- B. **FEES ARE NOT REFUNDABLE.**
- C. Disclosure of your U.S. social security number, if you have one, is mandatory, in accordance with 5 Illinois Compiled Statutes 100/10-65 to obtain a license. The social security number may be provided to the Illinois Department of Public Aid to identify persons who are more than 30 days delinquent in complying with a child support order, or to the Illinois Department of Revenue to identify persons who have failed to file a tax return, pay tax, penalty or interest shown in a filed return, or to pay any final assessment or tax penalty or interest, as required by any tax Act administered by the Illinois Department of Revenue, or to other entities for verification of identification.

PART I: Application Category Information

A. Check the box indicating the appropriate information regarding your application. Military Military Spouse Not Military Decline to Answer
 Military service member is defined as: "Service member means any person who, at the time of application under this Section, is an active duty member of the United States Armed Forces or any reserve component of the United States Armed Forces, the Coast Guard, or the National Guard of any state, commonwealth, or territory of the United States or the District of Columbia or whose active duty service concluded within the preceding 2 years before application." The following will be considered proof of you or your spouse's active military status: DD214, Letter of Service signed by Unit Commanding Officer, or Proof of Service document from the Servicemember's electronic personnel portal. Proof for Spouses: Military Permanent Change of Station Orders with the spouse identified by name; Official Notification of Change of Assignment with your marriage license, a certified DD1172 verifying marital status, or a letter signed by the commanding officer verifying change of assignment and the name of the military spouse.

B. SEE REFERENCE SHEET, CHART I, OR INSTRUCTIONS PRIOR TO COMPLETING ITEMS 1 THROUGH 4

1. PROFESSION NAME	2. PROFESSION CODE	3. LICENSURE METHOD	4. FEE \$
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C. CHECK BOX INDICATING THE APPROPRIATE INFORMATION REGARDING YOUR APPLICATION

- | | |
|--|---|
| <input type="checkbox"/> This is the first time I have made application for this profession in Illinois. | <input type="checkbox"/> My application for this profession had previously been denied in Illinois. I am reapplying since I have fulfilled additional requirements. |
| <input type="checkbox"/> I have previously made application for this profession in Illinois. However, my previous application expired and I am now reapplying. | <input type="checkbox"/> I have previously made application for this profession in Illinois. However, I am now applying under new statutory language. |
| <input type="checkbox"/> Other: _____ | |

PART II: Applicant Identifying Information--You must notify the Department of Financial and Professional Regulation - Division of Professional Regulation and/or Continental Testing Service in writing, of any address changes after you file this application in order to receive any further information.

1. NAME LAST FIRST MIDDLE	2. TITLE (e.g., M.D., D.D.S., etc.)	3. UNITED STATES SOCIAL SECURITY NO. ____-____-____
4. PERMANENT MAILING ADDRESS STREET CITY STATE/COUNTRY		ZIP CODE COUNTY ____-____-____
5. BUSINESS ADDRESS STREET CITY STATE/COUNTRY		ZIP CODE COUNTY ____-____-____
6. MAIDEN, GIVEN SURNAME, OR ANY NAME(S) UNDER WHICH SUPPORTING DOCUMENTS WILL BE SUBMITTED. (SEE INSTRUCTIONS #5 ABOVE)		7. MOTHER'S MAIDEN NAME
8. PLACE OF BIRTH CITY STATE/COUNTRY	9. DATE OF BIRTH ____/____/____ Month Day Year	10. AGE ____ <input type="checkbox"/> Female <input type="checkbox"/> Male
11. TELEPHONE NUMBER WHERE YOU MAY BE REACHED Work: (____) _____-____ Home: (____) _____-____ (Area Code) (Area Code) Fax: (____) _____-____ Fax: (____) _____-____ (Area Code) (Area Code)		12. REQUIRED E-MAIL ADDRESS

PART III: Education Information

1. PRELIMINARY EDUCATION (Elementary and High School or G.E.D. Circle number of years completed)

1 2 3 4 5 6 7 8 9 10 11 12

Graduated

High School?

 Yes No

Received

OR G.E.D.?

 Yes No

2. NAME OF LAST PRELIMINARY SCHOOL ATTENDED

3. LAST PRELIMINARY SCHOOL LOCATION (City and State)

4. DATE OF GRADUATION

____ / ____ / ____
Month / Year

5. COLLEGE OR UNIVERSITY (Circle number of years completed)

1 2 3 4 5 6 7 8

Graduated?

 Yes No

6. COLLEGE OR UNIVERSITY NAME (Undergraduate and Graduate)

LOCATION (City and State or Country)

DATES OF ATTENDANCE

FROM

TO

TYPE OF DEGREE EARNED

Month/Year

Month/Year

7. SPECIALIZED TRAINING (Residency, Professional Training, Vocational Training, Practical or Clinical Training)

INSTITUTION NAME

LOCATION (City and State or Country)

DATES OF ATTENDANCE

FROM

TO

Did You Complete Training?

Month/Year

Month/Year

 Yes No Yes No Yes No Yes No Yes No

NAME (Last, First, MI):

SS#:

Profession:

PART IV: Record of Licensure Information

If you have ever been licensed to practice the profession for which you are now making application, or held a related license, complete the information requested below. If you have ever held a temporary, trainee or apprenticeship license, or a permit, it must be listed here also. In addition, the INSTRUCTION SHEET enclosed with this Application package may instruct you to have Certification(s) of Licensure in other state(s) prepared and submitted in support of your application (contact other state(s) regarding possible fee). You must also list all other licenses held in Illinois, however, certification of licensure from Illinois is not required. Failure to disclose all licenses held may result in denial of your application or other appropriate action.

STATE	PROFESSION NAME	LICENSE NUMBER	DATE OF ISSUANCE	LICENSE STATUS (Active, Lapsed, etc.)
State of Original Licensure				
State of Current Licensure where you most recently have been practicing.				
Other States of Licensure				

(If additional space is needed, attach a separate sheet.)

PART V: Record of Examination

If you have ever taken a licensure examination in Illinois or any other state for the profession for which you are now making application, you must complete the information requested below. EACH EXAMINATION ATTEMPT MUST BE SHOWN. Failure to disclose an examination attempt may result in the denial of your application or other appropriate action.

NAME OF EXAMINATION	STATE	MONTH/YEAR	EXAM RESULTS
			(Passed, Failed, Absent)

(If additional space is needed, attach a separate sheet.)

NAME (Last, First, MI):

SS#:

Profession:

PART VI: Personal History Information <i>(This part must be completed by all applicants)</i>	YES	NO
1. Have you been convicted of or pled guilty or nolo contendere to any criminal offense in any state or in federal court? Please do not give details on minor traffic charges, but do include information relating to Driving While Intoxicated (DWI) charges. <i>If yes, attach a personal statement describing the circumstances of the conviction and certified copies of court records of your conviction including the nature of the offense, date of discharge, and a statement from the probation or parole office. In general, a criminal conviction by itself does not usually result in denial of licensure.</i>		
2. Have you been convicted of a felony? <i>In general, a felony conviction by itself does not usually result in denial of licensure.</i>		
3. If yes, have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board? <i>If yes, attach a copy of the certificate.</i>		
4. Do you now have any disease or condition that presently limits your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition? <i>If yes, attach a detailed statement, including an explanation whether or not you are currently under treatment.</i>		
5. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere? <i>If yes, attach a detailed explanation.</i>		
6. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? <i>If yes, attach a detailed explanation.</i>		

PART VII: Examination Coding Information *(This part is for examination applicants only)*

Refer to the REFERENCE SHEET enclosed with this application package and complete the following:

a) CHART II - Select examination(s) you desire and enter Test Codes

b) CHART III - Select the examination site you desire and enter Test Center Code:

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c) CHART IV - Find your School of Graduation and enter school code:

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d) Record the number of times you have taken this exam in Illinois or any other state:

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PART VIII: Child Support and Tax Information *(Every applicant is required by law to respond to the following questions)*

1. In accordance with 5 Illinois Compiled Statutes 100/10-65(c), applications for renewal of a license or a new license shall include the applicant's Social Security number, and the licensee shall certify, under penalty of perjury, that he or she is not more than 30 days delinquent in complying with a child support order. **Failure to certify shall result in disciplinary action, and making a false statement may subject the licensee to contempt of court.**

Are you more than 30 days delinquent in complying with a child support order? Yes No
(NOTE: If you are not subject to a child support order, answer "no.")

2. In accordance with 20 ILCS 2105-15(g), "The Department shall deny any license application or renewal authorized under any licensing Act administered by the Department to any person who has failed to file a return, or to pay the tax, penalty, or interest shown in a filed return, or to pay any final assessment of tax, penalty, or interest, as required by any tax Act administered by the Illinois Department of Revenue, until such time as the requirement of any such tax Act is satisfied."

Are you delinquent in the filing of state taxes? Yes No

PART IX: Certifying Statement

Under penalties of perjury, I declare that I have examined the application and all supporting documents submitted by me in connection therewith, and to the best of my knowledge, they are true, correct, and complete.

Signature of Applicant Date

I UNDERSTAND THAT FEES ARE NOT REFUNDABLE. My signature above authorizes the Department of Financial and Professional Regulation to reduce the amount of this check if the amount submitted is not correct. I understand this will be done only if the amount submitted is greater than the required fee hereunder, but in no event shall such reduction be made in an amount greater than \$50.

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 of the Illinois Compiled Statutes. Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

CERTIFICATION BY LICENSING AGENCY / BOARD

SUPPORTING DOCUMENT

CT

APPLICANT: Complete the applicant section of this form then forward this form to the jurisdiction in which you are requesting certification by a licensing agency/board. Contact certifying jurisdiction for appropriate fee. You are authorized to photocopy this form as necessary.

<p>1. NAME LAST FIRST MIDDLE</p>	<p>2. DATE OF BIRTH</p> <p>____ / ____ / ____</p> <p style="font-size: small;">Month Day Year</p>	<p>3. SOCIAL SECURITY NUMBER</p> <p>____ - ____ - ____</p>
<p>4. ADDRESS STREET, CITY, STATE, ZIP CODE</p>	<p>5. REFER TO REFERENCE SHEET. Record profession name and three digit profession code for which you are making Illinois application.</p> <p style="text-align: center;">_____ Profession Name _____ Profession Code</p>	
<p>6. MAIDEN OR GIVEN SURNAME</p>	<p>7. APPLICANT TELEPHONE NUMBER (Daytime)</p> <p>Area Code (____) _____ - _____</p>	
<p>8a. RECORD PROFESSION NAME AS IT APPEARS ON YOUR LICENSE FROM THE JURISDICTION TO WHICH THIS FORM IS BEING FORWARDED. (If applicable)</p>	<p>8b. LICENSE NUMBER (If applicable)</p>	<p>8c. ISSUANCE DATE OF LICENSE (If applicable)</p>

I hereby authorize _____ to furnish to the Illinois Department of Financial and Professional Regulation or its designated testing service, the information requested below.

Name of Licensing Agency or Board

Signature _____ Date _____

RETURN COMPLETED FORM TO APPLICANT

LICENSING AGENCY: The Illinois Department of Financial and Professional Regulation will accept other forms of certification provided all applicable information requested on this form is contained in the certification. Please record N/A in areas which are not applicable.

PART I - CERTIFICATION OF EXAMINATION STATUS

A. The applicant has written is scheduled to write the following examination:

_____ Name of Examination _____ Date of Examination

B. The applicant has or will have written the above-named examination _____ number of times.

PART II - CERTIFICATION OF LICENSURE

<p>A. NAME OF PROFESSION AS IT APPEARS ON LICENSE</p>	<p>B. LICENSE NUMBER</p>		
<p>C. ISSUANCE DATE OF LICENSE</p>	<p>D. EXPIRATION DATE OF LICENSE</p>		
<p>E. LICENSURE METHOD</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Examination (Administered in Your State) <ul style="list-style-type: none"> <input type="checkbox"/> National (Name) _____ <input type="checkbox"/> State Constructed _____ <input type="checkbox"/> Other (Name) _____ <input type="checkbox"/> Endorsement of License (State) _____ Acceptance of Examination Results _____ (Administered in Another State) </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Reciprocity with (State) _____ <input type="checkbox"/> Waiver/Grandfather _____ <input type="checkbox"/> Credentials _____ <input type="checkbox"/> Other (Describe) _____ </td> </tr> </table>		<input type="checkbox"/> Examination (Administered in Your State) <ul style="list-style-type: none"> <input type="checkbox"/> National (Name) _____ <input type="checkbox"/> State Constructed _____ <input type="checkbox"/> Other (Name) _____ <input type="checkbox"/> Endorsement of License (State) _____ Acceptance of Examination Results _____ (Administered in Another State)	<input type="checkbox"/> Reciprocity with (State) _____ <input type="checkbox"/> Waiver/Grandfather _____ <input type="checkbox"/> Credentials _____ <input type="checkbox"/> Other (Describe) _____
<input type="checkbox"/> Examination (Administered in Your State) <ul style="list-style-type: none"> <input type="checkbox"/> National (Name) _____ <input type="checkbox"/> State Constructed _____ <input type="checkbox"/> Other (Name) _____ <input type="checkbox"/> Endorsement of License (State) _____ Acceptance of Examination Results _____ (Administered in Another State)	<input type="checkbox"/> Reciprocity with (State) _____ <input type="checkbox"/> Waiver/Grandfather _____ <input type="checkbox"/> Credentials _____ <input type="checkbox"/> Other (Describe) _____		

<p>F. CURRENT LICENSURE STATUS</p> <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Lapsed <input type="checkbox"/> Other (Explain) _____ _____ _____	<p>G. IF LICENSED BY EXAMINATION, RECORD SCORES</p> <table style="width: 100%;"> <tr> <td>Type of Examination</td> <td style="text-align: right;">Score</td> </tr> <tr> <td>Written</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Practical</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Other (Describe) _____</td> <td style="text-align: right;">_____</td> </tr> <tr> <td colspan="2">Received no Grade Below _____</td> </tr> <tr> <td colspan="2">Examination Period ____ days ____ hours</td> </tr> </table>	Type of Examination	Score	Written	_____	Practical	_____	Other (Describe) _____	_____	Received no Grade Below _____		Examination Period ____ days ____ hours	
Type of Examination	Score												
Written	_____												
Practical	_____												
Other (Describe) _____	_____												
Received no Grade Below _____													
Examination Period ____ days ____ hours													

PART III - CERTIFICATION OF EXAMINATION SCORES

A1. National or other Profession Specific Examination
 (Record all available information)

Date of Examination _____

Scaled Score	_____	Raw Score	_____
Standard Deviation	_____	Corrected Score	_____
National Mean	_____	Percent Score	_____

A 2

SUBJECT	DATE	SCORE	SUBJECT	DATE	SCORE

B. State Constructed Examination

SUBJECT	DATE	SCORE	SUBJECT	DATE	SCORE

PART IV - FORMAL ACTIONS

- A. Is there now or has there ever been any formal action commenced against the applicant? Yes No
- B. Have there ever been any formal sanctions imposed against the applicant as a matter of public record including but not limited to fine, reprimand, probation, censure, revocation, suspension, surrender, restriction or limitation? (If yes, attach a certified copy of disciplinary action.) Yes No

PART V - RECIPROCAL REGISTRATION

This state does does not grant the same privilege of reciprocal registration to Illinois registrants.

I certify that the information contained herein is true and correct according to the official records of the State.

SEAL

Print Name

Title

Agency/Board Street Address

City, State, ZIP Code

Signature

Date

Area Code () _____

Telephone Number

Attention Licensing Agency/Board: RETURN THIS FORM TO THE APPLICANT.

Attention Applicant: FOR INCLUSION WITH APPLICATION PACKET.

NAME (Last, First, MI):

SS#:

Profession:

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 ILCS 410 et. seq. (Illinois Compiled Statutes). Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

VERIFICATION OF EMPLOYMENT/EXPERIENCE

SUPPORTING DOCUMENT

VE-COB

APPLICANT: *Complete the applicant section of this form. Forward the form to an employer, or client who has personal knowledge of your practice.*

1. NAME LAST FIRST MIDDLE	2. DATE OF BIRTH ____ / ____ / ____ Month Day Year	3. SOCIAL SECURITY NUMBER ____ - ____ - ____
4. ADDRESS STREET, CITY, STATE, ZIP CODE (P.O. Box alone is not acceptable)	5. PROFESSION NAME, PROFESSION CODE. _____ Profession Name Profession Code	
6. MAIDEN OR GIVEN SURNAME	7. ILLINOIS LICENSE NUMBER (Restoration applicants only)	

DECLARANT: *Complete the remainder of this form.*

PART I

A. NAME OF DECLARANT	B. RELATIONSHIP TO APPLICANT <input type="checkbox"/> Employer <input type="checkbox"/> Client
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PART II

A. PRACTICE PERFORMED BY APPLICANT <input type="checkbox"/> Cosmetology <input type="checkbox"/> Esthetics <input type="checkbox"/> Barbering <input type="checkbox"/> Nail Technology	B. DATES OF APPLICANT'S PRACTICE From ____ / ____ / ____ To ____ / ____ / ____ Month Day Year Month Day Year
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C. LOCATION OF APPLICANT'S PRACTICE (salon name, street address, city, state, zip code)

D. PROFESSIONAL SERVICES PERFORMED BY APPLICANT

I do hereby declare that the information I have recorded hereon is true and correct.

Signature of Declarant

Street Address of Declarant

Date Signed

City, State, Zip Code of Declarant

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 ILCS 410 et. seq. (Illinois Compiled Statutes). Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

VERIFICATION OF EMPLOYMENT/EXPERIENCE

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DECLARANT: *Complete the remainder of this form.*

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