



# Illinois Department of Financial and Professional Regulation

## Division of Professional Regulation

### FAQs for Applicants

- 1. What professions are regulated by the Department?** The Department's [website](#) lists all regulated professions.
- 2. How can I apply for a license?** You can find applications and information about applying for a license on the Department's [website](#). Click on the appropriate profession name and select "Licensee Application and Forms." Please note the Department no longer accepts paper applications for certain professions as indicated on the Department's website.
- 3. Which professions require an online application?** Beginning September 1, 2017, the Department will no longer accept paper applications for specific professions, including, but not limited to, the following:
  - Advance Practice Nurse
  - Barbers, Cosmetologists, Estheticians, Nail Technicians
  - Certified Public Accountants
  - Massage Therapist
  - Licensed Practical Nurse
  - Limited Liability Company
  - Medical Corporation
  - Permanent Employee Registration Card
  - Pharmacy Technician
  - Professional Service Corporation
  - Public Accounting Firm
  - Registered Nurse
- 4. I don't have access to a computer, how can I submit an application?** Please contact the Division Call Center at 1-800-560-6420 and request a "Special Processing Request Form." Please note that this form is only available for those who cannot gain access to a computer without experiencing extreme hardship and may result in an additional 6 to 8 weeks of delay compared to applications submitted via the Department's website.
- 5. Do I have to pay a fee with my application?** Yes, fees are stated in the application materials and in administrative rules which you can find on your [profession's page](#).
- 6. How do I check the status of my application?** You can call the Division Call Center at 1-800-560-6420 to check the status of your application.
- 7. When will I receive examination results?** If you have taken an examination administered in Illinois by the Department or its designated testing agent, your results will be mailed to the address on your examination application as soon as they are received by the Department from the testing service or national board. If you have moved since taking the exam or have questions regarding your examination results, please contact Continental Testing Service at 708-354-9911.
- 8. Will my criminal conviction prevent me from becoming licensed?** Most criminal convictions are not an automatic bar to licensure, however, the following may apply, *but is not a complete list of all requirements for licensure:*
  - **Health care workers**, as listed in [68 IAC 1130.110](#), are automatically and permanently denied licensure for the following convictions: (1) crimes requiring registration under the Sex Offender Registration Act or for which sex offender registration is sentenced; (2) involuntary sexual servitude of a minor; (3) criminal battery against any patient in the course of patient care or treatment; and (4) forcible felonies, as listed in [68 IAC 1130.120](#). However, beginning January 1, 2017, a health care worker denied licensure or permanently revoked due to certain forcible felonies may file a [Petition to Review](#) the denial or revocation. *See [FAQs for first time applicants](#) or [previously denied/revoked persons](#) for more information.*
  - **Pharmacists & Pharmacy Technicians**, as listed in the [Pharmacy Practice Act](#), are automatically and permanently denied licensure for the following convictions: (1) a second felony conviction under the [Illinois](#)

[Controlled Substances Act](#); or (2) a second Class 1 felony conviction under Sections 8A-3 and 8A-6 of the [Illinois Public Aid Code](#).

- **Massage therapists**, as listed in the [Massage Licensing Act](#), are automatically barred from licensure for any conviction of prostitution, rape, or sexual misconduct, or where the applicant is a registered sex offender. 225 ILCS 57/15(a)(2).

9. **I received a “Notice of Intent to Deny Licensure” based on my criminal conviction, what should I do?** Your conviction may not be an automatic bar to the issuance of a license and usually does not result in denial of licensure, so you are strongly advised to cooperate with the Department. You have twenty (20) days from the date the notice was mailed to submit a written statement indicating why your license should be issued and request a hearing. You may wish to submit evidence showing that you are rehabilitated, that you cooperated with any investigative authorities, that you paid restitution to injured parties, that you self-reported misconduct, or any voluntary remedial actions you have taken, etc. You have the right to be represented by an attorney and are strongly advised to seek representation.

10. **I have a criminal conviction, what factors will the Department look at when considering whether my license should be issued?** The Department may consider, but is not limited to, the following factors: (i) the direct relation of the offense to the responsibilities of the license being sought; (ii) whether you have been subsequently convicted since the date of the conviction or your release from confinement; (iii) lack of prior misconduct in a licensed profession in this State or another state or jurisdiction; (iv) your age at the time of the offense; (v) if your conviction would prohibit you from such work through federal law; (vi) completion of sentence, parole, probation, etc.; (vii) your professional character; and (viii) evidence of rehabilitation.

*DISCLAIMER: The above questions and answers are provided for general information only and may not be completely accurate in every circumstance, do not purport to be legal advice, and are not intended to be legally binding on the Department in a particular case. Questions involving interpretation of the law and your legal rights and obligations should be addressed to your lawyer.*