Continental Testing Services (CTS) Online Application Instructions

(Illinois Licensed Practical Nurse – 041)

Important: Do **NOT** apply to Continental Testing Services (CTS) until you have created your Illinois Department of Financial and Professional Regulation (**IDFPR)** account and received your **unique identifier**.

Apply through IDFPR: https://idfpr.illinois.gov/core.html.

Once your application is approved by the Department, you will receive an **Examination Approval Letter** with the ID# you must use when applying with CTS.

Allow **15 - 20 business days** for IDFPR review.

Required Documents (First-Time Applicants)

- Certification of Education
  - Official Transcript (Illinois and out-of-state programs)
- **Foreign-educated applicants:**
  - Commission on Graduates of Foreign Nursing Schools (TruMerit)
  - Education Records Evaluation Services, Inc. (ERES)
  - Josef Silny& Associates, Inc. International Education Consultants (Josef Silny)
  - SpanTran the Evaluation Company Credential evaluation (SpanTrann)
  - International Education Evaluations LLC (IEE)
- **English exam if English is not your first language**
  - If English is NOT your first language, you must provide certification of passage of either **TOEFL**, **IELTS, OET, PTE** or the Michigan English test (**MET**)
- **Fingerprinting:**
  - Submit fingerprint receipt with TCN (Transaction Control Number) as proof of fingerprinting by an Illinois licensed Live Scan Fingerprint Vendor. List of approved vendors www.idfpr.illinois.gov/LicenseLookUp/fingerprintlist.asp
  - **Out-of-State residents** MUST submit a completed form **OOS-FP (**fingerprint-background-check-guide.pdf**)** showing submission of fingerprints to an Illinois licensed Live Scan Fingerprint vendor idfprapps.illinois.gov/licenselookup/fingerprintlist.asp

NOTE: Under Section 1300.200(a)(2) of the administrative Rules, fingerprints shall be taken within **60 days prior to application date.** (https://www.ilga.gov/commission/jcar/admincode/068/068013000B02000R.html)
Fingerprint TCN receipt and OOS-FP form are only valid for a period of 60 days prior to application date. If your fingerprint receipt/OOS-FP is over 60 days old at the time you apply to IDFPR, you will be required to submit a new fingerprint receipt/OOS-FP. **IDFPR does NOT supply or process fingerprint cards.**

Licensure by Examination (NCLEX) – Dual Process

You must complete both:

1. **Apply with CTS:** www.continentaltesting.net (fee required)
2. **Register with Pearson Vue:** www.pearsonvue.com/nclex/ or 866-496-2539 (fee required)

NCLEX reference information: www.ncsbn.org/nclex.htm

Application validity: 3 years. If you do not pass within 3 years, you must reapply with new documentation, including proof of completing an NCLEX Review Course.

After Approval

Pearson Vue will send your **Authorization to Test (ATT)**.

- You have **180 days (6 months)** to schedule and take your exam; no extensions are allowed.
- Rescheduling or cancellation must occur **at least 2 business days** before the exam.
- If you fail to test within 180 days, fees are forfeited, and you must reapply.

Note: The 3-year application validity supersedes the ATT date.

Checking CTS Status

- Status updates daily at: www.continentaltesting.net/OnlineStatus/Login.aspx
- Contact CTS only if more than **10 business days** have passed since submitting your CTS application and fee.

After the Exam

- Official results released within **7–10 days**.
- CTS sends your Official Results Letter—keep your mailing and email addresses updated.
- IDFPR issues licenses upon receipt of passing exam results.

Retaking the NCLEX

Application validity: 3 years. If you do not pass within 3 years of your initial application to IDFPR, you must reapply with new documentation, including proof of completing an NCLEX Review Course.

Within the 3-year application period:

- Reapply with CTS and Pearson Vue; pay required fees.
- A review course is required before any retake after the second failed attempt.

After the 3-year period expires:

- Submit a **new IDFPR application** with:
    - New transcript
    - New fingerprinting
    - Proof of NCLEX review course

      You may take the exam once every **46 days**.

Always keep copies of all documents and exam results.