

**CTS Online Application Instructions:  
Illinois Clinical Social Worker (149)**

**Application for Licensure by Examination Instructional Guide:**

**IMPORTANT: Do NOT apply directly to Continental Testing Services, Inc. (CTS) until you have created your IDFPR account and received your unique identifier.**

Please submit your application through the Illinois Department of Financial and Professional Regulation (IDFPR):  
<https://idfpr.illinois.gov/core.html>

Upon submission of the required application for the Illinois Licensed Clinical Social Worker licensing exam, you will receive a notification via email with the Subject: **Authority to Sit for an Examination**. This email will have an **ID#** that you will use when applying at CTS. You will need this identifier when applying for testing through CTS website.

**Application for Licensure by Examination**

Applying for the Licensed Clinical Social Worker (LCSW) Examination is a **DUAL** process. All applicants must both apply to **CTS** and register with the Association of Social Work Board (**ASWB**).

- Apply online with CTS at [www.continentaltesting.net](http://www.continentaltesting.net), and pay the required fee(s).
- Please allow 7-10 business days after applying with Continental Testing Services (CTS) prior to registering with ASWB online at [aswb.org](http://aswb.org) or by calling ASWB Candidate Services at 888-579-3926.

Once eligibility is granted you will be emailed an Authorization to Test (ATT) from ASWB. Please refer to the ASWB Candidate Handbook for information about the examination process and other ways of registering for the examination.

**NOTE:** The IDFPR application is valid for **three (3) years**, if you do not pass the examination within those three (3) years you will need to reapply to IDFPR as a NEW applicant and resubmit all new documentation before you are allowed to retest.

**Please allow 10 business days for the application review prior to contacting IDFPR for status.**

**Do NOT apply directly to Continental Testing Services, Inc. (CTS) until you have created your IDFPR account and received your unique identifier.**

**Fee(s)**

- All fee payments must be in US dollars, drawn on a US Bank, and in the form of a certified check or money order. Any payment generated by a bank outside of the US will not be accepted by our financial institutions. All Fees are Nonrefundable.
- If you have completed your application online and are submitting payment by mail, you must print, sign, and date the application and return it with the payment.

**NOTE: All communication with applicants is accomplished via email; therefore, it is critical that applicants provide a valid email address as part of their application process.**

**Authorization to Test (ATT)**

Please refer to the **ASWB Candidate Handbook** at [aswb.org](http://aswb.org) for information about the examination process and other ways of registering for the examination.

**NOTE: The three-year application validity supersedes the date shown on the ATT.**

**Remember to allow adequate time for scheduling a test date before your IDFPR application expires**

### **Checking Your Application Status**

- Application status is updated every business day and is only available online and NOT available by phone or email. You can check your status on the CTS home page under Application Status and Test Results. The direct link is [www.continentaltesting.net/OnlineStatus/Login.aspx](http://www.continentaltesting.net/OnlineStatus/Login.aspx).

### **What Happens After Taking the Exam**

- **Official examination results are usually released within 4 weeks following the exam**
- An Official Results Letter will be sent by CTS after the grades have been reviewed. Please make sure your **address and email address are up to date with CTS**
- Once IDFPR receives the score results, all successful applicants' licenses will be issued.

### **Procedures for RETAKING the Exam**

- You must reapply online with CTS at [www.continentaltesting.net](http://www.continentaltesting.net) using the unique identifier provided to you from IDFPR and pay the application fee.

**NOTE:** You must wait until you receive your official result letter from CTS to reapply to CTS, if you do not wait until you receive your official result letter, your application will NOT be processed.

- Once eligibility is granted you will be emailed an Authorization to Test (ATT). Once received, schedule the exam with **ASWB** following the instructions provided and pay the required fee(s).

### **ALWAYS RETAIN A COPY OF ALL YOUR DOCUMENTS & EXAMINATION RESULTS FOR YOUR PERSONAL FILE**

**“New Law Effective 1/1/26” (225 ILCS 20/8.2)**

**(Section scheduled to be repealed on January 1, 2028)**

#### **Sec. 8.2. Examination alternative.**

(a) An applicant who, on or after January 1, 2019, has taken but has not successfully completed an examination to ascertain the qualifications and fitness of candidates for a license to engage in the independent practice of clinical social work may use an examination alternative to allow the Department to ascertain the qualifications and fitness of candidates for a license to engage in the independent practice of clinical social work.

(b) The examination alternative shall consist of at least 3,000 hours of supervised professional experience that is obtained after the degree is obtained and between the time period starting 10 years before the date of application and ending 3 years after the date of application as established by rule. If no supervision by a licensed clinical social worker is available, then supervised professional experience may include supervision by other appropriate disciplines as defined by rule.

(c) The examination alternative supervised professional experience shall be in addition to any other supervised clinical professional experience required for licensure.

(d) Beginning January 1, 2026, an applicant acquiring the examination alternative supervised professional experience must be a licensed social worker or licensed in this State for the practice of school social work prior to acquiring the supervised professional experience.

(Source: P.A. 103-433, eff. 1-1-24; 103-1048, eff. 1-1-25.)