



CTS ONLINE APPLICATION INSTRUCTIONS: 006 Licensed Barber 011 Licensed Cosmetologist



IDFPR
Illinois Department of
Financial and Professional Regulation
Division of Professional Regulation

NOTICE: Read the following instructions carefully and thoroughly prior to applying for the examination. Failure to follow instructions could result in not being scheduled for the examination.

Licensure by Endorsement – Do NOT apply directly to Continental Testing Service, Inc. (CTS)

- If you hold an **Active Barber or Cosmetologist license in another state**, do not apply to Continental Testing Services, Inc. (CTS). Please apply directly to the Illinois Department of Financial and Professional Regulation (IDFPR) at <https://idfpr.illinois.gov>.

Restoration of Illinois License – Do NOT apply directly to Continental Testing Service, Inc. (CTS)

- If you are trying to Restore your Illinois Barber or Cosmetologist license (**inactive or non-renewed status for five or more years**), please contact IDFPR at fpr.lmu@illinois.gov or 800-560-6420 and request a Restoration packet be sent to you.

Licensure by Acceptance of Examination – Do NOT apply directly to CTS

- If you have a completed Barber/Cosmetologist training and passed a Barber/Cosmetologist licensing examination in another jurisdiction substantially similar to the requirements of the Barber, Cosmetology, Esthetics, Hair Braiding, and Nail Technology Act of 1985, apply directly to the Illinois Department of Financial and Professional Regulation (IDFPR) at <https://idfpr.illinois.gov/profs/barber.html> or <https://idfpr.illinois.gov/profs/cosmo.html>.

Licensure by Examination – Yes, APPLY DIRECTLY TO CTS

- If you wish to be licensed in Illinois as a Licensed Barber or Licensed Cosmetologist by taking the examination, apply directly to CTS.
 - **Pre-Graduation/Pre-File:** Applicants may apply to sit for the exam with a **minimum of 1200** hours of training. You will be required to submit proof of graduation and completion of a **minimum of 1500** hours of training to IDFPR in order to become licensed.
 - The Barber Examination is computerized and available in English and Spanish.
 - The Cosmetology Examination is computerized and available in English and Spanish. A Chinese Cosmetology Examination is available in paper/pencil format.

Application for Licensure by Examination

To apply for the Illinois Barber or Cosmetologist examination:

1. Apply online with CTS at www.continentaltesting.net, pay the required fee(s), and submit required document(s):
 - **Original Barber/Cosmetology School Transcript** showing proof of completing a **1500-hour** course (**or**) a minimum of **1200** hours of training for pre-filed applicants. Transcripts must include an original signature of a school official and the school's seal (either embossed or raised) affixed along with the license number of the school.
2. After your application is reviewed and approved by CTS, an eligibility/scheduling email will be sent by support@psionline.com.
 - You will have sixty (**60**) days from the date of the email to schedule and take your exam. If you do NOT complete your examination within the sixty (60) day testing window your fee is forfeited.
 - If you must change or cancel your scheduled examination date, you must notify PSI directly within two (2) business days.
 - Identification Requirements to Obtain Admission into the Exam: If you do not have one of these valid forms of ID, you **will not be allowed** to sit for the exam:
 - A **valid** US Driver's License or State ID issued by one of the 50 States or US Territories
 - A **valid** US Passport or Military Active Duty ID
 - A **valid** Consular ID

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

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 completed your application online and are submitting payment by mail, you must print, sign, and date the application and return it with the payment.

Submitting Supporting Documents

- **Mail all supporting documents for examination approval to:**
Continental Testing Services, Inc., 547 South LaGrange Road, P.O. Box 100, LaGrange, IL 60525-0100
- Consider sending your documents via UPS, FedEx, or CERTIFIED US Mail so that you have a confirmation receipt of document delivery.
- **It is the applicant's responsibility to verify that all supporting documents are received by CTS.**

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

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.

What Happens After Taking the Exam

- Official examination results are usually released within four weeks following the date of examination.
- An **Official Results Letter** with instructions on how to apply for licensure will be sent to you by CTS after the grades have been reviewed.
- **Make sure your address and email address are up-to-date with CTS.**

Applying for Illinois Licensure

- All applicants will have to apply to IDFPR upon passing your examination in order to obtain a license.
- **DO NOT apply for licensure with IDFPR PRIOR to receiving your Official Results Letter from CTS.** The Official Results letter provides instructions on **how to apply** for licensure with IDFPR along with the fee amount and any required documentation.

Procedures for RETAKING the Exam

- You must apply online with CTS as a retake at www.continentaltesting.net, and pay the application fee. You do not need to submit any supporting documents again. You will receive another email from PSI within ten business days in order to schedule another examination appointment.
NOTE: You must wait until you receive your official result letter from CTS in order to reapply to CTS, if you do not wait until you receive your official result letter, your application will NOT be processed.
- All retake applicants must wait thirty (30) days before reapplying to CTS. Any retake request received prior to the 30 day waiting period will be treated as correspondence only.
- **If you do not take and pass the examination after three (3) attempts, you will be required to take a refresher course prior to being scheduled for another examination.**

Exam Score Expiration

- 225 ILCS 410/4-5. (e) An applicant has one year from the date of notification of successful completion of the examination to apply to the Department for a license. If an applicant fails to apply within one year, the applicant shall be required to take and pass the examination again unless licensed in another jurisdiction of the United States within one year of passing the examination.

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