



CTS ONLINE APPLICATION INSTRUCTIONS: 084 Certified Shorthand Reporter



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 Shorthand Reporter 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 Certified Shorthand Reporter 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 Registered Merit Reporter Certificate or a Registered Professional Reporter Certificate you should apply directly to the Illinois Department of Financial and Professional Regulation (IDFPR) at <https://idfpr.illinois.gov/profs/shorthandreporter.html>.

Licensure by Examination – Yes, APPLY DIRECTLY TO CTS

- If you wish to be licensed in Illinois as a Certified Shorthand Reporter by taking the examination, apply directly to CTS.

Application for Licensure by Examination

To apply for the Illinois Certified Shorthand Reporter examination:

1. Apply online with CTS at www.continentaltesting.net, pay the required fee(s), and submit required document(s):
 - Certification of graduation from high school or its equivalent
 - **Certification of Education ED-SHR.** Have your school official complete and mail the ED-SHR form to CTS. The ED form can be obtained on the CTS website under Downloadable Forms for State of Illinois. Completed ED-SHR form certifies completion of a verbatim record of unfamiliar testimony dictated for 5 minutes at a minimum speed of 225 words per minute with at least 94% accuracy.
NOTE: application, fee, and supporting document(s) must be submitted to CTS no later than the filing deadline for the exam window in which you intend on choosing.

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; therefore, it is critical that applicants provide a valid email 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.
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.

Exam Score Expiration

- 225 ILCS 415/10. 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