

# INSTRUCTION SHEET

## NURSING HOME ADMINISTRATORS

- Non-Examination Temporary License
- Examination
- Endorsement of License
- Restoration

*In order for your application to be processed,  
**ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED**  
with the application and required fee unless otherwise directed in the instructions.*

**BEFORE COMPLETING THE APPLICATION PACKAGE**, read each of the 4 steps below in the order that they are listed, then follow the directions as they apply to you. This will aid you in accurately completing your application and eliminate any delay in processing. **THE APPLICATION WHICH YOU SUBMIT IS VALID FOR THREE YEARS FROM DATE OF RECEIPT.** Except for temporary licenses, a license issued under the Nursing Home Administrator's Licensing and Disciplinary Act expires on November 30 of each odd-numbered year.

- Step 1. Use the **REFERENCE SHEET (CHART I)** to select the appropriate Profession Name, 3 digit Profession Code, Licensure Method and Fee, and record that information in **PART I** (page one) of the **Application for Licensure and/or Examination**.
- Step 2. Proceed with **PART II** (page one) and complete all applicable information requested on all 4 pages of the **Application for Licensure and/or Examination**.
- Step 3. The remainder of this form contains specific instructions for each Licensure Method. Locate the instructions for the Licensure Method you recorded in **PART I** (page one), of the **Application for Licensure and/or Examination** and follow those instructions only.

NOTE: All documents in a foreign language that are required to be submitted with an application or for any other purpose in connection with licensure must be accompanied by an original, notarized translation that has been performed by a person, other than the applicant, who is fluent in both English and the language of the document(s). The translator shall certify to the above requirements as well as to the accuracy of the translation.

- Step 4. If needed, telephone numbers for assistance in completing the Application Package are provided on the **REFERENCE SHEET**.

**Additional application forms can be downloaded from the IDFPR Web site at [www.idfpr.com](http://www.idfpr.com).**

## EDUCATIONAL QUALIFICATIONS

*In order for your application to be processed,  
**ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED**  
with the application and required fee unless otherwise directed in the instructions.*

### **ONE OF THE FOLLOWING EDUCATIONAL QUALIFICATIONS MUST BE MET IN ORDER TO BE ELIGIBLE TO SIT FOR EXAMINATION AND/OR RECEIVE A TEMPORARY LICENSE:**

1. Graduation from accredited college or university with minimum of BACCALAUREATE DEGREE; (Degree may be in any field. There is no experience requirement.)  
OR
2. Satisfactory completion of an approved COURSE OF INSTRUCTION IN NURSING HOME ADMINISTRATION. (An approved course must include one course in Nursing Home Administration, Personnel Management, Accounting and Financial Management, and Social Gerontology. There is no experience requirement.)  
OR
3. Graduation from a three year diploma nurse program and two years of QUALIFYING EXPERIENCE. (Verification of Qualifying Experience--Supporting Document **VE** must accompany application.)  
OR
4. An associate degree or a minimum of 60 semester hours or 90 quarter hours of credit earned from an accredited college or university and QUALIFYING EXPERIENCE. (Verification of Qualifying Experience--Supporting Document **VE** must accompany application.)  
OR
5. If applying by endorsement, may obtain a certification of completion of the Professional Certification Program for Nursing Home Administrators developed by the Foundation of the American College of Health Care Administrators.

### **QUALIFYING EXPERIENCE**

Qualifying experience is defined as two years of full-time employment as an Assistant Nursing Home Administrator or Director of Nursing in a facility licensed by the Illinois Department of Public Health pursuant to the Nursing Home Care Act; OR two years of management experience in a corporation which owns and operates licensed nursing home facilities.

### **FURTHER INSTRUCTIONS FOR APPLICANTS WHO ARE SUBMITTING EVIDENCE OF EDUCATION AND EXPERIENCE FOR A DETERMINATION OF EQUIVALENCY:**

1. In addition to documents listed above, you must also submit official college/university transcripts with school seal affixed.

**NOTE:** Your application and supporting documents may need to be reviewed by the Nursing Home Administrators Licensing and Disciplinary Board of the Department of Financial and Professional Regulation. In the event such review is necessary, you will not be scheduled for an examination until the review is completed and you have been determined eligible for examination.

## NON-EXAMINATION TEMPORARY LICENSE

*In order for your application to be processed,  
**ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED**  
with the application and required fee unless otherwise directed in the instructions.*

1. Supporting Document CCA **must** be completed and submitted with each application. Your application will not be processed without completion of this form.
2. Supporting Document ED must be completed and have school seal affixed.
3. If applying on the basis of a three year diploma nurse or an Associate Degree and experience, Supporting Document VE must be completed.
4. Supporting Document CA-NHA must be completed by your employer.
5. Supporting Document HL must be completed by your examining physician and the examination must have occurred within one (1) year preceding your application. Those individuals applying for licensure pursuant to certification by a recognized church or religious denomination which teaches reliance on spiritual means alone for healing, must submit verification of membership with a recognized church or religious denomination which teaches reliance on spiritual means alone for healing. An applicant applying under this provision will be issued a Limited Nursing Home Administrator License which will allow the individual to be an administrator in an institution of the certifying church or denomination.
6. Fee payment must be in the form of a check or money order made payable to the Illinois Department of Financial and Professional Regulation.
7. Forward four-page application, supporting documentation and fee payment to the Illinois Department of Financial and Professional Regulation, ATTN: Division of Professional Regulation, P.O. Box 7007, Springfield, Illinois 62791.

NOTE: The holder of a Temporary License shall be authorized to serve as an administrator only for the facility indicated on the application. The Temporary License shall be valid only for the period of the time designated therein and may be extended only for one additional one-year period, if the applicant took the examination during the period of his or her Temporary License. An applicant may request an extension of a Temporary License if the applicant took the examination during the period of his or her temporary license by submitting a request in writing to the Department, along with a CA-NHA form completed by his or her employer, and a \$20 processing fee which covers the cost of printing a new Temporary License. The original Temporary License must be returned with the request. The applicant shall retake the examination prior to the expiration of the extended Temporary License. A Temporary License as an administrator becomes void and shall be surrendered upon termination of the holder's service as an administrator to the facility for which the Temporary License was granted OR one year from the date of issuance, whichever comes first. No permanent license will be issued until the Temporary License has been returned to the Department. An individual shall be issued only one temporary license.

An applicant for a temporary license as a nursing home administrator may act as a nursing home administrator for a period of up to 60 days prior to the issuance of a license if the applicant has submitted the required fee and an application for licensure to the Department. This 60-day period may be extended until the next Board meeting if action by the Board is required. The applicant shall keep a copy of the submitted application on the premises where the applicant is engaged in the practice as a nursing home administrator.

The authority to practice shall terminate immediately upon the denial of licensure by the Department or the withdrawal of the application.

## EXAMINATION

***In order for your application to be processed,  
ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED  
with the application and required fee unless otherwise directed in the instructions.***

**NOTE: Any Temporary Nursing Home Administrator license must be returned to the Department prior to a permanent Nursing Home Administrator license being issued.**

1. Supporting Document CCA **must** be completed and submitted with each application. Your application will not be processed without completion of this form.
2. If you have ever been licensed, Supporting Document **CT** must be completed by the U.S. jurisdiction of original licensure and the U.S. jurisdiction of current licensure where you have most recently been practicing. You are authorized to photocopy the form if necessary. You must direct the licensing agency/board to return completed form **CT** directly to you.
3. Supporting Document **HL** must be completed by your examining physician and the examination must have occurred within one (1) year preceding your application. Those individuals applying for licensure pursuant to certification by a recognized church or religious denomination which teaches reliance on spiritual means alone for healing, must submit verification of membership with a recognized church or religious denomination which teaches reliance on spiritual means alone for healing. An applicant applying under this provision upon successful completion of the examination will be issued a Limited Nursing Home Administrator License which will allow the individual to be an administrator in an institution of the certifying church or denomination.
4. Supporting Document **ED** must be completed by a college/university school official and school seal must be affixed.
5. Supporting Document **VE** must be completed if application is made on the basis of three year diploma nurse or Associate Degree and experience.
6. Fee payment schedule is indicated on the **REFERENCE SHEET**.
7. Since the application for examination is a dual process, you must do the following:

### A. NAB EXAMINATION ONLY

If you are applying to take NAB examination, complete the Department's green licensure/examination application and submit it along with a certified check or money order to Continental Testing Service, Inc., P.O. Box 100, LaGrange, Illinois 60525-0100 where it will be screened for eligibility. (You may include the additional exam fee to CTS at this time, if you are also applying for the Illinois Supplemental Jurisdictional Examination. See Subparagraph B); *or*

**Apply Directly On-Line.** Register for the examination by referring to the Continental Testing Web site ([www.continentaltesting.net](http://www.continentaltesting.net)) for information on how to apply for the examination on-line and pay the test fee by credit card.

**At the same time**, register for the NAB examination online via the link from the NAB home page ([www.nabweb.org](http://www.nabweb.org)) or [www.proexam.org/NAB](http://www.proexam.org/NAB). Information for Candidate Handbooks in electronic form are also assessable on the NAB website.

Once you have completed both processes and are determined eligible you will receive an Authorization to Test (ATT) that will contain the necessary information to schedule yourself for NAB examination. The ATT eligibility lasts for 60 days only. You must take the examination within those 60 days or reapply with a new fee.

### B. ILLINOIS SUPPLEMENTAL JURISDICTIONAL EXAMINATION ONLY

If you are applying to take **ONLY** the Illinois Supplemental Jurisdictional Examination, complete the Department's green licensure/examination application and submit it along with a certified check or money order to Continental Testing Service, Inc., P.O. Box 100, LaGrange, Illinois 60525-0100 where it will be screened for eligibility.

Review the Reference Sheet for the final filing dates, examination dates and examination fees.

## ENDORSEMENT OF LICENSE

*In order for your application to be processed,  
**ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED**  
with the application and required fee unless otherwise directed in the instructions.*

1. Supporting Document CCA **must** be completed and submitted with each application. Your application will not be processed without completion of this form.
2. Supporting Document CT must be completed by the U.S. jurisdiction of original licensure and the U.S. jurisdiction of current licensure where you have most recently practiced. You are authorized to photocopy the form if necessary. You must direct the licensing agency/board to return completed form CT directly to you;
3. A copy of Act and Rules from original state of licensure during year license was received;
4. Supporting Document HL must be completed by your examining physician and the examination must have occurred within one (1) year preceding your application. Those individuals applying for licensure pursuant to certification by a recognized church or religious denomination which teaches reliance on spiritual means alone for healing, must submit verification of membership with a recognized church or religious denomination which teaches reliance on spiritual means alone for healing. An applicant applying under this provision will be issued a Limited Nursing Home Administrator License which will allow the individual to be an administrator in an institution of the certifying church or denomination.
5. Supporting Document VE must be completed by your employer and returned with your application package.
6. If applying on the basis of education and experience, Supporting Document SD-HLT must be completed by an official of the Department of Health in the state where you were employed as a nursing home administrator.
7. Submit official transcripts with school seal affixed showing graduation from an accredited college or university; or three year diploma nurse program; or an associate degree or its equivalent; or certification of successful completion of the Professional Certification Program.
8. Fee payment must be in the form of a check or money order and made payable to the Department of Financial and Professional Regulation.
9. Forward four-page application, supporting documentation and fee payment to: Illinois Department of Financial and Professional Regulation, ATTN: Division of Professional Regulation, P.O. Box 7007, Springfield, Illinois 62791.

NOTE: Your application and supporting documents may be reviewed by the Nursing Home Administrators Licensing and Disciplinary Board of the Department of Financial and Professional Regulation. Upon approval of your endorsement application, you will be required to take the Illinois Supplemental Examination.

## RESTORATION

*In order for your application to be processed,  
**ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED**  
with the application and required fee unless otherwise directed in the instructions.*

### ~IMPORTANT NOTICE~

These Restoration Instructions apply only to those nursing home administrators whose licenses have been on inactive status, or in non-renewed status, for five or more years.

**If your license has been inactive, or in non-renewed status, for less than five years, you should contact the Department of Financial and Professional Regulation at 1-800-560-6420 for detailed instructions on how to restore it to active status.**

If you are restoring an inactive license after five (5) years, you must file an application together with proof of 36 hours of continuing education or three (3) semester hours of completed college level course work and either submit:

- a. sworn evidence certifying to active practice in another state; OR
- b. an affidavit attesting to military service; OR
- c. proof of an additional 36 hours of continuing education completed within 2 years prior to restoration application; OR
- d. successfully complete both portions of the examination (IL Supplemental and the NAB).

If you are restoring after active military service but within 2 years of termination of military service, you shall submit a DD214.

In addition to the above, applicants must submit:

1. Supporting Document CCA **must** be completed and submitted with each application. Your application will not be processed without completion of this form.
2. Supporting Document CT to verify proof of licensure as a nursing home administrator in another jurisdiction. You must direct the licensing agency/board to return completed form CT directly to the address indicated in number 6 below.

If you have not maintained an active practice in another state/territory, the Nursing Home Administrators Licensing and Disciplinary Board shall, by evaluation, determine your fitness to resume active practice. The Department may ask you to submit additional documentation after reviewing the initial request for restoration. You may also be required to successfully complete the N.A.B. and Illinois Supplemental Examinations. You may be required to appear before the Board, for an oral interview designed to determine current competency to practice as a nursing home administrator.

3. Supporting Document RS must be completed. If this form was not included in the application packet, you must obtain one by contacting the Department of Financial and Professional Regulation at 217-782-0458.
4. Supporting Document VE must be completed to verify active practice for 3 years of the last 5 years as a nursing home administrator.
5. Supporting Document HL must be completed by your examining physician and the examination must have occurred within one (1) year preceding your application. Those individuals applying for restoration pursuant to certification by a recognized church or religious denomination which teaches reliance on spiritual means alone for healing, must submit verification of membership with a recognized church or religious denomination which teaches reliance on spiritual means alone for healing.
6. Fee payment is indicated in the Official Use Only Box on Supporting Document RS. Fee payment must be in the form of a check or money order made payable to the Illinois Department of Financial and Professional Regulation.
7. Forward four-page application, supporting documentation and fee payment to: Illinois Department of Financial and Professional Regulation, ATTN: Division of Professional Regulation, P.O. Box 7007, Springfield, Illinois 62791.

## LICENSURE METHODS AND DEFINITIONS

*Following are definitions of the various methods used in issuing licenses for professionals in the State of Illinois. Some of these licensure methods may not be applicable to your profession. Refer to the enclosed instruction sheet to determine the specific licensure methods/requirements for your profession.*

### Licensure Methods

### Definition

Examination

Applicant has applied or is required to take and pass all or a portion of an exam scheduled and/or given by the Department or a representative of the Department.

Endorsement of License

Original license issued in another state and that state's requirements were substantially equivalent to Illinois requirements at time license was issued.

Acceptance of Examination

Applicant has taken a National Exam, referred to by Illinois statute, in any state. Applicant may or may not be licensed in another state.

Restoration

Applicant has previously been licensed in State of Illinois and has allowed license to lapse long enough to require reapplication. Possible exam passage and/or committee review.

Grandfather/Waiver

Applicant will be licensed without regard to current requirements because statute allows this based on past qualification and practices (for a specified time only).

Non-examination

Applicant is licensed by meeting qualifications required by statute. There is no exam for these professions. These can be either businesses or individuals.

# IMPORTANT NOTICE

## Elder and Child Abuse Reporting

"Pursuant to Public Act 91-0244, effective January 1, 2000, if you have reason to believe that an adult 60 years of age or older who resides in a domestic living situation who, because of dysfunction is unable to seek assistance for himself or herself has, within the previous 12 months been subject to abuse, neglect or financial exploitation, the mandated reporter shall, within 24 hours after developing such belief, report this suspicion to the Department on Aging. Reports should be made to **DEPARTMENT ON AGING AT 1-800-252-8966.**"

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"Public Act 91-0244 also requires that if you have reasonable cause to believe a child known to you in your professional capacity may be an abused or neglected child you are required to report such possible neglect or abuse to the **DEPARTMENT OF CHILDREN AND FAMILY SERVICES AT 1-800-25abuse.**"



## REFERENCE SHEET

ALL FEES ARE NONREFUNDABLE

Department reserves the right to change examination dates, filing deadlines, and fees if prevailing circumstances necessitate such action.

### CHART I - PROFESSION NAME, PROFESSION CODE, LICENSURE METHOD & FEE

<u>PROFESSION NAME</u>	<u>PROFESSION CODE</u>	<u>LICENSURE METHOD</u>	<u>APPLICATION FEE</u>
Temporary Certificate	045	Nonexamination	\$ 75.00
Nursing Home Administrator	044	Examination	See Chart II Below
Nursing Home Administrator	044	Endorsement of License	\$150.00
Nursing Home Administrator	044	Restoration	See Supporting Document <b>RS</b>

### CHART IIA - NAB EXAMINATION CODES AND FEES

**NAB EXAMINATION ONLY**

CTS

**TEST CODES**

01

**APPLICATION FEES**

\$ 98.00

Since the application for examination is a dual process, you must do the following:

- Complete the Department's licensure/examination application by applying online at [www.continentaltesting.net](http://www.continentaltesting.net), where it will be screened for eligibility, and pay the required administration fee with a credit card (VISA or Mastercard). (You may include the additional exam fee to CTS if you are also applying for the Illinois Supplemental Jurisdictional Examination at this time.)
- AT THE SAME TIME, register for the NAB examination online via the link from the NAB home page ([www.nabweb.org](http://www.nabweb.org)) or [www.proexam.org/NAB](http://www.proexam.org/NAB) and pay the required examination fee.

Once you have completed both processes and are determined eligible you will receive an Authorization to Test (ATT) that will contain the necessary information to schedule yourself for the NAB examination. The ATT eligibility lasts for 60 days only. You must take the examination within those 60 days or reapply with a new fee.

- Information for Candidate Handbooks in electronic form are accessible on the NAB website at [www.nabweb.org](http://www.nabweb.org).

### CHART IIB - ILLINOIS SUPPLEMENTAL JURISDICTIONAL EXAMINATION CODES AND FEES

**SUPPLEMENTAL EXAMINATION**

Illinois Supplemental Jurisdictional Examination

**TEST CODES**

02

**APPLICATION FEE**

\$180.00

- If you are applying to take **ONLY** the Illinois Supplemental Jurisdictional Examination, complete the Department's licensure/examination application by applying online at [www.continentaltesting.net](http://www.continentaltesting.net) and pay the required administration fee with a credit card (VISA or Mastercard). See Chart III below for the final filing and test dates for this examination.

### CHART III - DATES AND LOCATION FOR THE ILLINOIS SUPPLEMENTAL JURISDICTIONAL EXAMINATION ONLY

<u>TEST DATES</u>	<u>APPLICATION FILING DEADLINES</u>	<u>AVAILABLE TEST CENTER</u>	<u>TEST CENTER CODE</u>
January 11, 2017	November 30, 2016	Chicago	4401
April 12, 2017	February 13, 2017	Springfield	4402
July 12, 2017	May 12, 2017	Chicago	4403
October 11, 2017	August 11, 2017	Springfield	4404

**\*NOTE:** Approximately two weeks prior to the examination you will be mailed an admission notice, along with other necessary instructions. If you have not received an admission notice ten days prior to the examination, make inquiry to Continental Testing Services: 708/354-9911.

**SEE PAGE 2 FOR CHART IV - SCHOOL CODES AND FOR ASSISTANCE INFORMATION**

**CHART IV - SCHOOL CODES**

**NOT APPLICABLE**

**ENTER N/A IN PART VII c) OF  
APPLICATION FOR LICENSURE AND/OR EXAMINATION**

**\*\*\*\*\* REQUEST FOR ASSISTANCE \*\*\*\*\***

If assistance is needed, direct your request (based upon your licensure method)  
to one of the following telephone numbers:

<p>Licensure Methods <b><u>Except</u></b> Examination <b>(US ONLY)</b></p> <p>1-800-560-6420</p> <p>TTY</p> <p>1-866-325-4949</p> <p>Please allow 6 weeks from mailing your application before making an inquiry concerning its status.</p>	<p>Examination Licensure Method <b><u>Only</u></b></p> <p>1-708-354-9911</p>
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# Illinois Department of Financial and Professional Regulation

## Division of Professional Regulation

### Application Checklist for Licensed Nursing Home Administrator

*In order for your application to be processed,  
**ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED**  
with the application and required fee unless otherwise directed in the instructions.*

Before you mail your application, check the following items to make sure your application is complete!

FOUR-PAGE APPLICATION REVIEW	COMPLETED
Part I. Application Category Information	
Part II. Applicant Identifying Information	
Part III. Education Information	
Part IV. Record of Licensure Information	
Part V. Record of Examination	
Part VI. Personal History Information	
Part VII. Examination Coding Information (if applicable)	
Part VIII. Child Support and/or Student Loan Information	
Part IX. Certifying Statement--Signed and Dated	
SUPPORTING DOCUMENTS	SUBMITTED
Application Fee	
Supporting Document CCA <b>must</b> be completed and submitted with each application. Your application will not be processed without completion of this form.	
<b>ED</b> Form with school seal affixed	
<b>HL</b> Form completed and signed by licensed physician	
<b>CA-NHA</b> Form (for temporary nursing home administrator license)	
<b>VE</b> Form (submit if not applying with a baccalaureate degree or higher)	
<b>SD-HLT</b> Form (submit if using education and experience for endorsement)	
Act & Rules (from the original state of licensure for endorsement)	
Certificate from the Professional Certification Program for Nursing Home Administrators (fulfills education/experience requirement for endorsement)	
<b>CT</b> Form (original state of licensure)	
<b>RS</b> Form (restoration method only)	
Copy of <b>DD214</b> (if restoring from active military service)	
Proof of Name Change (if applicable)	

All supporting documents ***may not be required***. Please refer to application instructions for your specific method of licensure.





**NAME (Last, First, MI):**

**SS#:**

**Profession:**

**PART IV: Record of Licensure Information**

*If you have ever been licensed to practice the profession for which you are now making application, or held a related license, complete the information requested below. If you have ever held a temporary, trainee or apprenticeship license, or a permit, it must be listed here also. In addition, the INSTRUCTION SHEET enclosed with this Application package may instruct you to have Certification(s) of Licensure in other state(s) prepared and submitted in support of your application (contact other state(s) regarding possible fee). You must also list all other licenses held in Illinois, however, certification of licensure from Illinois is not required. Failure to disclose all licenses held may result in denial of your application or other appropriate action.*

STATE	PROFESSION NAME	LICENSE NUMBER	DATE OF ISSUANCE	LICENSE STATUS (Active, Lapsed, etc.)
State of Original Licensure				
State of Current Licensure where you most recently have been practicing.				
Other States of Licensure				

*(If additional space is needed, attach a separate sheet.)*

**PART V: Record of Examination**

*If you have ever taken a licensure examination in Illinois or any other state for the profession for which you are now making application, you must complete the information requested below. EACH EXAMINATION ATTEMPT MUST BE SHOWN. Failure to disclose an examination attempt may result in the denial of your application or other appropriate action.*

NAME OF EXAMINATION	STATE	MONTH/YEAR	EXAM RESULTS
			(Passed, Failed, Absent)

*(If additional space is needed, attach a separate sheet.)*

<b>PART VI: Personal History Information (This part must be completed by all applicants)</b>	YES	NO
1. Have you been convicted of or pled guilty or nolo contendere to any criminal offense in any state or in federal court? Please do not give details on minor traffic charges, but do include information relating to Driving While Intoxicated (DWI) charges. <i>If yes, attach a personal statement describing the circumstances of the conviction and certified copies of court records of your conviction including the nature of the offense, date of discharge, and a statement from the probation or parole office. In general, a criminal conviction by itself does not usually result in denial of licensure.</i>		
2. Have you been convicted of a felony? <i>In general, a felony conviction by itself does not usually result in denial of licensure.</i>		
3. If yes, have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board? <i>If yes, attach a copy of the certificate.</i>		
4. Do you have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition, that presently interferes with your ability to practice your profession? <i>If yes, attach a detailed statement, including an explanation whether or not you are currently under treatment.</i>		
5. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere? <i>If yes, attach a detailed explanation.</i>		
6. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? <i>If yes, attach a detailed explanation.</i>		

<b>PART VII: Examination Coding Information (This part is for examination applicants only)</b>																				
Refer to the REFERENCE SHEET enclosed with this application package and complete the following:																				
a) CHART II - Select examination(s) you desire and enter Test Codes. <span style="margin-left: 100px;"> <table style="display: inline-table; border-collapse: collapse;"> <tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr> <tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr> </table> <table style="display: inline-table; border-collapse: collapse; margin-left: 20px;"> <tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr> <tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr> </table> <table style="display: inline-table; border-collapse: collapse; margin-left: 20px;"> <tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr> <tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr> </table> <table style="display: inline-table; border-collapse: collapse; margin-left: 20px;"> <tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr> <tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr> </table> <table style="display: inline-table; border-collapse: collapse; margin-left: 20px;"> <tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr> <tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr> </table> </span>																				
b) CHART III - Select the examination site you desire and enter Test Center Code: <span style="margin-left: 100px;"> <table style="display: inline-table; border-collapse: collapse;"> <tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr> </table> </span>																				
c) CHART IV - Find your School of Graduation and enter school code: <span style="margin-left: 100px;"> <input style="width: 150px; height: 20px;" type="text"/> </span>																				
d) Record the number of times you have taken this exam in Illinois or any other state: <span style="margin-left: 100px;"> <table style="display: inline-table; border-collapse: collapse;"> <tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr> </table> </span>																				

<b>PART VIII: Child Support and/or Student Loan Information (Every applicant is required by law to respond to the following questions)</b>
<p>1. In accordance with 5 Illinois Compiled Statutes 100/10-65(c), applications for renewal of a license or a new license shall include the applicant's Social Security number, and the licensee shall certify, under penalty of perjury, that he or she is not more than 30 days delinquent in complying with a child support order. <b>Failure to certify shall result in disciplinary action, and making a false statement may subject the licensee to contempt of court.</b></p> <p>Are you more than 30 days delinquent in complying with a child support order? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>  <small>(NOTE: If you are not subject to a child support order, answer "no.")</small></p>
<p>2. In accordance with 20 Illinois Compiled Statutes 2105/2105-(5), "The Department shall deny any license or renewal authorized by the Civil Administrative Code of Illinois to any person who has defaulted on an educational loan or scholarship provided by or guaranteed by the Illinois Student Assistance Commission or any governmental agency of this State; however, the Department may issue a license or renewal if the aforementioned persons have established a satisfactory repayment record as determined by the Illinois Student Assistance Commission or other appropriate governmental agency of this State." (Proof of a satisfactory repayment record must be submitted.)</p> <p>Are you in default on an educational loan or scholarship provided/guaranteed by the Illinois Student Assistance Commission or other governmental agency of this State? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p>

<b>PART IX: Certifying Statement</b>
Under penalties of perjury, I declare that I have examined the application and all supporting documents submitted by me in connection therewith, and to the best of my knowledge, they are true, correct, and complete.
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-top: 1px solid black; text-align: center;"> <p style="margin: 0;">Signature of Applicant</p> </div> <div style="width: 45%; border-top: 1px solid black; text-align: center;"> <p style="margin: 0;">Date</p> </div> </div> <p style="margin-top: 10px;"><b>I UNDERSTAND THAT FEES ARE NOT REFUNDABLE.</b> My signature above authorizes the Department of Financial and Professional Regulation to reduce the amount of this check if the amount submitted is not correct. I understand this will be done only if the amount submitted is greater than the required fee hereunder, but in no event shall such reduction be made in an amount greater than \$50.</p>

**IMPORTANT NOTICE:** Completion of this form is necessary to accomplish the requirements outlined in 225 of the Illinois Compiled Statutes. Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

## HEALTH CARE WORKERS CHARGED WITH OR CONVICTED OF CRIMINAL ACTS

SUPPORTING DOCUMENT

# CCA

1. NAME      LAST                      FIRST                      MIDDLE

3. PROFESSIONAL LICENSE NUMBER (if any)  
\_\_\_\_\_ - \_\_\_\_\_

2. ADDRESS      STREET, CITY, STATE, ZIP CODE

4. SOCIAL SECURITY NUMBER  
\_\_\_\_\_ - \_\_\_\_\_

Pursuant to 20ILCS 2105-165(a), the Department requires the following professionals to disclose information regarding convictions pertaining to certain offenses. **Please check applicable profession.**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Acupuncturists                            | <input type="checkbox"/> Naprapaths   | <input type="checkbox"/> Physician Assistants              |
| <input type="checkbox"/> Advanced Practice Nurses                  | <input type="checkbox"/> Nursing Home Administrators  | <input type="checkbox"/> Podiatrists                       |
| <input type="checkbox"/> Athletic Trainers                         | <input type="checkbox"/> Occupational Therapists  | <input type="checkbox"/> Professional Counselors           |
| <input type="checkbox"/> Audiologists                              | <input type="checkbox"/> Occupational Therapy Assistants  | <input type="checkbox"/> Prosthetists                      |
| <input type="checkbox"/> Clinical Psychologists                    | <input type="checkbox"/> Optometrists   | <input type="checkbox"/> Registered Nurses                 |
| <input type="checkbox"/> Clinical Social Workers                   | <input type="checkbox"/> Orthotists   | <input type="checkbox"/> Registered Surgical Assistants    |
| <input type="checkbox"/> Dental Hygienists                         | <input type="checkbox"/> Pedorthists  | <input type="checkbox"/> Registered Surgical Technologists |
| <input type="checkbox"/> Dentists                                  | <input type="checkbox"/> Perfusionists  | <input type="checkbox"/> Respiratory Care Practitioners    |
| <input type="checkbox"/> Genetic Counselors                        | <input type="checkbox"/> Pharmacists  | <input type="checkbox"/> Speech Pathologists               |
| <input type="checkbox"/> Licensed Clinical Professional Counselors | <input type="checkbox"/> Physical Therapists  |  |
| <input type="checkbox"/> Licensed Practical Nurses                 | <input type="checkbox"/> Physical Therapy Assistants  |  |
| <input type="checkbox"/> Licensed Social Workers                   | <input type="checkbox"/> Physicians, including Medical Doctors (M.D.), Doctors of Osteopathic Medicine (D.O.), and Chiropractic Physicians (D.C.) |  |
| <input type="checkbox"/> Marriage and Family Therapists            |   |  |

Any other license issued by the Department under the Acts listed in this Section and the Controlled Substances Act [740 ILCS 40], except for pharmacy technicians, issued to a person subject to the Code and this Part.

**In order for your application to be evaluated, you must respond to each of the following questions:**

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1) Are you currently charged with or have you been convicted of a criminal act that requires registration under the Sex Offender Registration Act? *  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Are you currently charged with or have you been convicted of a criminal battery against any patient <i>in the course of patient care or treatment</i> , including any offense based on sexual conduct or sexual penetration? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) Are you required, as part of a criminal sentence, to register under the Sex Offender Registration Act? *   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) Are you currently charged with or have you been convicted of a forcible felony? *  | <input type="checkbox"/> | <input type="checkbox"/> |

*If **YES** to any of the above, attach a certified copy of the court records regarding your conviction, the nature of the offense and date of discharge, if applicable, as well as a statement from the probation or parole office.*

### Certification Statement

Under penalties of perjury, I declare that I have examined this Form and all supporting documents and/or information submitted by me in connection therewith, and to the best of my knowledge, they are true, correct, and complete.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## \* DEFINITIONS

730 ILCS 150 et. seq.—Acts that require Sex Offender Registration:

(B) As used in this Article, "sex offense" means:

(1) A violation of any of the following Sections of the Criminal Code of 1961:

- 11-20.1 (child pornography),
- 11-20.3 (aggravated child pornography),
- 11-6 (indecent solicitation of a child),
- 11-9.1 (sexual exploitation of a child),
- 11-9.2 (custodial sexual misconduct),
- 11-9.5 (sexual misconduct with a person with a disability),
- 11-15.1 (soliciting for a juvenile prostitute),
- 11-18.1 (patronizing a juvenile prostitute),
- 11-17.1 (keeping a place of juvenile prostitution),
- 11-19.1 (juvenile pimping),
- 11-19.2 (exploitation of a child),
- 11-25 (grooming),
- 11-26 (traveling to meet a minor),
- 12-13 (criminal sexual assault),
- 12-14 (aggravated criminal sexual assault),
- 12-14.1 (predatory criminal sexual assault of a child),
- 12-15 (criminal sexual abuse),
- 12-16 (aggravated criminal sexual abuse),
- 12-33 (ritualized abuse of a child).

An attempt to commit any of these offenses.

(1.5) A violation of any of the following Sections of the Criminal Code of 1961, when the victim is a person under 18 years of age, the defendant is not a parent of the victim, the offense was sexually motivated as defined in Section 10 of the Sex Offender Management Board Act, and the offense was committed on or after January 1, 1996:

- 10-1 (kidnapping),
- 10-2 (aggravated kidnapping),
- 10-3 (unlawful restraint),
- 10-3.1 (aggravated unlawful restraint).

(1.6) First degree murder under Section 9-1 of the Criminal Code of 1961, when the victim was a person under 18 years of age and the defendant was at least 17 years of age at the time of the commission of the offense, provided the offense was sexually motivated as defined in Section 10 of the Sex Offender Management Board Act.

(1.7) (Blank).

(1.8) A violation or attempted violation of Section 11-11 (sexual relations within families) of the Criminal Code of 1961, and the offense was committed on or after June 1, 1997.

(1.9) Child abduction under paragraph (10) of subsection (b) of Section 105 of the Criminal Code of 1961 committed by luring or attempting to lure a child under the age of 16 into a motor vehicle, building, house trailer, or dwelling place without the consent of the parent or lawful custodian of the child for other than a lawful purpose and the offense was committed on or after January 1, 1998, provided the offense was sexually motivated as defined in Section 10 of the Sex Offender Management Board Act.

(1.10) A violation or attempted violation of any of the following Sections of the Criminal Code of 1961 when the offense was committed on or after July 1, 1999:

- 10-4 (forcible detention, if the victim is under 18 years of age), provided the offense was sexually motivated as defined in Section 10 of the Sex Offender Management Board Act,
- 11-6.5 (indecent solicitation of an adult),
- 11-15 (soliciting for a prostitute, if the victim is under 18 years of age),
- 11-16 (pandering, if the victim is under 18 years of age),
- 11-18 (patronizing a prostitute, if the victim is under 18 years of age),
- 11-19 (pimping, if the victim is under 18 years of age).

(1.11) A violation or attempted violation of any of the following Sections of the Criminal Code of 1961 when the offense was committed on or after August 22, 2002:

- 11-9 (public indecency for a third or subsequent conviction).

(1.12) A violation or attempted violation of Section 5.1 of the Wrongs to Children Act (permitting sexual abuse) when the offense was committed on or after August 22, 2002.

(2) A violation of any former law of this State substantially equivalent to any offense listed in subsection (B) of this Section.

(C) A conviction for an offense of federal law, Uniform Code of Military Justice, or the law of another state or a foreign country that is substantially equivalent to any offense listed in subsections (B), (C), (E), and (E5) of this Section shall constitute a conviction for the purpose of this Article.

## \* DEFINITIONS

A “**forcible felony**”, for the purposes of Section 2105-165 of the Code (section numbers are from the Criminal Code of 1961 [720 ILCS 5]) and 68 Illinois Administrative Code 1130.120 is one or more of the following offenses:

- a) First Degree Murder (Section 9-1);
- b) Intentional Homicide of an Unborn Child (Section 9-1.2);
- c) Second Degree Murder (Section 9-2);
- d) Voluntary Manslaughter of an Unborn Child (Section 9-2.1);
- e) Drug-induced Homicide (Section 9-3.3);
- f) Kidnapping (Section 10-1);
- g) Aggravated Kidnapping (Section 10-2);
- h) Unlawful Restraint (Section 10-3);
- i) Aggravated Unlawful Restraint (Section 10-3.1);
- j) Forcible Detention (Section 10-4);
- k) Involuntary Servitude (Section 10-9(b));
- l) Involuntary Sexual Servitude of a Minor (Section 10-9(c));
- m) Trafficking in Persons (Section 10-9(d));
- n) Criminal Sexual Assault (Section 11-1.20);
- o) Aggravated Criminal Sexual Assault (Section 11-1.30);
- p) Predatory Criminal Sexual Assault of a Child (Section 11-1.40);
- q) Criminal Sexual Abuse (Section 11-1.50);
- r) Aggravated Criminal Sexual Abuse (Section 11-1.60);
- s) Aggravated Battery (Section 12-3.05);
- t) Compelling Organization Membership of Persons (Section 12-6.5);
- u) Compelling Confession or Information by Force or Threat (Section 12-7);
- v) Home Invasion (Section 12-11);
- w) Robbery (Section 18-1);
- x) Armed Robbery (Section 18-2);
- y) Vehicular Hijacking (Section 18-3);
- z) Aggravated Vehicular Hijacking (Section 18-4);
- aa) Aggravated Robbery (Section 18-5);
- bb) Terrorism (Section 29D-14.9);
- cc) Causing a Catastrophe (Section 29D-15.1);
- dd) Possession of a Deadly Substance (Section 29D-15.2);
- ee) Making a Terrorist Threat (Section 29D-20);
- ff) Falsely Making a Terrorist Threat (Section 29D-25);
- gg) Material Support for Terrorism (Section 29D-29.9);
- hh) Hindering Prosecution of Terrorism (Section 29D-35);
- ii) Boarding or Attempting to Board an Aircraft with Weapon (Section 29D-35.1);
- jj) Armed Violence (Section 33A-2); and
- kk) Attempt (Section 8-4) of any of the above specified offenses.



**PART III - CERTIFICATION OF EXAMINATION SCORES**

A1. National or other Profession Specific Examination  
(Record all available information)

Date of Examination \_\_\_\_\_

Scaled Score	_____	Raw Score	_____
Standard Deviation	_____	Corrected Score	_____
National Mean	_____	Percent Score	_____

A 2.

SUBJECT	DATE	SCORE	SUBJECT	DATE	SCORE

B. State Constructed Examination

SUBJECT	DATE	SCORE	SUBJECT	DATE	SCORE

**PART IV - FORMAL ACTIONS**

A. Is there now or has there ever been any formal action commenced against the applicant?  Yes  No

B. Have there ever been any formal sanctions imposed against the applicant as a matter of public record including but not limited to fine, reprimand, probation, censure, revocation, suspension, surrender, restriction or limitation? **(If yes, attach a certified copy of disciplinary action.)**  Yes  No

**PART V - RECIPROCAL REGISTRATION**

This state  does  does not grant the same privilege of reciprocal registration to Illinois registrants.

I certify that the information contained herein is true and correct according to the official records of the State.

<b>SEAL</b>	_____	_____
	Print Name	Signature
	_____	_____
	Title	Date
_____	_____	_____
Agency/Board Street Address	Area Code (     )	Telephone Number
_____	_____	_____
City, State, ZIP Code		

**ATTENTION APPLICANT--RETURN EXAM CT TO:** Continental Testing Services, Inc.  
P.O. Box 100  
LaGrange, Illinois 60525-0100

**NAME (Last, First, MI):**

**SS#:**

**Profession:**



O. USE THIS SPACE TO RECORD ANY OTHER INFORMATION THAT YOU FEEL WOULD ASSIST THE DEPARTMENT IN EVALUATING THE APPLICANT'S EDUCATIONAL EXPERIENCES.

NAME (Last, First, MI):

I certify that the information recorded herein is true and correct according to the official records of this institution.

SS#:

\_\_\_\_\_

Print Name of School Official

\_\_\_\_\_

Signature of School Official

\_\_\_\_\_

Title

\_\_\_\_\_

Date

SCHOOL SEAL OR NOTARY SEAL

**NOTE:** If the institution does not have a school seal, this form must be notarized.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Profession:

\_\_\_\_\_

Date of Expiration

\_\_\_\_\_

Signature of Notary Public

**SCHOOL OFFICIAL: RETURN THIS FORM TO APPLICANT**

**IMPORTANT NOTICE:** Completion of this form is necessary to accomplish the requirements outlined in 225 of the Illinois Compiled Statutes. Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

## VERIFICATION OF EMPLOYMENT / EXPERIENCE

SUPPORTING DOCUMENT

# VE

**APPLICANT:** *Complete the application section of this form, then forward it to your employer. Upon receipt of the completed form from the employer, include it with your Application for Licensure/Examination. You are authorized to photocopy this form as necessary.*

1. NAME      LAST                      FIRST                      MIDDLE  	2. DATE OF BIRTH ___ / ___ / ___ Month      Day              Year	3. SOCIAL SECURITY NUMBER _____ - _____ - _____
4. ADDRESS      STREET, CITY, STATE, ZIP CODE	5. REFER TO REFERENCE SHEET. Record profession name and three digit profession code for which you are making Illinois application.  <div style="text-align: center;">           _____ Profession Name                      _____ Profession Code         </div>	
6. MAIDEN OR GIVEN SURNAME	7. JOB TITLE OR POSITION APPLICANT HELD	
8. DATES OF EMPLOYMENT From ___ / ___ / ___ To ___ / ___ / ___ Month Day Year              Month Day Year	9. SUPERVISOR NAME	

**EMPLOYER:** *Complete the remainder of this form. Return the completed form to the applicant in a sealed envelope.*

**PART I - EMPLOYMENT INFORMATION**

A. EMPLOYER NAME		B. BUSINESS / INSTITUTION NAME	
C. EMPLOYER REGISTRATION/LI-CENSE NUMBER	D. STATE OF EMPLOYER REGISTRATION/LICENSE	E. BUSINESS ADDRESS      STREET      CITY      STATE      ZIP CODE	
F. BUSINESS REGISTRATION/LI-CENSE NUMBER (If Applicable)	G. STATE OF BUSINESS REGISTRATION/LICENSE	H. BUSINESS TELEPHONE NUMBER Area Code ( _____ ) _____ - _____	

**PART II - APPLICANT EMPLOYMENT INFORMATION**

A. NUMBER OF HOURS WORKED PER WEEK	B. TYPE OF EMPLOYMENT [ ] Full-time    [ ] Part-time	C. DATES OF EMPLOYMENT From ___ / ___ / ___ To ___ / ___ / ___ Month Day Year              Month Day Year
D. RECORD APPLICANT'S POSITION TITLE(S)		
E. GIVE BRIEF DESCRIPTION OF DUTIES PERFORMED BY THE APPLICANT.		

I do hereby declare that this information is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 of the Illinois Compiled Statutes. Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

## CERTIFICATE OF HEALTH

SUPPORTING DOCUMENT

# HL

**APPLICANT:** Complete the applicant section of this form. The physician who examines you **MUST** hold an active license in the jurisdiction in which he/she practices. Direct the physician to complete the Examining Physician Section of this form and return the completed form to you for inclusion with your Application for Licensure and/or Examination.

1. NAME LAST FIRST MIDDLE	2. DATE OF BIRTH ____/____/____ Month Day Year	3. SOCIAL SECURITY NUMBER ____-____-____
4. ADDRESS STREET, CITY, STATE, ZIP CODE	5. REFER TO REFERENCE SHEET. Record profession name and three digit profession code for which you are making Illinois application.	
6. MAIDEN OR GIVEN SURNAME	_____ Profession Name	_____ Profession Code

**EXAMINING PHYSICIAN:** Complete the remainder of this form. Reference the above profession name to determine the appropriate statement to check-off. Return the completed form to the applicant. Physical examination must have occurred within the preceding 12 months.

A. PHYSICIAN NAME FIRST MIDDLE LAST	B. PHYSICIAN LICENSE NUMBER
C. STREET ADDRESS	D. STATE OR TERRITORY OF LICENSURE
E. CITY, STATE, ZIP CODE	F. DATES OF APPLICANT'S PHYSICAL EXAMINATION OR IMMUNIZATION

STATEMENT I: COMPLETE THIS STATEMENT FOR THE PROFESSION OF:

### NURSING HOME ADMINISTRATOR

The above-named applicant is of sound physical and mental health.

Yes

No

STATEMENT II: COMPLETE THIS STATEMENT FOR THE PROFESSION OF:

### FUNERAL DIRECTOR AND EMBALMER

The above-named applicant received the following: 1)Diphtheria-Tetanus (adult type) immunizations  Series  Booster  
2)Hepatitis B  Series

I hereby declare that the above information is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date