



IDFPR

Illinois Department of
Financial and Professional Regulation

Overview of the Nurse Testing Application Process

Before Applicants Apply for Licensure with IDFPR



1. Applying to sit for an exam is a dual process. Applicants apply to Continental Testing Services ("CTS") and Pearson Vue to sit for the State Board Exam.

NOTE: This is **ONLY** for the application to sit for the exam and **NOT** for the licensure application with IDFPR.



2. CTS reviews the exam application to ensure all documentation has been received. CTS will request any additional documentation required that is not submitted.



3. Once the required educational documents, fingerprint Transaction Control Number ("TCN") receipt, and all other required materials are received, CTS confirms registration with Pearson Vue and approves the exam application. Pearson Vue completes the Approval To Test ("ATT") and emails it to the applicant. The applicant can then schedule their exam date.



4. Once the applicants take the exam, Pearson Vue provides the official results, along with the daily candidate performance reports to CTS. CTS then mails the official reports within 10 business days following the exam.



5. CTS matches official results with the appropriate applications. All files for applicants who passed the exam are sent to IDFPR via UPS.



6. CTS sends the official pass letter to the applicant via USPS mail. The pass letter instructs applicants who pass the exam that they need to apply for professional licensure with IDFPR. The Department tracks licensing times based on when the licensure application is received.

Applicants that fail the exam must reapply to CTS and Pearson Vue.

NOTE: The time for Step 6 can vary, based on when applicants receive their pass letter from CTS and, subsequently, when IDFPR receives the testing application from CTS (mailed via UPS). IDFPR must then verify the licensure application sent by the applicant matches the testing file received from CTS before issuing the license. As with all license applications, testing applications are subject to review for deficiencies upon receipt.