

INSTRUCTION SHEET

Licensed Clinical Professional Counselor

- Examination
- Acceptance of Examination
- Endorsement
- Non-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.*

BEFORE COMPLETING THE APPLICATION, you should read the instructions that apply to you. This will aid you in preparing your application. All Permanent Clinical Professional Counselors must be licensed by the IDFPB.

You may apply for licensure under the Examination, Acceptance of Examination, Endorsement of License or Non-Examination and submit it with the required fee. The application which you submit is valid for 3 years.

LCPC – Licensure with Degree and 2 years of Experience

and then follow the directions as they apply to you. This will aid you in preparing your application. All Permanent Clinical Professional Counselors must be licensed by the IDFPB.

ation, Acceptance of Examination, Endorsement of License or Non-Examination and submit it with the required fee. The application which you submit is valid for 3 years.

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Additional application forms can be downloaded from the IDFPB Web site at www.idfpb.com.

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ALL REQUIREMENTS
with the application

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in the instructions.

BEFORE COMPLETING THE APPLICATION, you should read the instructions that apply to you. This will aid you in completing the application. All Permanent Clinical Professional Counselors must read the instructions.

When you submit your application, you must follow the directions as they apply to you. This will aid you in completing the application. All Permanent Clinical Professional Counselors must read the instructions. This will aid you in completing the application. All Permanent Clinical Professional Counselors must read the instructions.

You may apply for licensure under the provisions of the rules for the Examination, Acceptance of Examination, Endorsement of License or Non-Examination and submit it with the application. The application which you submit is valid for 3 years.

When you submit your application, you must follow the directions as they apply to you. This will aid you in completing the application. All Permanent Clinical Professional Counselors must read the instructions. This will aid you in completing the application. All Permanent Clinical Professional Counselors must read the instructions.

There are five different ways to apply

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INSTRUCTION SHEET

Licensed Clinical Professional Counselor

Examination

~~Acceptance of Examination~~

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In order for your application to be processed,

ALL applications must be submitted with the following instructions.

BEFORE COMPLETING your application, please read the instructions that apply to you. The instructions for All Permanent Counselors are as follows:

You may apply for Examination, Endorsement of License, or Non-Examination and Restoration. The instructions you submit is valid for one year.

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.

Directions as they may vary in processing time for processing. The instructions for Examination, Endorsement of License, Non-Examination, and Restoration for Licensure/Endorsement of License application which

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Additional application forms can be downloaded from the IDFPR Web site at www.idfpr.com.

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*In order for your application to be processed,
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with the application and required fee unless otherwise directed in the instructions.*

BEFORE COMPLETING THE APPLICATION PACKAGE, read these instructions and then follow the directions as they apply to you. This will help you understand the requirements and the timeline for processing. All Permanent Clinical License Applications must be submitted by the deadline of the first day in processing.

You may apply for license by Examination, Endorsement of License, or Non-Examination. If you are applying for License by Examination and submit supporting documentation, the application which you submit is valid.

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

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You will have to take 2 exams, the NCE and the NCMHCE

Additional application forms can be downloaded from the IDFPK Web site at www.idfpr.com.

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Restoration

In order for your application to be processed,

ALL applications must be submitted with the following instructions.

BEFORE COMPLETING your application, please read the instructions that apply to you. This instruction sheet applies to all Permanent Clinical Professional Counselor applications.

You may apply for Endorsement of License, Examination and Acceptance of Examination. The application you submit is valid for one year.

Original license issued in another state and that state's requirements were substantially equivalent to Illinois requirements at time license was issued (48 hour degree, both NCE and NCMHCE Exams, and 3360 hours of experience).

Directions as they apply in processing. The application is valid for one year.

Endorsement of License, Examination and Acceptance of Examination. The application which

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

<i>AL</i>	<i>ED</i>
<i>with the</i>	<i>uctions.</i>
BEFORE COMPLETING your application, please read the instructions as they apply to you. This packet contains the information you need to know to complete your application. All Permanent Counselors must be licensed by the Board of Examiners for the profession in which they are applying for licensure. The Board of Examiners will review your application and determine if you meet the requirements for licensure. If you do not meet the requirements, you may be required to retake the examination the following year.	
You may apply for licensure as an individual or as a business. You may apply for Endorsement of Licensure or for a new license. You may also apply for Examination and Endorsement of Licensure. The application fee is \$100.00. You may submit your application by mail or in person. The application fee is non-refundable.	directions as they apply to you. This packet contains the information you need to know to complete your application. All Permanent Counselors must be licensed by the Board of Examiners for the profession in which they are applying for licensure. The Board of Examiners will review your application and determine if you meet the requirements for licensure. If you do not meet the requirements, you may be required to retake the examination the following year.
	e of Examination, on for Licensure/ application which
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Licensed Clinical Professional Counselor

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In order for your application to be processed,

ALL instructions.

BEFORE COMPLETING your application, please read the instructions carefully. All Permanent Candidates must read the instructions.

You may apply for Examination, Acceptance of Examination, Endorsement of License, Non-Examination, or Restoration. The application you submit is valid for one year.

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

directions as they apply to you. This packet contains the instructions for processing your application. The instructions are valid for one year.

of Examination, Acceptance of Examination, Endorsement of License, Non-Examination, or Restoration. The application you submit is valid for one year.

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*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 these instructions and then follow the directions as they apply to you. This will aid you in accurately completing your application and thus, eliminate any delay in processing. All Permanent Clinical Professional Counselor licenses will expire on March 31 of every odd-numbered year.

You may apply for licensure under one of the following application methods: Examination, Acceptance of Examination, Endorsement of License or Non-Examination. All applicants must complete the 4-page Application for Licensure/ Examination and submit it with the supporting documents required by the method of application. The application which you submit is valid for 3 years from date of receipt.

All materials must be completed to submit this application. Exam scores and transcripts may be submitted separately.

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*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 these instructions and then follow the directions as they apply to you. This will aid you in accurately completing your application and thus, eliminate any delay in processing. All Permanent Clinical Professional Counselor licenses will expire on March 31 of every odd-numbered year.

You may apply for licensure under one of the following application methods: Examination, Acceptance of Examination, Endorsement of License or Non-Examination. All applicants must complete the 4-page Application for Licensure/ Examination and submit it with the supporting documents required by the method of application. **The application which you submit is valid for 3 years from date of receipt.**

If you don't take the exam, or pass the exam,
within 3 years you will need to re-apply to
take the exam.

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Additional application forms can be downloaded from the IDFPR Web site at www.idfpr.com.

INSTRUCTION SHEET

These are the sections of the application

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BEFORE CO tions as they
apply to you n processing.
All Permanen year.

You may apply for licensure under one of the following application methods: Examination, Acceptance of Examination, Endorsement of License or Non-Examination. All applicants must complete the 4-page Application for Licensure/Examination and submit it with the supporting documents required by the method of application. The application which you submit is valid for 3 years from date of receipt.

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Additional application forms can be downloaded from the IDFPR Web site at www.idfpr.com.

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How long is too long to wait to renew/restore my license?

If your license has been inactive, or in non-renewed status for less than five years, contact the Department of Financial and Professional Regulation at 1-800-560-6420

For your application to be processed, **SUPPORTING DOCUMENTATION MUST BE SUBMITTED** and required fee unless otherwise directed in the instructions.

When preparing the APPLICATION PACKAGE, read these instructions and then follow the directions as they apply to you. This will help you in accurately completing your application and thus, eliminate any delay in processing. All Licensed Clinical Professional Counselor licenses will expire on March 31 of every odd-numbered year.

There are four methods of the following application methods: Examination, Acceptance of Examination, Endorsement, and Non-Examination. All applicants must complete the 4-page Application for Licensure/Endorsement and the supporting documents required by the method of application. The application which is received on the date of receipt.

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Additional application forms can be downloaded from the IDFPD Web site at www.idfpd.com.

Application

Complete the four-page Application for Licensure/Examination as follows:

1. Part I-A, Application Category Information--Select method of application and complete Part I as indicated below:

Send Application and Supporting Documents to:

**Illinois Department of Financial and Professional Regulation
Attn: Division of Professional Regulation
P.O. Box 7007, HSS-4,
Springfield, Illinois 62791**

Fee--Payment must be in the form of a check or money order made payable to:

This is the address that you will need to send the application and additional documents to when you are finished

Illinois Department of Financial and Professional Regulation
Attn: Division of Professional Regulation
P.O. Box 7007, HSS-4
Springfield, Illinois 62791

Please allow 3 weeks from mailing your application before making an inquiry concerning its status.

or a related license. Supporting document CT must also be completed by the jurisdiction of original licensure and the jurisdiction where you have most recently been practicing.

6. Part V, Record of Examination--Must be completed by all applicants.
7. Part VI, Personal History Instructions--Must be completed by all applicants.
8. Part VII, Examination Coding Information--Do not complete this portion of the application.
9. Part VIII, Child Support and/or Student Loan Information--Must be completed by all applicants.
10. Part IX, Certifying Statement--Read the certifying statement and then sign and date your application.

The remainder of this booklet details the experience and education requirements for each method of licensure, and lists the type of documentation needed to support your claim that you have met those requirements.

Application

Complete the four-page Application for Licensure/Examination as follows:

1. Part I-A, Application Category Information--Select method of application and complete Part I as indicated below:

1. Profession Name	2. Profession Code	3. Licensure Method	4. Fee
Licensed Clinical Professional Counselor	180	Examination <i>(must take examination)</i>	**
Licensed Clinical		Acceptance of Examination	

Send Application and Supporting Documents to:

**Illinois Department of Financial and Professional Regulation
Attn: Division of Professional Regulation
P.O. Box 7007, HSS-4,
Springfield, Illinois 62791**

Fee--Payment must be in the form of a check or money order made payable to:

Department of Financial and Professional Regulation

For assistance--Call one of the following numbers and state that you are applying to become licensed as a clinical professional counselor and need help with your application:

**1-800-560-6420
TTY - 1-866-325-4949**

Please allow 3 weeks from mailing your application before making an inquiry concerning its status.

This specifies who you should make out a check or money order to to pay your fee:
Department of Financial and Professional Regulation

- a. Numbers 1 through 5--Enter all applicable information requested.
 - b. Number 6--Indicate undergraduate, graduate and post-graduate education when completing this part of the application.
5. Part IV, Record of Licensure Information--Indicate in this area whether or not you have ever held a license as a Licensed Clinical Professional Counselor, or a related license. Supporting document CT must also be completed by the jurisdiction of original licensure and the jurisdiction where you have most recently been practicing.
 6. Part V, Record of Examination--Must be completed by all applicants.
 7. Part VI, Personal History Instructions--Must be completed by all applicants.
 8. Part VII, Examination Coding Information--Do not complete this portion of the application.
 9. Part VIII, Child Support and/or Student Loan Information--Must be completed by all applicants.
 10. Part IX, Certifying Statement--Read the certifying statement and then sign and date your application.

The remainder of this booklet details the experience and education requirements for each method of licensure, and lists the type of documentation needed to support your claim that you have met those requirements.

Application

Complete the four-page Application for Licensure/Examination as follows:

1. Part I-A, Application Category Information--Select method of application and complete Part I as indicated below:

1. Profession Name	2. Profession Code	3. Licensure Method	4. Fee
Licensed Clinical Professional Counselor	180	Examination <i>(must take examination)</i>	**
Licensed Clinical Professional Counselor	180	Acceptance of Examination <i>(have already taken exam)</i>	**
Licensed Clinical Professional Counselor	180	Endorsement of Licensure	**
Licensed Clinical Professional Counselor	180	Non-Examination	**

**See attached Reference Sheet for fee amount.

Send Application and Supporting Documents to:

**Illinois Department of Financial and Professional Regulation
Attn: Division of Professional Regulation
P.O. Box 7007, HSS-4,
Springfield, Illinois 62791**

Fee--Payment must be in the form of a check or money order made payable to:

Department of Financial and Professional Regulation

For assistance with the following information that you are applying for, contact the Division of Professional Regulation:

**1-800-243-8888
TTY - 1-800-243-8888**

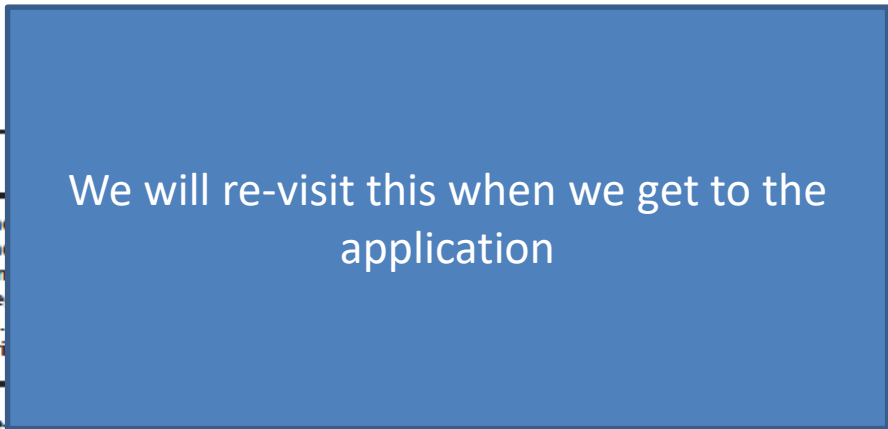
Please allow 30 days for processing of your application. For more information, please call the Division of Professional Regulation.

The profession code for all LPCs is 180.
The code for an LPC is 178.
All fees to apply are \$150.

- information regarding
- applicable information
- information requested.
- post-graduate education
- this area whether or not
- Professional Counselor,
- also be completed by
- the jurisdiction of original licensure and the jurisdiction where you have most recently been practicing.
6. Part V, Record of Examination--Must be completed by all applicants.
 7. Part VI, Personal History Instructions--Must be completed by all applicants.
 8. Part VII, Examination Coding Information--Do not complete this portion of the application.
 9. Part VIII, Child Support and/or Student Loan Information--Must be completed by all applicants.
 10. Part IX, Certifying Statement--Read the certifying statement and then sign and date your application.
- The remainder of this booklet details the experience and education requirements for each method of licensure, and lists the type of documentation needed to support your claim that you have met those requirements.

Application

Complete the four-page Application for Licensure/Examination as follows:



Illinois
and
Attorney
Regulation
P.O. Box
Springfield

Fee
of a check or money order made
payable to:
**Department of Financial and
Professional Regulation**

*For assistance--Call one of
the following numbers and state
that you are applying to become
licensed as a clinical profession-
al counselor and need help with
your application:*

**1-800-560-6420
TTY - 1-866-325-4949**

*Please allow 3 weeks from
mailing your application before
making an inquiry concerning its
status.*

method of application

Method	4. Fee
Examination (written examination)	**
Examination (practical exam)	**
Record of Licensure	**
Examination	**

- **See attached Reference sheet for fee amount.
2. Part I-B, Check the box indicating the appropriate information regarding your application.
 3. Part II, Applicant Identifying Information--Enter all applicable information requested.
 4. Part III, Education Information
 - a. Numbers 1 through 5--Enter all applicable information requested.
 - b. Number 6--Indicate undergraduate, graduate and post-graduate education when completing this part of the application.
 5. Part IV, Record of Licensure Information--Indicate in this area whether or not you have ever held a license as a Licensed Clinical Professional Counselor, or a related license. Supporting document CT must also be completed by the jurisdiction of original licensure and the jurisdiction where you have most recently been practicing.
 6. Part V, Record of Examination--Must be completed by all applicants.
 7. Part VI, Personal History Instructions--Must be completed by all applicants.
 8. Part VII, Examination Coding Information--Do not complete this portion of the application.
 9. Part VIII, Child Support and/or Student Loan Information--Must be completed by all applicants.
 10. Part IX, Certifying Statement--Read the certifying statement and then sign and date your application.

The remainder of this booklet details the experience and education requirements for each method of licensure, and lists the type of documentation needed to support your claim that you have met those requirements.

Application for 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.*

Education/Experience Qualification

All documents submitted in a foreign language must be accompanied by an original official, 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.

If you submit original or official documents that you want returned to you, you must also provide a photocopy of the document(s) and a self-addressed stamped envelope.

If applying on the basis of a Masters degree, the program must be at least 2 academic years in length and require an individual to graduate from a program with a minimum of 48 semester hours or 72 quarter hours.

Each individual seeking original licensure under Section 35 of the Act shall file an application with the Department on forms provided by the Department. The education and experience qualifications shall include the following:

1. A certification of education from a master's degree in counseling, rehabilitation counseling, or psychology from a regionally accredited institution, or certification of education and an official transcript from a similar master's degree program and the equivalent of 2 units of acceptable experience (2 years full-time satisfactory supervised employment working as a clinical professional counselor under the direction of a qualified supervisor);
2. A certification of education from a master's degree or doctoral degree program in professional counseling that has been accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) or the Council on Rehabilitation Education (CORE). All doctoral programs in psychology accredited by the American Psychological Association or the Council for the National Register of Health Service Providers in Psychology are also approved. If your program is not accredited through one of the above agencies you are required to submit official transcripts, course descriptions and the Academic Criteria form. You must also submit verification of 2 years of full-time satisfactory supervised experience working as a clinical professional counselor under the direction of a qualified supervisor.
3. Individuals may also qualify by submitting a certification of education and an official transcript from a doctoral degree in counseling, rehabilitation counseling, psychology or similar degree program and the equivalent of 2 units of acceptable experience (2 years of full-time satisfactory supervised experience working as a clinical professional counselor under the direction of a qualified supervisor).
4. Experience shall be documented as follows:
 - a. Certification of experience signed by applicant's supervisor. A qualified supervisor means any person who is a licensed clinical professional counselor, licensed clinical social worker, licensed clinical psychologist, or psychiatrist as defined in Section 1-121 of the Mental Health and Developmental Disabilities Code. If supervision took place outside Illinois, the supervisor shall be a master's level or doctoral level counselor engaged in clinical professional counseling. The supervisor shall hold a license if the jurisdiction in which the supervisor practices requires licensure.

Application for Examination

***In order for your application to be processed,
ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED
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Education/Experience Qualification

All documents submitted in a foreign language must be accompanied by an original official, 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.

If you submit original or official documents that you want returned to you, you must also provide a photocopy of the document(s) and a self-addressed stamped envelope.

If applying on the basis of a Masters degree, the program must be at least 2 academic years in length and require an individual to graduate from a program with a minimum of 48 semester hours or 72 quarter hours.

Each individual seeking original licensure under Section 35 of the Act shall file an application with the Department on forms provided by the Department. The education and experience qualifications shall include the following:

1. A certification of education from a master's degree in counseling, rehabilitation counseling, or psychology from a regionally accredited institution, or certification of education and an official transcript from a similar master's degree program and the equivalent of 2 units of acceptable experience (2 years full-time satisfactory supervised employment working as a clinical professional counselor under the direction of a qualified supervisor);
2. A certification of education from a master's degree or doctoral degree program in professional counseling that has been accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) or the Council on Rehabilitation Education (CORE). All doctoral programs in psychology accredited by the American Psychological Association or the Council for the National Register of Health Service Providers in Psychology are also approved. If your program is not accredited through one of the above agencies you are required to submit official transcripts, course descriptions and the Academic Criteria form. You must also submit verification of 2 years of full-time satisfactory supervised experience working as a clinical professional counselor under the direction of a qualified supervisor.
3. Individuals may also qualify by submitting a certification of education and an official transcript from a doctoral degree in counseling, rehabilitation counseling, psychology or similar degree program and the equivalent of 2 units of acceptable experience (2 years of full-time satisfactory supervised experience working as a clinical professional counselor under the direction of a qualified supervisor).
4. Experience shall be documented as follows:
 - a. Certification of experience signed by applicant's supervisor. A qualified supervisor means any person who is a licensed clinical professional counselor, licensed clinical social worker, licensed clinical psychologist, or psychiatrist as defined in Section 1-121 of the Mental Health and Developmental Disabilities Code. If supervision took place outside Illinois, the supervisor shall be a master's level or doctoral level counselor engaged in clinical professional counseling. The supervisor shall hold a license if the jurisdiction in which the supervisor practices requires licensure.

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Education/Experience Qualification

Each individual seeking original licensure under Section 35 of the Act shall file an application with the Department on forms provided by the Department.

All documents submitted in a foreign language must be accompanied by an original official, 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.

If you submit original or official documents that you want returned to you, you must also provide a photo-copy of the document(s) and a self-addressed stamped envelope.

If applying on the basis of a Masters degree, the program must be at least 2 academic years in length and require an individual to graduate from a program with a minimum of 48 semester hours or 72 quarter hours.

If you are submitting transcripts in a foreign language, they must be accompanied by an original official, notarized translation that has been written by someone other than the applicant that is fluent in both English and the aforementioned foreign language.

If you would like your documents returned to you, please include a photo-copy of the documents and a self-addressed and stamped envelope.

Disabilities Code. If supervision took place outside Illinois, the supervisor shall be a master's level or doctoral level counselor engaged in clinical professional counseling. The supervisor shall hold a license if the jurisdiction in which the supervisor practices requires licensure.

Application for Examination

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Education/Experience Qualification

Each individual seeking original licensure under Section 35 of the Act shall file an application with the Department on forms provided by the Department.

All documents submitted in a foreign language must be accompanied by an original official, 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.

If you submit original or official documents that you want returned to you, you must also provide a photocopy of the document(s) and a self-addressed stamped envelope.

If applying on the basis of a Masters degree, the program must be at least 2 academic years in length and require an individual to graduate from a program with a minimum of 48 semester hours or 72 quarter hours.

If you are applying with a Masters Degree, the program must be at least two academic years in length and require an individual to graduate from a program with a minimum of 48 semester hours or 72 quarter hours.

3. Individuals may also qualify by submitting a certification of education and an official transcript from a doctoral degree in counseling, rehabilitation counseling, psychology or similar degree program and the equivalent of 2 units of acceptable experience (2 years of full-time satisfactory supervised experience working as a clinical professional counselor under the direction of a qualified supervisor).

4. Experience shall be documented as follows:

a. Certification of supervisor's supervisor.

A qualified supervisor shall be a licensed clinical professional counselor, licensed clinical psychologist, or licensed professional counselor in the field of Developmental Disabilities. The supervisor shall be a master's degree holder in clinical professional counseling. The supervisor shall be in the jurisdiction in which the supervisor practices.

More info on degrees can be found on imhca.org

Application for 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.*

Education/Experience Qualification

All documents submitted in a foreign language must be accompanied by an original official, notarized translation that has been performed by a person, other than the applicant, who is fluent in English and the language of the document. The translator must provide the above requirements as well as to the translation.

If you submit official documents, you must also provide a copy of the original in a self-addressed envelope.

If applying on the basis of a Masters degree, the program must be at least 2 academic years in length and require an individual to graduate from a program with a minimum of 48 semester hours or 72 quarter hours.

Each individual seeking original licensure under Section 35 of the Act shall file an application with the Department on forms provided by the Department. The education and experience qualifications shall include the following:

1. A certification of education from a master's degree in counseling, rehabilitation counseling, or psychology from a regionally accredited institution, or certification of education and an official transcript from a similar master's degree program and the equivalent of 2 units of acceptable experience (2 years full-time satisfactory supervised employment working as a clinical professional counselor under the direction of a qualified supervisor);

2. A certification of education from a master's degree or doctoral degree program that has been accredited by the Council for Accredited Educational Programs (CACREP) or the American Psychological Association or the American Psychological Association of Health Service Providers in Psychology and an official transcript, course descriptions, and verification of 2 years of supervised experience working as a clinical professional counselor under the direction of a qualified supervisor.

A unit of experience is 1,680 hours of work with 960 face to face hours.

Two units of experience is 3,360 hours of work and 1,920 face to face hours.

4. Experience shall be documented as follows:

- a. Certification of experience signed by applicant's supervisor.

A qualified supervisor means any person who is a licensed clinical professional counselor, licensed clinical social worker, licensed clinical psychologist, or psychiatrist as defined in Section 1-121 of the Mental Health and Developmental Disabilities Code. If supervision took place outside Illinois, the supervisor shall be a master's level or doctoral level counselor engaged in clinical professional counseling. The supervisor shall hold a license if the jurisdiction in which the supervisor practices requires licensure.

Face to face is physically in person. Without internet or a phone.

Application for Examination

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

Each individual seeking original licensure under Section 35 of the Act shall file an application with the Department on forms provided by the Department. The education and experience qualifications shall include the following:

1. A certification of education from a master's degree in counseling, rehabilitation counseling, or psychology from a regionally accredited institution, or certification of education and an official transcript from a similar master's degree program and the equivalent of 2 units of acceptable experience (2 years of full-time satisfactory supervised employment working as a clinical professional counselor under the direction of a qualified supervisor;

A 24 hour residency is required for the LCPC license. This means taking 24 credit hours in person at the university. This does not apply to a CACREP program.

What if: My degree is in something else?

If you submit original or photocopies of official documents that you want returned to you, you must also provide a photocopy of the document(s) and a self-addressed stamped envelope.

...master's degree or doctoral degree program has been accredited by the Council for Accredited Educational Programs (CACREP) or the American Psychological Association or the American Health Service Providers in Psychology. If the program is not accredited through one of the above agencies you are required to submit official transcripts, course descriptions and the Academic Criteria form. You must also submit verification of 2 years of full-time satisfactory supervised experience working as a clinical professional counselor under the direction of a qualified supervisor.

3. Individuals may also qualify by submitting a certification of education and an official transcript from a doctoral degree in counseling, rehabilitation counseling, psychology or similar degree program and the equivalent of 2 units of acceptable experience (2 years of full-time satisfactory supervised experience working as a clinical professional counselor under the direction of a qualified supervisor.

4. Experience shall be documented as follows:

- a. Certification of experience signed by applicant's supervisor.

A qualified supervisor means any person who is a licensed clinical professional counselor, licensed clinical social worker, licensed clinical psychologist, or licensed professional counselor as defined in Section 1-121 of the Mental Health and Developmental Code. If supervision took place outside Illinois, the supervisor shall be a master's level or doctoral level counselor engaged in clinical professional counseling. The supervisor shall hold a license if the jurisdiction in which the supervision practices requires licensure.

As long as you have the correct classes in counseling and include an internship/residency these degrees can also work: Art Therapy Dance Therapy, and Pastoral Counseling. A non-clinical degree will NOT qualify you for licensure regardless of the classes.

If applying on the basis of a Masters degree, the program must be a counseling program.

Application for Examination

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ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED.
with the application and required fee unless otherwise directed in the instructions.

Education/Experience Qualification

Each individual seeking original licensure under Section 35 of the Act shall file an application with the Department on forms provided by the Department. The education and experience qualifications shall include the following:

1. A certification of education from a master's degree in counseling, rehabilitation counseling, or psychology from a regionally accredited institution, or certification of education and an official transcript from a similar master's degree program and the equivalent of 2 units of acceptable experience (2 years full-time satisfactory supervised employment working as a clinical professional counselor under the direction of a qualified supervisor;
2. A certification of education from a master's degree or doctoral degree program in professional counseling that has been accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) or the Council on Rehabilitation Education (CORE). All doctoral programs in psychology accredited by the American Psychological Association or the Council for the National Register of Health Service Providers in Psychology are also approved. If your program is not accredited by these organizations, the agencies you are required to submit to for accreditation are the American Psychological Association and the Academic Accreditation of Counseling Programs. You must have completed 2 years of full-time satisfactory supervised employment working as a clinical professional counselor under the direction of a qualified supervisor;
3. Individuals who have completed a master's degree in counseling, rehabilitation counseling, or psychology from an official institution of higher learning and have completed 2 units of acceptable experience (2 years full-time satisfactory supervised employment working as a clinical professional counselor under the direction of a qualified supervisor);
4. Experience shall be based on the following:
 - a. Certification of experience by a qualified supervisor. A qualified supervisor means an individual who is a licensed clinical professional counselor, licensed clinical social worker, licensed clinical psychologist, or psychiatrist as defined in the Act. If the applicant is applying for licensure in a state other than Illinois, the supervisor shall be licensed in that state. If the applicant is applying for licensure in Illinois, the supervisor shall be licensed in Illinois, the supervisor shall be engaged in clinical professional counseling or supervision in the state of Illinois if the jurisdiction in which the

What if:
My degree
is not
clinical?

Non-clinical
degrees are
not qualified
for the LCPC
license.

What if: My
degree is
online and
not CACREP
approved?

An online degree that is
not CACREP approved
is not qualified for the
LCPC license.

What if: I have a
CACREP accredited
degree, do I have
to check my
classes?

If your degree is
CACREP accredited,
your class has already
been pre-approved.

What if: I have a CACREP accredited degree, do I need to have check my classes?

Application for Examination

In order for your application to be processed, REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED. See the instructions.

If your degree is CACREP accredited, your class list doesn't matter.

Under Section 35 of the Act shall be provided by the Department. It shall include the following:
A master's degree in counseling, rehabilitation or a clinically accredited institution, or an official transcript from a similar master's program with units of acceptable experience (2 years full-time satisfactory supervised employment working as a clinical professional counselor under the direction of a qualified supervisor;

What if: My supervised experience was independent and/or off site?

2. A certification of education from a master's degree or doctoral degree program in professional counseling that has been accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) or the Council on Rehabilitation Education (CORE). All doctoral programs in psychology accredited by the American Psychological Association or the Council for the National Register of Health Service Providers in Psychology are also approved. If your program is not accredited through one of the above agencies you are required to submit official transcripts, course descriptions and the Academic Criteria form. You must also submit verification of 2 years of full-time satisfactory supervised experience working as a clinical professional counselor under the direction of a qualified supervisor.

Supervised experience can be independent and off site. However, it must be clinically supervised by a LCPC, LCSW, Licensed Psychologist, or Psychiatrist.

3. Individuals may also qualify by submitting a certification of education and an official transcript from a doctoral degree in counseling, rehabilitation or a clinically accredited institution, or an official transcript from a similar doctoral program with units of acceptable experience (2 years full-time satisfactory supervised employment working as a clinical professional counselor under the direction of a qualified supervisor;

2 years is the minimum experience. You can earn the experience over as many years as you want.

What if: I got married and changed my name and it doesn't match the one on my transcript?

There is a part of the application that asks for your maiden name or any other name that your transcript may be under, just put your respective name there.

4. A certification of education from a master's degree or doctoral degree program in professional counseling that has been accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) or the Council on Rehabilitation Education (CORE). All doctoral programs in psychology accredited by the American Psychological Association or the Council for the National Register of Health Service Providers in Psychology are also approved. If your program is not accredited through one of the above agencies you are required to submit official transcripts, course descriptions and the Academic Criteria form. You must also submit verification of 2 years of full-time satisfactory supervised experience working as a clinical professional counselor under the direction of a qualified supervisor.

Application

In order for your application to be considered, you must submit the required supporting documents and required fee as specified in the instructions.

Each individual seeking original licensure under Section 35 of the Act shall file an application with the Department on forms provided by the Department. The educational requirements for licensure shall include the following:

1. A master's degree program in counseling, rehabilitation counseling, psychology, or similar master's degree program with a minimum of 30 semester hours of coursework and 2 years of full-time satisfactory supervised experience working as a clinical professional counselor under the direction of a qualified supervisor;
2. A doctoral degree program in counseling, rehabilitation counseling, psychology, or similar doctoral degree program accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) or the Council on Rehabilitation Education (CORE). All doctoral programs in psychology accredited by the American Psychological Association or the Council for the National Register of Health Service Providers in Psychology are also approved. If your program is not accredited through one of the above agencies you are required to submit official transcripts, course descriptions and the Academic Criteria form. You must also submit verification of 2 years of full-time satisfactory supervised experience working as a clinical professional counselor under the direction of a qualified supervisor.
3. Individuals may also qualify by submitting a certification of education and an official transcript from a doctoral degree in counseling, rehabilitation counseling, psychology or similar degree program and the equivalent of 2 units of acceptable experience (2 years of full-time satisfactory supervised experience working as a clinical professional counselor under the direction of a qualified supervisor).
4. Experience shall be documented as follows:
 - a. Certification of experience signed by applicant's supervisor.
A qualified supervisor means any person who is a licensed clinical professional counselor, licensed clinical social worker, licensed clinical psychologist, or psychiatrist as defined in Section 1-121 of the Mental Health and Developmental Disabilities Code. If supervision took place outside Illinois, the supervisor shall be a master's level or doctoral level counselor engaged in clinical professional counseling. The supervisor shall hold a license if the jurisdiction in which the supervisor practices requires licensure.

What if my supervisor moved away or died?

If that happens, contact a staff member that was connected to your experience.

What if my supervisor won't sign the form?

Call 815-787-0515 for clarification on what to do.

What if I had multiple supervisors?

You can have multiple supervisors, and each of them will have to complete the form

**Supporting Documentation
To be Sent With Application**

Supporting Document
CCA is a form that
requires you to disclose
any and all information
about your criminal
history.

See current laws on past
criminal convictions:

??????

To apply to take the examination for licensure as a Clinical Professional Counselor, the following Supporting Documents must be submitted with the 4-page Application for Licensure and/or Examination (see page 1):

1. Supporting Document CCA must be completed and submitted with each application. Your application will not be processed without completion of this form.
2. CT (Certification of Licensure)--If you have ever held a license, this document must be completed by the jurisdiction of original licensure and the jurisdiction of current licensure where you have most recently been practicing. You are authorized to photocopy the form if necessary.
3. ED (Certification of Education)--This document must be completed in its entirety by an official of the college or university from which your degree was received and must have school seal affixed.
4. Clinical Professional Counselor Academic Criteria--This document must be completed if you are applying on the basis of similar degree program and it is not accredited by CACREP or CORE. Include copies of course descriptions for each course.
5. Transcript--If applying on the basis of similar degree program and it is not accredited by CACREP or CORE, submit an official transcript with school seal affixed.
6. VE-LPC (Verification of Employment/Experience)--This document must be completed to document the equivalent of two (2) units of acceptable experience (two (2) years full-time satisfactory supervised employment working as a clinical professional counselor under the direction of a qualified supervisor .

**Supporting Documentation
To be Sent With Application**

This relates to being licensed now or previously in another state.

To apply to take the examination for licensure as a Clinical Professional Counselor, the following Supporting Documents must be submitted with the 4-page Application for Licensure and/or Examination (see page 1):

1. Supporting Document CCA must be completed and submitted with each application. Your application will not be processed without completion of this form.
2. **CT (Certification of Licensure)**—If you have ever held a license, this document must be completed by the jurisdiction of original licensure and the jurisdiction of current licensure where you have most recently been practicing. You are authorized to photocopy the form if necessary.
3. **ED (Certification of Education)**—This document must be completed in its entirety by an official of the college or university from which your degree was received and must have school seal affixed.
4. **Clinical Professional Counselor Academic Criteria**—This document must be completed if you are applying on the basis of similar degree program and it is not accredited by CACREP or CORE. Include copies of course descriptions for each course.
5. **Transcript**—If applying on the basis of similar degree program and it is not accredited by CACREP or CORE, submit an official transcript with school seal affixed.
6. **VE-LPC (Verification of Employment/Experience)**—This document must be completed to document the equivalent of two (2) units of acceptable experience (two (2) years full-time satisfactory supervised employment working as a clinical professional counselor under the direction of a qualified supervisor .

**Supporting Documentation
To be Sent With Application**

The department
Chair or your
registrar will do
this.

To apply to take the examination for licensure as a Clinical Professional Counselor, the following Supporting Documents must be submitted with the 4-page Application for Licensure and/or Examination (see page 1):

1. Supporting Document CCA must be completed and submitted with each application. Your application will not be processed without completion of this form.
2. CT (Certification of Licensure)--If you have ever held a license, this document must be completed by the jurisdiction of original licensure and the jurisdiction of current licensure where you have most recently been practicing. You are authorized to photocopy the form if necessary.
3. ED (Certification of Education)--This document must be completed in its entirety by an official of the college or university from which your degree was received and must have school seal affixed.
4. Clinical Professional Counselor Academic Criteria--This document must be completed if you are applying on the basis of similar degree program and it is not accredited by CACREP or CORE. Include copies of course descriptions for each course.
5. Transcript--If applying on the basis of similar degree program and it is not accredited by CACREP or CORE, submit an official transcript with school seal affixed.
6. VE-LPC (Verification of Employment/Experience)--This document must be completed to document the equivalent of two (2) units of acceptable experience (two (2) years full-time satisfactory supervised employment working as a clinical professional counselor under the direction of a qualified supervisor .

**Supporting Documentation
To be Sent With Application**

Here are the links to CACREP
(CACREP and CORE recently
merged into one group):
<http://www.cacrep.org/>

To apply to take the examination for licensure as a Clinical Professional Counselor, the following Supporting Documents must be submitted with the 4-page Application for Licensure and/or Examination (see page 1):

1. Supporting Document CCA must be completed and submitted with each application. Your application will not be processed without completion of this form.
2. CT (Certification of Licensure)--If you have ever held a license, this document must be completed by the jurisdiction of original licensure and the jurisdiction of current licensure where you have most recently been practicing. You are authorized to photocopy the form if necessary.
3. ED (Certification of Education)--This document must be completed in its entirety by an official of the college or university from which your degree was received and must have school seal affixed.
4. Clinical Professional Counselor Academic Criteria--This document must be completed if you are applying on the basis of similar degree program and it is not accredited by CACREP or CORE. Include copies of course descriptions for each course.
5. Transcript--If applying on the basis of similar degree program and it is not accredited by CACREP or CORE, submit an official transcript with school seal affixed.
6. VE-LPC (Verification of Employment/Experience)--This document must be completed to document the equivalent of two (2) units of acceptable experience (two (2) years full-time satisfactory supervised employment working as a clinical professional counselor under the direction of a qualified supervisor .

**Supporting Documentation
To be Sent With Application**

To get your transcript,
contact your
university's registrar.

To apply to take the examination for licensure as a Clinical Professional Counselor, the following Supporting Documents must be submitted with the 4-page Application for Licensure and/or Examination (see page 1):

1. Supporting Document CCA must be completed and submitted with each application. Your application will not be processed without completion of this form.
2. CT (Certification of Licensure)—If you have ever held a license, this document must be completed by the jurisdiction of original licensure and the jurisdiction of current licensure where you have most recently been practicing. You are authorized to photocopy the form if necessary.
3. ED (Certification of Education)—This document must be completed in its entirety by an official of the college or university from which your degree was received and must have school seal affixed.
4. Clinical Professional Counselor Academic Criteria—This document must be completed if you are applying on the basis of similar degree program and it is not accredited by CACREP or CORE. Include copies of course descriptions for each course.
5. Transcript—If applying on the basis of similar degree program and it is not accredited by CACREP or CORE, submit an official transcript with school seal affixed.
6. VE-LPC (Verification of Employment Experience)—This document must be completed to document the equivalent of two (2) units of acceptable experience (two (2) years full-time satisfactory supervised employment working as a clinical professional counselor under the direction of a qualified supervisor .

**Supporting Documentation
To be Sent With Application**

1 unit of acceptable experience is: 1680 hours of work with 960 face to face hours. You must complete both units of experience to apply to be an LCPC.

To apply to take the examination for licensure as a Clinical Professional Counselor, the following Supporting Documents must be submitted with the 4-page Application for Licensure and/or Examination (see page 1):

1. **Supporting Document CCA** must be completed and submitted with each application. Your application will not be processed without completion of this form.
2. **CT (Certification of Licensure)**—If you have ever held a license, this document must be completed by the jurisdiction of original licensure and the jurisdiction of current licensure where you have most recently been practicing. You are authorized to photocopy the form if necessary.
3. **ED (Certification of Education)**—This document must be completed in its entirety by an official of the college or university from which your degree was received and must have school seal affixed.
4. **Clinical Professional Counselor Academic Criteria**—This document must be completed if you are applying on the basis of similar degree program and it is not accredited by CACREP or CORE. Include copies of course descriptions for each course.
5. **Transcript**—If applying on the basis of similar degree program and it is not accredited by CACREP or CORE, submit an official transcript with school seal affixed.
6. **VE-LPC (Verification of Employment/Experience)**—This document must be completed to document the equivalent of two (2) units of acceptable experience (two (2) years full-time satisfactory supervised employment working as a clinical professional counselor under the direction of a qualified supervisor).

Acceptance of 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.*

Approved Examinations/ Certifications

The Department, upon recommendation of the Board, has determined that individuals who hold the certification of Certified Clinical Mental Health Counselor (CCMHC) based on examination meet the education, experience, and examination requirements for licensure as a Clinical Professional Counselor.

The Department, upon recommendation of the Board, has determined that individuals who hold certification from Certified Rehabilitation Counselor (CRC) meet the examination requirements for licensure. Proof of experience and education would need to be submitted. Individuals who received their CRC certification after January 1992 have been determined to meet the education and examination requirements. Proof experience would need to be submitted.

This part of the application instructions apply to those who are a CCMHC or CRC. An NCC from the NBCC is not applicable to the LCPC License.

To apply for licensure on the basis of Acceptance of Examination, the following supporting documents must be submitted with the 4-page Application for Licensure and/or Examination:

1. Supporting Document CCA must be completed and submitted with each application. Your application will not be processed without completion of this form.
2. **Certification**--Submit certification of a Certified Clinical Mental Health Counselor (CCMHC) based on examination.
Submit certification of the Certified Rehabilitation Counselor Examination from the Commission on Rehabilitation Counselor Certification (CRCC).
3. **CT (Certification of Licensure)**--If you have ever held a license this document must be completed by the jurisdiction of original licensure and the jurisdiction where you have most recently been practicing. You are authorized to photocopy the form if necessary.
4. If you do not hold certification of Certified Mental Health Counselor, but have successfully completed the National Clinical Mental Health Counseling Examination (NCMHCE) instruct the testing service to forward proof of having successfully completed their examination *directly* to the Division.
5. **ED (Certification of Education)**--This document must be completed in its entirety by an official of the college or university from which your degree was received and must have school seal affixed. This document must be completed if you received your CRC certificate before 1992 and you are applying on the basis of certification of the CRC examination.
6. **Clinical Professional Counselor Academic Criteria**--This document must be completed if you are applying on the basis of similar degree program and it is not accredited by CACREP or CORE. Include copies of course descriptions for each course.
7. **Transcript**--If applying on the basis of similar degree program and it is accredited by CACREP or CORE, submit an official transcript with school seal affixed.

If you have already taken the exam, you still need to provide the proof of experience.

(cont'd)

8. **VE-LPC (Verification of Employment/Experience)**--This document must be completed to document the equivalent of two (2) units of acceptable experience (two (2) years full-time satisfactory supervised employment working as a clinical professional counselor under the direction of a qualified supervisor. This document must be completed if you are applying on the basis of certification of the Certified Rehabilitation Counselor Examination.

Application for Endorsement

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

Education and Experience Qualifications

If applying on the basis of a Masters degree, the program must be at least 2 academic years in length and require an individual to graduate from a program with a minimum of 48 semester hours or 72 quarter hours.

Each applicant seeking licensure as a clinical professional counselor under Section 70 of the Act shall file an application with the Department on forms provided by the Department. The applicant shall include:

1. Certification of education from a master's degree in counseling, rehabilitation counseling, or psychology from a regionally accredited institution, or certification of education and an official transcript from a similar master's degree program and the equivalent of 2 units of acceptable experience (2 years full-time satisfactory supervised employment working as a clinical professional counselor under the direction of a qualified supervisor;
2. Certification of education from a master's degree or doctoral degree program in professional counseling that has been accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) or the Council on Rehabilitation Education (CORE). All doctoral programs in psychology accredited by the American Psychological Association or the Council for the National Register of Health Service Providers in Psychology are also approved. If your program is not accredited through one of the above agencies you are required to submit official transcripts, course descriptions and the Academic Criteria form. You must also submit verification of 2 years of full-time satisfactory supervised experience working as a clinical professional counselor under the direction of a qualified supervisor.
3. Individuals may also qualify by submitting a certification of education and an official transcript from a doctoral degree in counseling, rehabilitation counseling, psychology or similar degree program and the equivalent of 2 units of acceptable experience (2 years of full-time satisfactory supervised experience working as a clinical professional counselor under the direction of a qualified supervisor.

Supporting Documentation
To Be Sent with Application (cont'd)

8. **VE-LPC (Verification of Employment/Experience)**--This document must be completed to document the equivalent of two (2) units of acceptable experience (two (2) years full-time satisfactory supervised employment working as a clinical professional counselor under the direction of a qualified supervisor. This document must be completed if you are applying on the basis of certification of the Certified Rehabilitation Counselor Examination.

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with
Education and
Qualification

Non clinical degrees, and degrees less than 48 hours are not enough to apply to be an LCPC. If you have a 44 hour degree, take some extra classes to get up to a 48 hour degree. If you have a 36 hour degree, you will have to go back to school to get a 48 hour degree for an LCPC license.

If applying
Masters de
must be at
years in leng
an individual to gra
a program with a minimum
of 48 semester hours or 72
quarter hours.

ADDITIONAL INSTRUCTIONS.

counselor under
department on forms

ing, rehabilitation
ed institution, or
a similar master's
ble experience (2
orking as a clinical
d supervisor;

al degree program
y the Council for
grams (CACREP)
l doctoral programs
nological Association

or the Council for the National Register of Health Service Providers in Psychology are also approved. If your program is not accredited through one of the above agencies you are required to submit official transcripts, course descriptions and the Academic Criteria form. You must also submit verification of 2 years of full-time satisfactory supervised experience working as a clinical professional counselor under the direction of a qualified supervisor.

3. Individuals may also qualify by submitting a certification of education and an official transcript from a doctoral degree in counseling, rehabilitation counseling, psychology or similar degree program and the equivalent of 2 units of acceptable experience (2 years of full-time satisfactory supervised experience working as a clinical professional counselor under the direction of a qualified supervisor.

**Supporting Documentation
To Be Sent with Application**

These steps are exactly the same as those previously described for the examination type of application.

To apply for licensure on the basis of Endorsement of License in another state, the following supporting documents must be submitted with the 4-page Application for Licensure and/or Examination.

1. **Supporting Document CCA** must be completed and submitted with each application. Your application will not be processed without completion of this form.
2. **ED (Certification of Education)**--This document must be completed in its entirety by an official of the college or university from which your degree was received and must have school seal affixed.
3. **Clinical Professional Counselor Academic Criteria**--This document must be completed if you are applying on the basis of similar degree program and it is not accredited by CACREP or CORE. Include copies of course descriptions for each course.
4. **Transcript**--If applying on the basis of similar master's degree program and it is not accredited by CACREP or CORE, submit an official transcript with school seal affixed.
5. **VE-LPC (Verification of Employment/Experience)**--If applying on the basis of a master's degree in counseling, rehabilitation counseling, psychology or similar degree, this document must be completed by a qualified supervisor, verifying the equivalent of 2 units of acceptable experience (2 years full-time satisfactory supervised employment working as a clinical professional counselor under the direction of a qualified supervisor.

If applying on the basis of a doctoral degree in counseling, rehabilitation counseling, psychology or similar degree program, Supporting Document VE-LPC must be completed by a qualified supervisor verifying the equivalent of 2 units of acceptable experience (2 years of full-time satisfactory supervised experience working as a clinical professional counselor under the direction of a qualified supervisor.
6. **CT (Certification of Licensure)**--This document must be completed by the jurisdiction of original licensure and the jurisdiction of current licensure where you have most recently been practicing. You are authorized to photocopy the form if necessary.
7. **Proof of successful completion of the National Counselor Examination and the National Clinical Mental Health Counselors Examination** directly from the NBCC.

**NON-EXAMINATION FOR CLINICAL PSYCHOLOGISTS AND
CLINICAL SOCIAL WORKERS LICENSED IN THIS STATE**

Application

1. Complete the four pages of the Application for Licensure and/or Examination.
2. Include your active Illinois Clinical Psychologist or Clinical Social Worker license number in Part IV (page three) of the application.

LCSW and Psychologists can become an LCPC with this application and the fee.

ALL REQUIRED DOCUMENTS
with the application.

NOT TO BE SUBMITTED
without the instructions.

~IMPORTANT NOTICE~
These Restoration Instructions apply only to those clinical professional counselors 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.

Application must be completed and submitted with fee. Application will not be processed without fee.

2. 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 1-800-560-6420.
3. Fee Payment amount 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 and made payable to the Illinois Department of Financial and Professional Regulation.
4. All applicants for Restoration of Clinical Professional Counselor license in Illinois must submit proof of having met the 30 hour requirement of approved continuing education obtained within the 24 months immediately preceding application for Restoration.
5. You are also required to submit one of the following:
 - a. Submit Supporting Document CT verifying current licensure in another U.S. jurisdiction. The licensing agency/board must return Supporting Document CT directly to the address in number 5 below; *and*
Verification of active practice in that jurisdiction. Supporting Document VE-LPC must be completed by the person who supervised you, or if self-employed by a peer or colleague or consultant who is familiar with your work; *or*
 - b. Submit proof of passage of the examination as set forth in the Rules for the Administration of the Professional Counselor and Clinical Professional Counselor Licensing Act during the time the license was lapsed or on inactive status; *or*
 - c. An affidavit attesting to military service (form DD214).
6. 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, HSS-4, Springfield, Illinois 62791.

LMFT does not qualify.

NON-EXAMINATION FOR CLINICAL PSYCHOLOGISTS AND
CLINICAL SOCIAL WORKERS LICENSED IN THIS STATE

Application

1. Complete the four pages of the Application for Licensure and/or Examination.
2. Include your active Illinois Clinical Psychologist or Clinical Social Worker license number in Part IV (page three) of the application.

Application for 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 clinical professional counselors 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.

This is the part where you could apply to restore your license if it has lapsed or expired.

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 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 1-800-6420.
3. Fee Payment amount 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 and made payable to the Illinois Department of Financial and Professional Regulation.
4. All applicants for Restoration of Clinical Professional Counselor license in Illinois must submit proof of having met the 30 hour requirement of approved continuing education obtained within the 24 months immediately preceding application for Restoration.
5. You are also required to submit one of the following:
 - a. Submit Supporting Document CT verifying current licensure in another U.S. jurisdiction. The licensing agency/board must return Supporting Document CT directly to the address in number 5 below; *and*
Verification of active practice in that jurisdiction. Supporting Document VE-LPC must be completed by the person who supervised you, or if self-employed by a peer or colleague or consultant who is familiar with your work; *or*
 - b. Submit proof of passage of the examination as set forth in the Rules for the Administration of the Professional Counselor and Clinical Professional Counselor Licensing Act during the time the license was lapsed or on inactive status; *or*
 - c. An affidavit attesting to military service (form DD214).
6. 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, HSS-4, 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.

Examination: This is the normal route for licensure. You apply and take the exam(s).

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.

DPR-I-DEFINE D 7/06

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.

<u>Licensure Methods</u>	<u>Definition</u>
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.

Endorsement: You are licensed elsewhere. You still need the experience, correct degree, classes and the exam(s).

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.

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.

<u>Licensure Methods</u>	<u>Definition</u>
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.

Acceptance of Examination: This refers to Illinois accepting your examination results for the NCE / NCMHCE if you have taken it elsewhere.

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.
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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.

<u>Licensure Methods</u>	<u>Definition</u>
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.

Restoration: Your licensed lapsed for over 5 years.

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.

<u>Licensure Methods</u>	<u>Definition</u>
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).

Grandfather/Waiver: Doesn't exist.

DPR-I-DEFINE D 7/06

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.

<u>Licensure Methods</u>	<u>Definition</u>
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.

Non-examination: This applies to licensed social workers and psychologists.

DPR-I-

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.**"

"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.**"

Required notice.

DPR-I-abuse 12/99

REFERENCE SHEET - A

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>
Licensed Clinical Professional Counselor	180	Exam	\$150.00
Licensed Clinical Professional Counselor	180	Acceptance of Exam	\$150.00
Licensed Clinical Professional Counselor	180	Endorsement	\$150.00
Licensed Clinical Professional Counselor	180	Non-exam	\$150.00

CHART II - EXAMINATION CODES AND FEES

NOTE: *Since the application for examination is a dual application process, this information will only be provided upon approval of your application for examination. An examination fee and registration fee will be required when registering for an examination.*

CHART III - EXAMINATION DATES

The National Counselor Examination (NCE) and the National Clinical Mental Health Counseling Examination (NCMHCE) are computer administered. Generally there are no application deadlines and a candidate must complete and submit a Department Licensure/Examination Application for Department approval.

CHART IV - SCHOOL CODES

NOT APPLICABLE FOR LICENSED CLINICAL PROFESSIONAL COUNSELOR
ENTER N/A IN PART VII c) OF APPLICATION
FOR LICENSURE AND/OR EXAMINATION

REQUEST FOR ASSISTANCE

???

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

Application Checklist for Licensed Clinical Professional Counselors

*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
Supporting Document CCA must be completed and submitted with each application. Your application will not be processed without completion of this form.		
NCE/NCMHCE Scores		
ED Form		
Official Transcripts (if applicable)		
Course Descriptions (if applicable)		
Academic Criteria Form (if applicable)		
CT Form from the original state of licensure and the current		
VE-LPC verifying supervised experience (if applicable)		
VSE-LPC verifying self-employment (if applicable)		
RS Form (if applicable) (NOTE: if restoring)		
Proof of 30 hours of Approved Continuing Education (if applicable)		
Copy of DD214 if restoring from active military service		

This is the the form to check off that you have everything included in the application. When in doubt –include it!

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

APPLICATION FOR LICENSURE AND/OR EXAMINATION

FOR OFFICIAL USE ONLY

If you are not accepted you don't get your money back.

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.

The following materials are required to make Application for Licensure and/or Examination in Illinois:

1. Four page APPLICATION FOR LICENSURE AND/OR EXAMINATION.
2. INSTRUCTION SHEET, which gives step by step application instructions for your profession.
3. REFERENCE SHEET, which gives detailed coding information for your profession.
4. SUPPORTING DOCUMENTS, forms, and/or any other documentation you may be required to submit with your application.
5. If the name shown on your supporting documents is different from that shown on your application, you must submit **PROOF OF LEGAL NAME** change - copy of marriage license, divorce decree, affidavit or court order.

Carefully follow all steps outlined on the INSTRUCTION SHEET. In addition, note the following:

- A. Type or print legibly with black ink only.
- B. **FEES ARE NOT REFUNDABLE.**
- C. Disclosure of your U.S. social security number, if you have one, is mandatory, in accordance with 5 Illinois Compiled Statutes 100/10-65 to obtain a license. The social security number may be provided to the Illinois Department of Public Aid to identify persons who are more than 30 days delinquent in complying with a child support order, or to the Illinois Department of Revenue to identify persons who have failed to file a tax return, pay tax, penalty or interest shown in a filed return, or to pay any final assessment or tax penalty or interest, as required by any tax Act administered by the Illinois Department of Revenue, or to other entities for verification of identification.

PART I: Application Category Information

A. SEE REFERENCE SHEET, CHART I, OR INSTRUCTIONS PRIOR TO COMPLETING ITEMS 1 THROUGH 4

1. PROFESSION NAME	2. PROFESSION CODE	3. LICENSURE METHOD	4. FEE \$
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B. CHECK BOX INDICATING THE APPROPRIATE INFORMATION REGARDING

- This is the first time I have made application for this profession in Illinois.
- I have previously made application for this profession in Illinois. However, my previous application expired and I am now reapplying.
- Other: _____

Licensure method choices are explained in instructions on a previous page. They include:
Examination
Acceptance
Endorsement
Non-Examination
Restoration

PART II: Applicant Identifying Information--You must notify the Division of Professional Regulation and/or Controlling Board and file this application in order to receive any further information.

1. NAME LAST FIRST MIDDLE			2. _____	
4. PERMANENT MAILING ADDRESS STREET CITY STATE				
5. BUSINESS ADDRESS STREET CITY STATE/COUNTRY				
6. MAIDEN, GIVEN SURNAME, OR ANY NAME(S) UNDER WHICH SUPPORTING DOCUMENTS WILL BE SUBMITTED. (SEE INSTRUCTIONS #5 ABOVE)			7. MOTHER'S MAIDEN NAME	
8. PLACE OF BIRTH CITY STATE/COUNTRY		9. DATE OF BIRTH ____ / ____ / ____ Month Day Year		10. AGE <input type="checkbox"/> Female <input type="checkbox"/> Male
11. TELEPHONE NUMBER WHERE YOU MAY BE REACHED Work: (____) ____-____-____ Home: (____) ____-____-____ (Area Code) (Area Code) Fax: (____) ____-____-____ Fax: (____) ____-____-____ (Area Code) (Area Code)			12. REQUIRED E-MAIL ADDRESS	

APPLICATION FOR LICENSURE AND/OR EXAMINATION

FOR OFFICIAL USE ONLY

If you are not
accepted you
don't get
your money
back.

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.

The following materials are required to make Application for Licensure and/or Examination in Illinois:

1. Four page APPLICATION FOR LICENSURE AND/OR EXAMINATION.
2. INSTRUCTION SHEET, which gives step by step application instructions for your profession.
3. REFERENCE SHEET, which gives detailed coding information for your profession.
4. SUPPORTING DOCUMENTS, forms, and/or any other documentation you may be required to submit with your application.
5. If the name shown on your supporting documents is different from that shown on your application, you must submit **PROOF OF LEGAL NAME** change - copy of marriage license, divorce decree, affidavit or court order.

Carefully follow all steps outlined on the INSTRUCTION SHEET. In addition, note the following:

- A. Type or print legibly with black ink only.
- B. **FEES ARE NOT REFUNDABLE.**
- C. Disclosure of your U.S. social security number, if you have one, is mandatory, in accordance with 5 Illinois Compiled Statutes 100/10-65 to obtain a license. The social security number may be provided to the Illinois Department of Public Aid to identify persons who are more than 30 days delinquent in complying with a child support order, or to the Illinois Department of Revenue to identify persons who have failed to file a tax return, pay tax, penalty or interest shown in a filed return, or to pay any final assessment or tax penalty or interest, as required by any tax Act administered by the Illinois Department of Revenue, or to other entities for verification of identification.

PART I: Application Category Information

A. SEE REFERENCE SHEET, CHART I, OR INSTRUCTIONS PRIOR TO COMPLETING ITEMS 1 THROUGH 4

1. PROFESSION NAME	2. PROFESSION CODE ____-____-____	3. LICENSURE METHOD	4. FEE \$
--------------------	--------------------------------------	---------------------	--------------

B. CHECK BOX INDICATING THE APPROPRIATE INFORMATION REGARDING YOUR APPLICATION

- This is the first time I have made application for this My application for this profession had previously been denied
- _____ (Profession Name) _____ (City) _____ (State) _____ (Country) _____ (Zip Code) _____ (County) _____ (Maiden Name)
- I am applying for this profession in _____ (City) _____ (State) _____ (Country) _____ (Zip Code) _____ (County) _____ (Maiden Name) now applying under new statutory

PART II: Applicant Identifying Information--You must notify the Department of Financial and Professional Regulation - Division of Professional Regulation and/or Continental Testing Service in writing, of any address changes after you file this application in order to receive any further information.

1. NAME LAST FIRST MIDDLE			2. TITLE (e.g., M.D., D.D.S., etc.)		3. UNITED STATES SOCIAL SECURITY NO. ____-____-____		
4. PERMANENT MAILING ADDRESS STREET CITY STATE/COUNTRY				ZIP CODE		COUNTY	
5. BUSINESS ADDRESS STREET CITY STATE/COUNTRY				ZIP CODE		COUNTY	
6. MAIDEN, GIVEN SURNAME, OR ANY NAME(S) UNDER WHICH SUPPORTING DOCUMENTS WILL BE SUBMITTED. (SEE INSTRUCTIONS #5 ABOVE)						7. MOTHER'S MAIDEN NAME	
8. PLACE OF BIRTH CITY STATE/COUNTRY			9. DATE OF BIRTH ____/____/____ Month Day Year			10. AGE <input type="checkbox"/> Female <input type="checkbox"/> Male	
11. TELEPHONE NUMBER WHERE YOU MAY BE REACHED Work: (____) _____-_____ (Area Code) Home: (____) _____-_____ (Area Code) Fax: (____) _____-_____ (Area Code) Fax: (____) _____-_____ (Area Code)						12. REQUIRED E-MAIL ADDRESS	

PART III: Education Information

1. PRELIMINARY EDUCATION (Elementary and High School or G.E.D. Circle number of years completed)

1 2 3 4 5 6 7 8 9 10 11 12 Graduated High School? Yes No Received G.E.D.? Yes No

2. NAME OF LAST PRELIMINARY SCHOOL ATTENDED

3. LAST PRELIMINARY SCHOOL LOCATION (City and State)

4. DATE OF GRADUATION

____ / ____

Month Year

5. COLLEGE OR UNIVERSITY (Circle number of years completed)

1 2 3 4 5 6 7 8 Graduated? Yes No

6. COLLEGE OR UNIVERSITY NAME (Undergraduate and Graduate)	LOCATION (City and State or Country)	DATES OF ATTENDANCE		TYPE OF DEGREE EARNED
		FROM	TO	
		Month/Year	Month/Year	

7. SPECIALIZED TRAINING (Residency, Professional Training, Vocational Training, Practical or Clinical Training)

INSTITUTION NAME	LOCATION (City and State or Country)	DATES OF ATTENDANCE		Did You Complete Training?
		FROM	TO	
		Month/Year	Month/Year	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

NAME (Last, First, MI):

SS#:

Profession:

NAME (Last, First, MI):

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.)

SS#:

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.)

Profession:

NAME (Last, First, MI):

SS#:

Profession:

PART VI: Personal History Information (This part must be completed by all applicants)		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 now have any disease or condition that presently limits 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? <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>																									
PART VII: Examination Coding Information (This part is for examination applicants only)																									
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.	<table border="1"><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>					<table border="1"><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>					<table border="1"><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>					<table border="1"><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>					<table border="1"><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>				
b) CHART III - Select the examination site you desire and enter Test Center Code:																									
c) CHART IV - Find your School of Graduation and enter school code:	<input type="text"/>																								
d) Record the number of times you have taken this exam in Illinois or any other state:																									
PART VIII: Child Support and/or Student Loan Information (Every applicant is required by law to respond to the following questions)																									
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. Failure to certify shall result in disciplinary action, and making a false statement may subject the licensee to contempt of court.																									
Are you more than 30 days delinquent in complying with a child support order? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(NOTE: If you are not subject to a child support order, answer "no.")</i>																									
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.)																									
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? Yes <input type="checkbox"/> No <input type="checkbox"/>																									
PART IX: Certifying Statement																									
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.																									
_____ Signature of Applicant		_____ Date																							
I UNDERSTAND THAT FEES ARE NOT REFUNDABLE. 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.																									

IL486-1019

APPLICATION FOR LICENSURE AND/OR EXAMINATION - Page 4 of 4

PART VI: Personal History Information (This part must be completed by all applicants)		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 now have any disease or condition that presently limits 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? <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			

Re: Below boxes: No charts exist, leave blank

PART VII: Examination Coding Information (This part is for examination applicants only)																									
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.	<table border="1" style="display: inline-table; margin-right: 10px;"> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table> <table border="1" style="display: inline-table; margin-right: 10px;"> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table> <table border="1" style="display: inline-table; margin-right: 10px;"> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table> <table border="1" style="display: inline-table; margin-right: 10px;"> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table> <table border="1" style="display: inline-table; margin-right: 10px;"> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table> <table border="1" style="display: inline-table;"> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>																								
b) CHART III - Select the examination site you desire and enter Test Center Code:	<table border="1" style="display: inline-table;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																								
c) CHART IV - Find your School of Graduation and enter school code:	<input style="width: 150px;" type="text"/>																								
d) Record the number of times you have taken this exam in Illinois or any other state:	<table border="1" style="display: inline-table;"> <tr><td> </td><td> </td></tr> </table>																								

PART VIII: Child Support and/or Student Loan Information (Every applicant is required by law to respond to the following questions)	
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. Failure to certify shall result in disciplinary action, and making a false statement may subject the licensee to contempt of court. Are you more than 30 days delinquent in complying with a child support order? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(NOTE: If you are not subject to a child support order, answer "no.")</i>	
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.) 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? Yes <input type="checkbox"/> No <input type="checkbox"/>	

PART IX: Certifying Statement	
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.	
_____ Signature of Applicant	_____ Date
I UNDERSTAND THAT FEES ARE NOT REFUNDABLE. 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.	

NAME (Last, First, MI):

SS#:

Profession:

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

This form is for applicants licensed in another state or country.

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.

SEAL

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

Attention Licensing Agency/Board: RETURN THIS FORM TO THE APPLICANT.

Attention Applicant: FOR INCLUSION WITH APPLICATION PACKET.

NAME (Last, First, MI):

SS#:

Profession:

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.		CERTIFICATION OF EDUCATION		SUPPORTING DOCUMENT ED	
APPLICANT: Complete the applicant section of this form, then forward it to the school for completion of the remainder of the form.					
1. NAME LAST FIRST MIDDLE			2. DATE OF BIRTH		3. SOCIAL SECURITY NUMBER
			____/____/____ Month Day Year		____-____-____ - - - - -
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		
7. NAME OF INSTITUTION ATTENDED			_____ Profession Code		
I hereby authorize a school official of the institution named _____ Professional Regulation or its designated testing service _____ _____ Date					
SCHOOL OFFICIAL: Complete the bottom portion of this form and return to the applicant.					
A. NAME OF INSTITUTION					
C. DEPARTMENT OF INSTITUTION			D. SPECIFIC PROGRAM OR CURRICULUM CONCENTRATION OF APPLICANT		
E. MAJOR AREA OF STUDY OF THE APPLICANT			F. APPLICANT WAS (CHECK ONE):		
			<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Co-op		
G. CREDIT HOURS EARNED (CHECK ONE AND COMPLETE)			H. DEGREE OR CERTIFICATE AWARDED		
			(e.g., B.A., M.A., M.D., Ph.D.)		
I. Total academic years attended _____ OR Total calendar years attended _____ Years Months Days					
K. DATE THAT DEGREE OR CERTIFICATE REQUIREMENTS WERE MET			L. DATE THAT DEGREE OR CERTIFICATE WAS CONFERRED		
____/____/____ Month Day Year			____/____/____ Month Day Year		
M. CHECK THE APPROPRIATE STATEMENT(S) AND COMPLETE					
<input type="checkbox"/> Applicant has graduated on ____/____/____ Month Day Year			<input type="checkbox"/> Applicant has completed program on ____/____/____ Month Day Year		
<input type="checkbox"/> Applicant will graduate on ____/____/____ Month Day Year			<input type="checkbox"/> Applicant will complete program on ____/____/____ Month Day Year		
N. IF EDUCATION PROGRAM WAS COMPLETED IN LESS THAN THE NORMALLY REQUIRED TIME, PLEASE EXPLAIN:					

Above Choices are:
 Professional Counselor
 code 178
 Or
 Clinical Professional
 Counselor
 Code 180

Your school can send this in
 directly to IDFP or back to you
 to include.

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

ATTENTION APPLICANT: FOR INCLUSION WITH THE APPLICATION PACKET.

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 ILCS 107/1 et. seq. (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-LCPC	
APPLICANT: Complete the applicant section of this form, then forward it to your employer. You are authorized to photocopy this form as necessary if you had multiple sites and/or multiple supervisors. One year of full-time experience equals 1680 clock hours obtained in not less than 52 weeks.					
1. NAME LAST FIRST MIDDLE		2. DATE OF BIRTH		3. SOCIAL SECURITY NUMBER	
		___ / ___ / ___ Month Day Year		___ - ___ - ___ - - -	
4. ADDRESS STREET, CITY, STATE, ZIP CODE			180 Licensed Clinical Professional Counselor		
5. MAIDEN OR GIVEN SURNAME					
FOLLOWING SHOULD REFLECT INFORMATION AT TIME OF EMPLOYMENT/EXPERIENCE					
6. SUPERVISOR NAME			7. BUSINESS/INSTITUTION NAME		
8. SUPERVISOR TITLE			9. ADDRESS STREET, CITY, STATE, ZIP CODE		
SUPERVISOR: Complete the remainder of this form. RETURN THE COMPLETED FORM DIRECTLY TO THE APPLICANT IN A SEALED ENVELOPE.					
PART I. - SUPERVISION INFORMATION					
A. IMMEDIATE/DIRECT SUPERVISOR'S NAME			B. PROFESSIONAL DESIGNATION Date Awarded		
			<input type="checkbox"/> Counselor (Master's or Doctorate Level) _____		
C. LICENSE NUMBER		D. STATE OF LICENSE		<input type="checkbox"/> Licensed Clinical Professional Counselor _____	
E. BUSINESS/INSTITUTION NAME			<input type="checkbox"/> Certified Social Worker _____		
F. BUSINESS ADDRESS STREET, CITY, STATE, ZIP CODE			<input type="checkbox"/> Licensed Clinical Social Worker _____		
G. BUSINESS TELEPHONE NUMBER			<input type="checkbox"/> Licensed/Registered Clinical Psychologist _____		
Area Code (___) ___ - ___			<input type="checkbox"/> Psychiatrist _____		
H. SUPERVISOR'S EMAIL ADDRESS			<input type="checkbox"/> Certified Rehabilitation Counselor _____		
PART II. - APPLICANT EMPLOYMENT INFORMATION					
A. APPLICANT'S JOB TITLE AT TIME OF EMPLOYMENT/ EXPERIENCE			B. DATES OF APPLICANT'S EMPLOYMENT/EXPERIENCE		
			From ___ / ___ / ___ To ___ / ___ / ___ Month Day Year Month Day Year		
C. NUMBER OF HOURS APPLICANT WORKED PER WEEK			D. NUMBER OF HOURS YOU MET WITH THE APPLICANT PER WEEK		

PART II. - APPLICANT EMPLOYMENT INFORMATION (Continued)

E. INDICATE YOUR OVERALL EVALUATION OF THE APPLICANT'S PERFORMANCE UNDER YOUR DIRECT SUPERVISION

Circle One	Excellent		Satisfactory		Poor
	5	4	3	2	1

F. CLOCK HOURS:

TOTAL CLOCK HOURS IN EXPERIENCE: _____

TOTAL CLOCK HOURS OF DIRECT FACE TO FACE IN PERSON SERVICE TO CLIENTS: _____

G. COMMENTS ABOUT APPLICANT'S JOB PERFORMANCE:

The above indicated experience has been performed by the applicant pursuant to my order, control, and full professional and legal responsibility as a supervisor. I do hereby declare that the information contained herein is true and correct.

Signature

Date

Title

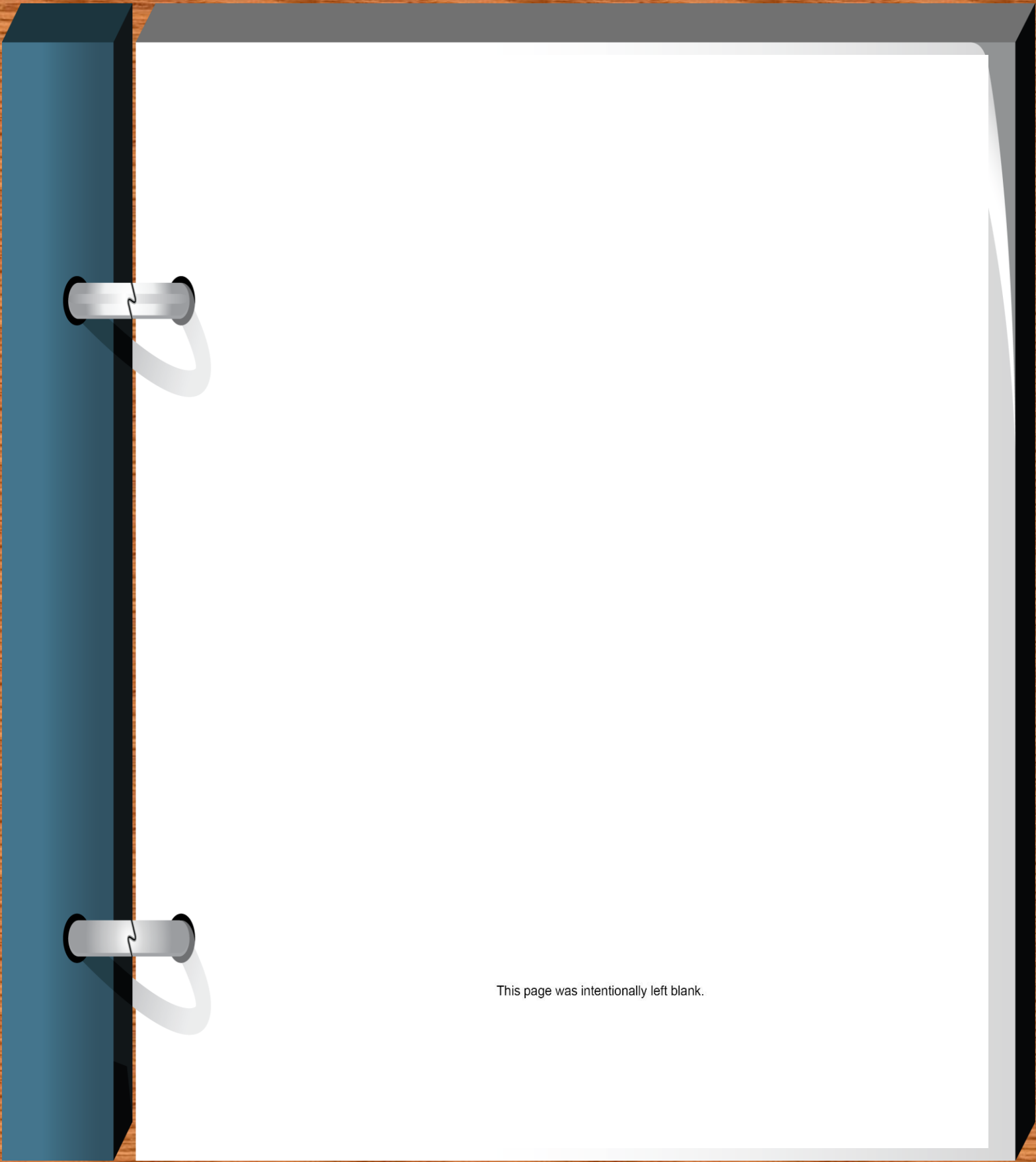
NAME (Last, First, MI):

SS#:

Profession:

<p>IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 ILCS 107/1 et. seq. (Illinois Compiled Statutes). Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.</p>		<p>PROFESSIONAL COUNSELOR ACADEMIC CRITERIA</p>		<p>AC-PC</p>	
<p>APPLICANT: Complete a separate form for each institution in which you have completed graduate coursework. You may copy this form as needed.</p>					
1. NAME LAST FIRST MIDDLE		2. DATE OF BIRTH ____ / ____ / ____ Month Day Year		3. SOCIAL SECURITY NUMBER ____ - ____ - ____	
4. ADDRESS STREET, CITY, STATE, ZIP CODE		5. PROFESSION (Check One): <input type="checkbox"/> Licensed Professional Counselor (178) <input type="checkbox"/> Licensed Clinical Professional Counselor (180)			
6. MAIDEN OR GIVEN SURNAME					
7. NAME OF COLLEGE/INSTITUTION		8. DEPARTMENT			
9. ADDRESS OF COLLEGE/INSTITUTION		10. PROGRAM (AREA OF SPECIALIZATION AS IT APPEARS ON TRANSCRIPT.)			
ACADEMIC CRITERIA:		<p>All applicants shall complete a 48 semester hour or equivalent quarter hour program with one 3 semester hour or equivalent quarter hour course in each of the following core areas. You may refer to Section 1375, Appendix A of the Rules in Administrative Code for assistance in completing this form. Please submit a photocopy of the course description as it appears in the course catalog for each core area.</p>			
AREA	COURSE TITLE	COURSE NO.	YEAR	COURSE CREDIT	COMMENTS
Human Growth and Development					
Counseling Theory					
Counseling Techniques					
Group Dynamics, Processing and Counseling					
Appraisals of Individuals					
Research and Evaluation					
Professional, Legal & Ethical - Responsibilities					
Social and Cultural Foundations					
Life-styles and Career Development					
Practicum / Internship					
Substance Abuse					
Maladaptive Behavior and Psychopathology					
Family Dynamics					

[Link to course descriptions Appendix A](#)



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

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

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"/> Podiatrists | <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.) | |
| <input type="checkbox"/> Marriage and Family Therapists | <input type="checkbox"/> Physicians, including Osteopathic Medicine (D.O.) | |
| | <input type="checkbox"/> Physicians (D.C.) | |

Any other license issued by the Department under the Acts listed in 20ILCS 40], except for pharmacy technicians, issued to a person subject to the provisions of 20ILCS 2105-165(a).

In order for your application to be evaluated, you must

- 1) Are you currently charged with or have you been convicted of a crime under the Sex Offender Registration Act? *
- 2) Are you currently charged with or have you been convicted of a criminal offense involving the *course of patient care or treatment*, including any offense based on sexual conduct or sexual penetration?
- 3) Are you required, as part of a criminal sentence, to register under the Sex Offender Registration Act? *
- 4) Are you currently charged with or have you been convicted of a forcible felony? *

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

Forcible felony list
(also on the following definition page)
Note these do not include DUI or simple drug possession.

* 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.

