



IDFPR

Illinois Department of Financial and Professional Regulation

Division of Professional Regulation

<https://idfpr.illinois.gov>

JB PRITZKER
Governor

MARIO TRETO, JR.
Secretary

CAMILE LINDSAY
Acting Director

PLEASE NOTE: The Department does not review a foreign credential evaluation report prior to application. You must apply with the Department first. If you have never been licensed in the U.S., you must apply by examination method. If you are licensed in the U.S., apply by endorsement method. Apply online at: [IDFPR | Nurses](#) under License Information > RN & LPN Applications.

REQUIREMENTS FOR AN INTERNATIONALLY EDUCATED NURSE:

For more information go to:

Rules for the Administration of The Nurse Practice Act:
Section 1300.300 Application for Examination or Licensure 4) A)

<http://www.ilga.gov/commission/jcar/admincode/068/068013000C03000R.html>

PROOF OF PASSAGE OF THE NATIONAL LICENSING EXAMINATION:

- NCLEX - National Council Licensure Exam

The "National Council Licensure Exam" (NCLEX) state board application can be obtained by going to the IDFPR website at <http://continentaltestinginc.com/>.

The Illinois Department of Financial and Professional Regulation (IDFPR) Help Line: 1 (800) 560-6420.

PROOF OF EDUCATION EQUIVALENCY

CHOOSE ONE :

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> • A Credential Evaluation Service Report. Proof of passing either the TOEFL or IELTS if your program was not taught in English. | <ul style="list-style-type: none"> • An Original CGFNS VisaScreen Certificate or JS&A Visa4Nurses Certificate | <ul style="list-style-type: none"> • An Original CGFNS Certificate |
|---|--|---|

THE CES REPORT AND THE TOEFL / IELTS APPLIES TO ALL INTERNATIONALLY EDUCATED NURSES INCLUDING U.S. CITIZENS AND VISA HOLDERS.

BECAUSE TRANSCRIPTS MAY BE HARD TO OBTAIN, WE RECOMMEND THAT YOU GET YOUR CES REPORT PRIOR TO APPLYING FOR THE NCLEX.

CES "Credential Evaluation Service" Report

CHOOSE A VENDOR :

The report must be obtained through one of the following credentialing service vendors. When complete the Department (IDFPR) will download the CES Report from the respective vendor's website.

Commission on Graduates of Foreign Nursing Schools (CGFNS)
3600 Market Street, Suite 400
Philadelphia, PA 19104-2651

Phone: 215.349.8767
Fax: 215.662.0452
Email: support@cgfns.org
Web Site: <http://www.cgfns.org>

Request:

- The Professional Report

Education Records Evaluation Service, Inc.
601 University Avenue, Suite 127
Sacramento, CA 95825

Phone: 916.921.0790
Fax: 916.921.0793
Email: edu@eres.com
Web Site: <http://www.eres.com>

Request:

- The Nursing Evaluation and Course by Course Report

Josef Silny & Associates, Inc. International Education Consultants
7101 SW 102 Avenue
Miami, FL 33173

Phone: 305.273.1616
Fax: 305.273.1338
Email: info@jsilny.org
Web Site: www.jsilny.org

Request:

- Foreign Credential Evaluation for Boards of Nursing

The Evaluation Company
2400 Augusta Drive, Suite 451, Houston, TX 77057

Phone: 713.266.8805
Fax: 713.789.6022
Email: docs@evalcompany.com
Web Site: <https://evalcompany.com/>

Request

- Nursing Course Analysis

International Education Evaluations LLC (IEE)
7900 Matthews-Mint Hill Rd, Suite 1A
Charlotte, NC 28277

Phone: 704-772-0109
Website Link: <https://myiee.org/university/illinois-board-of-nursing>
Email: The myiee.org website provides a 24/7 live-person chat feature.

Request

- Credential Evaluation Report

THE CES REPORT IS VALID FOR THE LIFE OF THE APPLICATION FOR LICENSURE OR THREE YEARS AT THE LONGEST

All documents must be translated to English before submitting.

Please continue to next page.

Language - If the applicant's program of instruction was not taught in English:

CHOOSE A VENDOR :

Certification of passing an English Exam must be obtained through one of the following credentialing service vendors below. **Results should be sent by the vendor directly to:** IDFPR, 320 W. Washington St. 3rd FL., Springfield IL 62786 Attn: Nursing Unit

An English Exam must be taken prior to taking the Nclex Exam.

All documents must be translated to English before submitting.

Test of English as a Foreign Language (TOEFL)	Web Site: http://www.ets.org/toefl/	The minimum passing score: <ul style="list-style-type: none">• Paper-based 560• Computer-based 220• Internet-based 83
---	---	---

The International English Language Testing System (IELTS) Academic Module	Web Site: http://www.ielts.org/	The minimum passing score: <ul style="list-style-type: none">• 6.5 (overall score)• 7.0 (spoken band)
---	---	--

**** TOEFL / IELTS may be waived by IDFPR if your CES report indicates your nursing education program was conducted in English utilizing English Textbooks.**

Please continue to next page.

Fingerprints / Back-ground Checks

Individuals applying for licensure for professions that require fingerprints must submit to a criminal back-ground check and provide evidence of fingerprint processing from a fingerprint vendor licensed by the Department. Fingerprints must be taken within 60 days from the date that the application is submitted to the Department or the Department's testing vendor.

For more information see attached forms:

- Fingerprint Background Check Guide and IDENTITY VERIFICATION CERTIFYING STATEMENT / OOS-FP See page 4 for form:
[fingerprint-background-check-guide.pdf](#)
- The list of licensed fingerprint vendors is available on the IDFPR website at:
[State of Illinois | Department of Financial & Professional Regulation](#)

Social Security Number

APPLICANTS who state they cannot obtain a social security number must complete the affidavit form at the link below:

- AFFIDAVIT SOCIAL SECURITY NUMBER / [ssn_afft.pdf](#)

This is not a temporary SSN card, meant to replace the SSN# nor an application to obtain one.

When applying by paper use the 999# provided to you by Continental Testing.

Once a SSN card is received you have 10 days to provide proof of to the Department. If you can not obtain a SSN card by the time your license is up for it's first renewal you can submit another SSN Affidavit with the renewal application.

Temporary License

Foreign Graduates can apply for the temporary license if they meet the following criteria...

- Must have applied for the license
- Has fingerprinted
- Foreign credential documents. NO temp is issued without it, we must verify education.
- Paid the fee (License 50 / Temporary extra 25)

Please continue to next page.

Endorsement

Endorsing an active license from another state / requirements:

- Application by Endorsement :

Go to [IDFPR | Nurses](#)
under License Information > RN & LPN Applications

Choose One:

- CES Report, from one of the following: CGFNS (ask for full report), ERES, Josef Silny, The Evaluation Company, or IEE
- CGFNS Certificate
- CGFNS Visa Screen Certificate
- JS&A Visa4Nurses Certificate

An English test is not required as long as you took and passed the NCLEX Exam.

Other related information :

When applying to take the Nclex Exam use the exact same name on both CTS (Continental Testing Services) and Pearson Vue applications. Refugees can contact the Department for an affidavit if necessary to show variations on a name are one and the same person.

Use your personal email NOT your recruiter's. All communication will go through the applicant and can not go through a third party.

Acceptable ID/ Proof of name change:

- Marriage license
- Court Order
- U.S. Passport
- Real ID driver's license
- Real ID state ID card
- Divorce decree – it must include:
 - 1st page of decree
 - the page that indicates the name change
 - judges signature page

An application (by exam) is good for 3 years after which you have to restart if you have not completed the licensing process.

A Mini App or "Pass Letter" is provided by CTS not IDFPR... the 50 USD Fee can be mailed in or you can process the payment online at [IDFPR | Online Payments for Paper Applications](#). The mini app does not need to be sent in if payment is through EPay. Retain a copy of the EPay confirmation receipt in case there is an issue.

An Authorization To Test letter (ATT) – is good for 6 months. There are no extensions past the test date. You can reschedule 24 hours **prior** with CTS if necessary.

CURRENT REVISION 12/19/2024