February 1, 2012

To whom it may concern:

The following is the report mandated by 20 ILCS 5000/15, for the Illinois Department of Financial and Professional Regulation.

The Illinois Department of Financial and Professional Regulation (DFPR) is comprised of three Divisions, The Division of Professional Regulation (DPR), The Division of Financial Institutions (DFI), and The Division of Banking (DOB). Each Division holds a unique role in serving the citizens of The State of Illinois, but all three are unified in that they exist to administer and promulgate public acts in the licensing and regulation of professionals and businesses. The Department employs approximately 500 individuals in a multitude of different job positions.

The Division of Professional Regulation is responsible for administering 61 professional licensure acts. Administration of the licensure acts entails two key elements: 1) eligibility determination of applicants for licensure resulting in license issuance or denial, and 2) the enforcement of the licensure acts including investigating complaints received and prosecuting cases resulting in the imposition of discipline. There are 235 different professional licensure categories within the 61 professional licensure acts, 18 of these professions have a direct and critical impact upon the health, safety, and welfare of the citizens of Illinois.

The Division of Financial Institutions regulates various state-licensed financial institutions to ensure their safety and soundness and works to protect consumers in their interactions with these entities. The division licenses, examines, and regulates all state-chartered credit unions, currency exchanges, consumer installment lenders, sales finance companies, title insurance companies, money transmitters, payday lenders, debt settlement companies, and debt management companies. The division also administers and enforces 11 statutes in the Illinois Financial Institutions Code and its attending rules and regulations.

The Division of Banking protects and educates the public and promotes confidence in the regulated industries through administration of statutory responsibilities. The Division oversees the regulation and licensure of State chartered banks, trust companies, ATMs not owned by financial institutions, check printers, pawnbrokers, savings banks and savings and loan associations, and mortgage bankers and brokers.

If you have any questions about this report, please contact John Lagattuta, IDFPR Labor Relations Director, at (312)814-1692 or John.Lagattuta@Illinois.gov.
20 ILCS 5000/15(c) – November 1, 2011, FPR Report for the Task Force

(1) There are no restrictions for employment within the agency. There are 160 licenses and professions that the agency regulates that have some level of restriction based on criminal history. (See Attachment 1 Column A)

(2) (See Attachment 1 Column C)

(3) (See Attachment 1 Columns D – J)
   (A) (See Attachment 1 Columns D – F)
   (B) (See Attachment 1 Columns D, G – J)

(4) (See Attachment 1 Columns K-L)

(5, 6, & 7) (See Attachment 1 Columns M & N for details of each profession) For each license and profession the department regulates, there are standards for qualification. These standards include education, training, experience requirements, and other metrics pertinent to each individual license. These standards are declared in the more than 100 public acts that the agency promulgates. The agency also, by authority of public act, enforces the prevention of unlicensed practice in the State. The agency directly and intentionally impacts employment opportunities through restriction of rights to practice and become licensed in the State. Each of the restrictions placed on licensing, that affect an individual’s possibility of employment, are intended to protect and promote public safety and the common good.

Some restrictions apply universally across all licenses and professions, while some restrictions are license, profession, or industry specific. In every act, there is a provision allowing the Department to refuse to issue or renew a license or grant a registration if an applicant has been convicted of any crime that is (i) a felony; or (ii) that is a misdemeanor, an essential element of which is dishonesty, or that is directly related to the practice of the profession. There is also a provision for refusal of issuance for engaging in dishonorable, unethical, or unprofessional conduct of a character likely to deceive, defraud, or harm the public. These provisions apply to every professional the department regulates. In a minority of examples, there are crimes that may act as an absolute bar to licensing, but for most every profession, the Department evaluates each case on an individual basis. The process (See Appendix 0) requires that applicants disclose their criminal history upon application. The circumstances of the history are evaluated and the Department renders a decision on whether or not the information provided disqualifies the individual from licensure, registration, or practice, as the case may be.

The subjective nature of the disqualification process is intentional and necessary. The Department is charged with the task of determining who is qualified to operate and represent themselves as professionals. The citizens of Illinois place their trust in the department, to ensure that, if a professional is licensed in Illinois, they are competent and fit for duty. The simple fact of knowing that a professional is licensed by the State, and seeing the indicia of said licensure, tells an Illinois consumer that they can trust that, to the extent of the requirements of the Illinois licensing acts, the professional is qualified and capable in their field, and that the professional warrants the public trust.

The Department evaluates all qualifications for licensure. Each profession has individual qualifications for licensure directly related to the skill of the profession. There are also qualifications common to some or all of the professions that relate to the professional’s character and conduct. One commonality, among all professions, is that the citizens of Illinois, rightfully, expect professionals to be of good moral character, ethical in the practice of their professions, and worthy of the trust of the public and the clientele they serve. If any information about an applicant suggests that, if licensed in his or her desired profession, the applicant may be a danger to Illinois consumers, that information must be carefully analyzed and evaluated. A criminal history will always be pertinent to evaluating an applicant’s qualifications, but, excepting a small number of specific situations (See Attachment 1 – PERC, Massage Therapist, and All Healthcare Workers), a criminal history does not act as an absolute bar to licensure.
The Department is acutely aware of and a direct proponent of the possibility of rehabilitation of a convicted criminal. The commission or conviction of a crime is only one part of the story for every individual. The Department does not speculate on the reasons or causes of an applicant’s criminal history. The focus is on the nature of the offence and the applicant’s progress and rehabilitation from the time of the offense to now. In evaluating the nature of an offense, subjectivity is essential. An applicant may carry a serious conviction as a result of a careless or youthful error, and another applicant may carry a lesser conviction as a result of a more serious and deliberate offense. Time having elapsed from the date of a conviction is rarely enough, on its own, to prove rehabilitation. However, an offense committed a long time ago, with no indication of continued criminal activity, would not have the same impact a more recent offense might. In many cases, the fact that an applicant is pursuing licensure or certification in a profession, speaks to the applicant’s rehabilitation. Very few things demonstrate rehabilitation as matter-of-factly as pursuing change and stability in one’s life. If an applicant carries a criminal conviction for a crime that operating in the profession sought would not encourage or facilitate, issuing the applicant a license, despite a criminal history, may in fact protect and promote the lives of Illinois consumers by allowing the applicant to transition away from a life of crime, toward employment as a professional.

Past practice can be a sound indicator of future action. If there is nothing that suggests an applicant has been rehabilitated, or worse, indication that the applicant may be pursuing licensure with criminal intent or motives, the Department must have the authority, legal basis, and a procedure to investigate the history and actions of the applicant. In the interest of protecting the consumer, the Department must decide, with due process and consideration for the applicant, if the applicant is qualified and fit for licensure. In the event that the applicant is not qualified or does not warrant the trust of the Illinois consumer, the Department must have the capability to refuse licensure and enforce the laws governing unlicensed practice.

(8) None directly established.

(9) (A, B, C, & D) See Appendices
<p>| Profession | Total Number Licensed | Number of applicants who underwent a background check | Number of applicants who submitted a background check | Number of applicants who submitted a background check two days or less | Number of applicants who submitted a background check more than two days but two weeks or less | Number of applicants who submitted a background check more than two weeks but two months or less | Number of applicants who submitted a background check more than two months but two years or less | Number of applicants who submitted a background check more than two years but ten years or less | Number of applicants who submitted a background check more than ten years but more than ten years | Percentage of applicants who submitted a background check more than ten years | Percentage of applicants who submitted a background check more than ten years | Percentage of applicants who submitted a background check more than ten years | Percentage of applicants who submitted a background check more than ten years | Percentage of applicants who submitted a background check more than ten years | Percentage of applicants who submitted a background check more than ten years | Percentage of applicants who submitted a background check more than ten years |</p>
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<th>Yes (225 ILCS 450/21(a))</th>
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Exemption, waiver, review mechanism

Final order subject to "Moral Character"

Non licensed employees must be of good moral character

Yes (225 ILCS 120/160)

Yes

Yes (225 ILCS 25/32)

None in Act

225 ILCS 447/15-15(a(3))

Yes (225 ILCS 25/32)

None

"Good Moral Character"

None

Yes

225 ILCS 427/40(a(4&5)) & 225 ILCS 427/85(a(3&9))

No

None

"Good Moral Character"

Yes

720 ILCS 570/303(a(3,8,&10)&b)

Yes

Yes (225 ILCS 447/45-40)

Yes

None in Act

Yes

None

None

Yes

225 ILCS 305/22(a(6&9))

Yes (225 ILCS 85/35.17)

225 ILCS 25/23(11&12) & 20 ILCS 2105/165

None

None

Yes

None

Yes

No

No

Firearm Control Card

Euthanasia Agency, Certified

Detection of Deception Trainee

Yes

Yes

Yes

Yes

Yes

Restrictions? Statute Authorizing Restrictions Statute/Act Restriction Text Enumerated

Felony, misdemeanor (dishonest in nature), or any crime related to the Act.

or under Sections 8A-3 and 8A-6 of the Illinois Public Aid Substances Act, or under Sections 8A-3 and 8A-6 of the Illinois Public Aid Substances Act, or under Sections 8A-3 and 8A-6 of the Illinois Public Aid Substances Act, or under Sections 8A-3 and 8A-6 of the Illinois Public Aid Substances Act, or under Sections 8A-3 and 8A-6 of the Illinois Public Aid Substances Act.

The Department may refuse to issue or renew a license for engaging in dishonorable, unethical, or unprofessional conduct of a character likely to deceive, defraud, or harm the public.

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<td>225 ILCS 70/17(a(2,4,&amp;6)</td>
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<td>225 ILCS 135/165</td>
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<td>Yes</td>
<td>None</td>
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<td>225 ILCS 441/15-10(a(4,5,&amp;10)</td>
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<td>Name of Authorizing/Regulating Authority</td>
<td>Required Letter of Transmittal</td>
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<td>Statute Authorizing Restriction</td>
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<td>Podiatry Controlled Substance, Licensed</td>
<td>Yes (225 ILCS 454/20-75)</td>
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<td>Podiatric Professor, Visiting</td>
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<td>Battery against any patient including sexual conduct or sexual penetration, a forcible felony, or is dishonesty, or any crime related to the profession. The Department may refuse to issue or renew a license for engaging in dishonorable, unethical, or unprofessional conduct of a character likely to deceive, defraud, or harm the public.</td>
<td>Yes</td>
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<td>Criminal sex act, battery against any patient including sexual exp; or Conviction of a crime considered for good moral character</td>
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<td>Sexual assault, sexual penetration, larceny, embezzlement, or obtaining property by confidence; or Felony or any crime that is essentially dishonesty, fraud, related to the profession.</td>
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**Restrictions? Statute Authorizing Restrictions Statute/Act Restriction Text Enumerated**

- Yes
- Yes (225 ILCS 100/24(3,9,27,&29)
- Yes (225 ILCS 454/20-75)
- Yes (225 ILCS 415/23.14)
- Yes (720 ILCS 570/507)
- Yes (225 ILCS 106/165)

**Offense Time**

- 5 years on drug charges

**Departments may investigate all matters relating to an application for registration.**

**Application shall require information to enable the department to pass on the qualifications of an applicant or licensee.**

**Departments may investigate the actions of any applicant or licensee. Applicants and licensees must report any evidence of a crime or any act of dishonorable, unethical, or unprofessional conduct of a character likely to deceive, defraud, or harm the public within 24 hours.**

**Application shall require information to enable the department to pass on the qualifications of an applicant or licensee.**

**30 days prior to refusal, dept. affords licensee opportunity to be heard or to file a written answer. Respondent and Secretary may request rehearing if dissatisfied by original hearing.**

**Acceptable form of identification:**

- Driver's license

**Acceptable form of proof of age:**

- Driver's license

**Acceptable form of proof of address:**

- Driver's license

**Administrative Hearing Process:**

- Yes

**Admit/Reject**

- Yes

**Exemption, waiver, review mechanism Final order subject to**

- Yes

**Yes**

**None**

**Yes (225 ILCS 415/23.14)**

**Yes (720 ILCS 570/507)**

**None in Act**

**None**

**No**

**Yes**

**Yes (225 ILCS 454/20-75)**

**No**

**None**

**Yes**

**Yes**

**Yes (225 ILCS 100/24(3,9,27,&29)**

**Profession Any**

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<th>Occupation</th>
<th>Statute Authorizing Restrictions</th>
<th>Restrictions?</th>
<th>Statute Authorizing Restrictions Statute/Act Restriction Text Enumerated</th>
<th>Type, criteria to issue</th>
<th>Other Criteria for Issuance</th>
<th>Admin./Judicial Review?</th>
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<td>Public Health Nurse</td>
<td>Yes (203 ILCS 570/507)</td>
<td>No</td>
<td>Yes (203 ILCS 570/507)</td>
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<td>Timeshare Managing Entity</td>
<td>Yes (225 ILCS 130/155)</td>
<td>No</td>
<td>Yes (225 ILCS 130/155)</td>
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<td>Yes (225 ILCS 130/155)</td>
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<td>Yes (225 ILCS 115/8(1) &amp; 225 ILCS 115/25(1,c,i,r,v,&amp;z))</td>
<td>No</td>
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<td>Yes (225 ILCS 110/8(c) &amp; 20 ILCS 2105/165)</td>
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<td>Yes</td>
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</table>

- Conviction of a felony or conviction of a misdemeanor (involving dishonesty) or any crime related to the profession.
- Conviction of cruelty to animals; or Wilfully administering or prescribing prescription drugs for animals; or Wilfully violating or knowingly assisting in the violation of any law relating to the use or dispensing of any medicine or drug as specified in law of the United States; or conviction of bribery, perjury, or embezzlement, obtaining money, property or credit by false pretenses or by turpitude; or Wilfully violating or knowingly assisting in the violation of any law.
- Convictions other than felonies may be used in determining moral character.

- The Department may refuse to issue or renew a license for engaging in dishonorable, unethical, or unprofessional conduct of a character likely to deceive, defraud, or harm the public.

- The Department may refuse to issue or renew a license for conviction of a felony, a misdemeanor, an essential element of which is dishonesty, or any crime related to the profession.

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- The Department may refuse to issue or renew a license for conviction of a felony, a misdemeanor, an essential element of which is dishonesty, or any crime related to the profession.

- The Department may refuse to issue or renew a license for engaging in dishonorable, unethical, or unprofessional conduct of a character likely to deceive, defraud, or harm the public.
The Life Cycle of Licensure through IDFPR:

Application

- Potential licensee completes requirements for licensure
- Individual submits application to the Department on official application forms (See Appendix 1a). Each application is different, but all contain the same information form.
  - Application requires disclosure of criminal history and personal history
    - Disclosure of arrest records and criminal convictions (See Appendix 1b)
    - Disclosure of mental health and physical problems
  - Some applications require fingerprint for criminal records search (See Appendix 1c)

Investigation & Review

- If applicant indicates a history of criminal conviction, if a fingerprint search returns a record of criminal conviction, or if a criminal conviction is reported on a licensee, the file is routed to the Prosecutions Unit. If there is no relevant conviction, the license will be issued per the other rules.
  - Chief of prosecutions reviews the entire file, evaluating the on the grounds of seriousness and nature of the offense, relation to the desired license, time elapsed since the offense, actions and activities since the offense, whether or not the applicant honestly disclosed the offence, and whether the offence is part of a pattern of continued criminal activity or an isolated event. Chief of prosecutions then decides to allow the issuance of the license, or to issue an Intent to Deny (ITD) letter to the applicant (See Appendix 2a). If the applicant is already licensed, an Intent to Refuse to Renew (ITRTR) letter would be sent (See Appendix 2b).

Petition

- Applicant has 30 days to respond to the ITD to contest the denial and petition to be heard via a Petition for Hearing (See Appendix 3a). If the Petitioner had previously been licensed, the petition would be a Petition for Restoration (See Appendix 3b).
  - Petitioner schedules a conference/hearing with the Department and is given an opportunity to explain their case and to provide additional information or to answer questions the Department may have.
  - Prosecution unit decides, after reviewing the new information gained through the conference, whether to issue the license or to proceed to a hearing before an administrative law judge (ALJ).
  - Petitioner and Department may mutually agree on an appropriate course of action and enter an agreement by signing a consent order. A consent order becomes final once signed and the case is completed.

Hearing

- If the case proceeds to a hearing before an ALJ, the Department conducts a hearing per the Administrative Hearing Procedure Act (See Appendix 4).
  - Once the hearing procedure is complete, the ALJ submits his or her Findings of Fact, Conclusions of Law, and Recommendations to the Board, to the applicable professional board. Boards are composed, generally, of professionals licensed in the fields their boards cover.
  - The board reviews the ALJ report and transcripts of the proceedings, and prepares a report to the Director of the Department conferring their Findings of Fact, Conclusions of Law, and Recommendations to the Director.
- Upon submission of the Board Report to the Director, the Department issues a 20-Day Notice (See Appendix 5) to the petitioner. The 20-Day Notice consists of a form-letter cover page, the ALJ Report, and the Board Report.
The petitioner has 20 days from the mailing date of the notice to submit a motion for rehearing to the Department.

If the motion for rehearing is granted, the hearing procedure starts over

**Director’s Order**
- If a motion for rehearing is denied or if no motion is received in the 20-day period, the Director will review the reports from the Board and the ALJ and issue an order on the action to be taken for the petitioner’s application (See Appendix 6).
  - If the order denies the petition for licensure, the petitioner may request an Administrative Review, per the Administrative Review Law. Each licensing act provides for judicial review and generally establishes a venue for said review.

**Going Forward**
If the petitioner desires to pursue licensure again, he or she may submit a new application for licensure at any time after the final order.
Illinois Department of Financial and Professional Regulation  
Division of Professional Regulation

Application Checklist for Massage Therapists

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!

<table>
<thead>
<tr>
<th>FOUR-PAGE APPLICATION REVIEW</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part I. Application Category Information</td>
<td></td>
</tr>
<tr>
<td>Part II. Applicant Identifying Information</td>
<td></td>
</tr>
<tr>
<td>Part III. Education Information</td>
<td></td>
</tr>
<tr>
<td>Part IV. Record of Licensure Information</td>
<td></td>
</tr>
<tr>
<td>Part V. Record of Examination</td>
<td></td>
</tr>
<tr>
<td>Part VI. Personal History Information</td>
<td></td>
</tr>
<tr>
<td>Part VII. Examination Coding Information (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Part VIII. Child Support and/or Student Loan Information</td>
<td></td>
</tr>
<tr>
<td>Part IX. Certifying Statement--Signed and Dated</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUPPORTING DOCUMENTS</th>
<th>SUBMITTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td></td>
</tr>
<tr>
<td>Official transcript from an approved massage therapy school with school seal and signature</td>
<td></td>
</tr>
<tr>
<td>Official exam scores from FSMTB or NCBTMB (requested from entity)</td>
<td></td>
</tr>
<tr>
<td>Criminal background check requested</td>
<td></td>
</tr>
<tr>
<td>Proof of fingerprint submission</td>
<td></td>
</tr>
<tr>
<td>CT Form (original and current jurisdiction) if applicable</td>
<td></td>
</tr>
<tr>
<td>Proof of name change (if applicable)</td>
<td></td>
</tr>
<tr>
<td>RS Form (Note: if restoring)</td>
<td></td>
</tr>
<tr>
<td>Proof of 24 hours of Approved Continuing Education (Note: if restoring)</td>
<td></td>
</tr>
<tr>
<td>Copy of DD214 if restoring from active military service</td>
<td></td>
</tr>
</tbody>
</table>

All supporting documents may not be required. Please refer to application instructions for your specific method of licensure.
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 verify 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 profession in Illinois.
☐ I have previously made application for this profession in Illinois. However, my previous application expired and I am now reapplying.
☐ Other: ____________________________

☐ My application for this profession had previously been denied in Illinois. I am reapplying since I have fulfilled additional requirements.
☐ I have previously made application for this profession in Illinois. However, I am now applying under new statutory language.

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
   Box: [Female] [Male]

11. TELEPHONE NUMBER WHERE YOU MAY BE REACHED
Work: (______) _______ _______ _______ _______ _______
   (Area Code) (Extension)
Home: (______) _______ _______ _______ _______ _______
   (Area Code) (Extension)
Fax: (______) _______ _______ _______ _______ _______
   (Area Code) (Extension)

12. PREFERRED e-MAIL ADDRESS(ES) [If available]

Additional application forms can be downloaded from the IDFPR Web site at www.idfpr.com.
### PART III: Education Information

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

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduated</td>
<td>Yes</td>
<td>No</td>
<td>Received</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>High School?</td>
<td></td>
<td></td>
<td>OR</td>
<td>G.E.D.?</td>
<td>Yes</td>
<td>No</td>
<td></td>
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</table>

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)

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<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
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<tr>
<td>Graduated?</td>
<td>Yes</td>
<td>No</td>
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6. **COLLEGE OR UNIVERSITY NAME**

   (Undergraduate and Graduate)

<table>
<thead>
<tr>
<th>INSTITUTION NAME</th>
<th>LOCATION</th>
<th>DATES OF ATTENDANCE</th>
<th>TYPE OF DEGREE EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(City and State or Country)</td>
<td>FROM</td>
<td>TO</td>
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<td>Month/Year</td>
<td>Month/Year</td>
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</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>INSTITUTION NAME</th>
<th>LOCATION</th>
<th>DATES OF ATTENDANCE</th>
<th>Did You Complete Training?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(City and State or Country)</td>
<td>FROM</td>
<td>TO</td>
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<td>Month/Year</td>
<td>Month/Year</td>
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<td>Yes</td>
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IL486-1019 03/06 (LT)
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.

<table>
<thead>
<tr>
<th>STATE</th>
<th>PROFESSION NAME</th>
<th>LICENSE NUMBER</th>
<th>DATE OF ISSUANCE</th>
<th>LICENSE STATUS (Active, Lapsed, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of Original Licensure</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State of Current Licensure where you most recently have been practicing.</td>
<td></td>
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</tr>
<tr>
<td>Other States of Licensure</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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

PART V: Record of Examination

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

<table>
<thead>
<tr>
<th>NAME OF EXAMINATION</th>
<th>STATE</th>
<th>MONTH/YEAR</th>
<th>EXAM RESULTS (Passed, Failed, Absent)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

(If additional space is needed, attach a separate sheet.)
PART VI: Personal History Information  (This part must be completed by all applicants)

1. Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)? If yes, 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.

2. Have you been convicted of a felony?

3. If yes, have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board? If yes, attach a copy of the certificate.

4. Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition, that presently interferes with your ability to practice your profession? If yes, attach a detailed statement, including an explanation whether or not you are currently under treatment.

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? If yes, attach a detailed explanation.

6. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? If yes, attach a detailed explanation.

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.

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:

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  No

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  No

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  03/06 (LT)
**PART I - CERTIFICATION OF EXAMINATION STATUS**

A. The applicant [ ] has written [ ] is scheduled to write the following examination:

<table>
<thead>
<tr>
<th>Name of Examination</th>
<th>Date of Examination</th>
</tr>
</thead>
</table>

B. The applicant has or will have written the above-named examination [ ] number of times.

---

**PART II - CERTIFICATION OF LICENSURE**

A. NAME OF PROFESSION AS IT APPEARS ON LICENSE

<table>
<thead>
<tr>
<th>Profession Name</th>
<th>Profession Code</th>
</tr>
</thead>
</table>

B. LICENSE NUMBER

C. ISSUANCE DATE OF LICENSE

D. EXPIRATION DATE OF LICENSE

---

**E. LICENSURE METHOD**

- [ ] Examination (Administered in Your State)
  - National (Name)
  - State Constructed
  - Other (Name)
- [ ] Endorsement of License (State)
- [ ] Acceptance of Examination Results
  - (Administered in Another State)
  - Reciprocity with (State)
  - Waiver/Grandfather
  - Credentials
  - Other (Describe)

---

**F. CURRENT LICENSURE STATUS**

- [ ] Active
- [ ] Inactive
- [ ] Lapsed
- [ ] Other (Explain)

---

**G. IF LICENSED BY EXAMINATION, RECORD SCORES**

<table>
<thead>
<tr>
<th>Type of Examination</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written</td>
<td></td>
</tr>
<tr>
<td>Practical</td>
<td></td>
</tr>
<tr>
<td>Other (Describe)</td>
<td></td>
</tr>
</tbody>
</table>

Received no Grade Below

Examination Period [ ] days [ ] hours
### PART III - CERTIFICATION OF EXAMINATION SCORES

A1. National or other Profession Specific Examination

(Record all available information)

<table>
<thead>
<tr>
<th>Scaled Score</th>
<th>Raw Score</th>
<th>Standard Deviation</th>
<th>Corrected Score</th>
<th>National Mean</th>
<th>Percent Score</th>
</tr>
</thead>
</table>

A2.

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>DATE</th>
<th>SCORE</th>
<th>SUBJECT</th>
<th>DATE</th>
<th>SCORE</th>
</tr>
</thead>
</table>

B. State Constructed Examination

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>DATE</th>
<th>SCORE</th>
<th>SUBJECT</th>
<th>DATE</th>
<th>SCORE</th>
</tr>
</thead>
</table>

### 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?  

- 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.

______________________________
Print Name

______________________________
Title

______________________________
Agency/Board Street Address

______________________________
City, State, ZIP Code

______________________________
Signature

______________________________
Date

______________________________
Area Code (               )

______________________________
Telephone Number

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

Attention Applicant: FOR INCLUSION WITH APPLICATION PACKET.
PART VI: Personal History Information (This part must be completed by all applicants)

1. Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)? If yes, 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.

2. Have you been convicted of a felony?

3. If yes, have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board? If yes, attach a copy of the certificate.

4. Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition, that presently interferes with your ability to practice your profession? If yes, attach a detailed statement, including an explanation whether or not you are currently under treatment.

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? If yes, attach a detailed explanation.

6. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? If yes, attach a detailed explanation.

PART VII: Examination Coding Information (This part is for examination applicants only)

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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:

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 No

(NOTE: If you are not subject to a child support order, answer "no.")

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 No

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.
IMPORTANT NOTICE

CRIMINAL BACKGROUND CHECK REQUIREMENT

All individuals applying for initial licensure as a massage therapist in Illinois must submit to a criminal background check and provide evidence of fingerprint processing from the Illinois State Police, or its designated agent. Applicant must contact one of the livescan fingerprint vendors, approved by the Illinois State Police and the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation, to schedule an appointment. (Fingerprinting processing fees are established by the respective vendor and the Illinois State Police.) Enclosed is a list of approved livescan certified vendors.

A receipt substantiating proof of livescan printing issued by the vendor at the time of being fingerprinted, or the Department's Certifying Statement Fingerprint Submission form (FP-MT), must be submitted to the Department or the Department's testing vendor with the application.

Refer to application instructions for details regarding application submission.

◆ Applicants may contact a livescan-fingerprinting vendor, approved by the Illinois State Police, to schedule an appointment for fingerprinting. Each applicant will be provided a written receipt once they have been fingerprinted. This receipt must be submitted to the Department with the application and fee. Applicants unable to schedule an appointment at a livescan facility may submit fingerprint cards in lieu of livescan. (See "Out-of-State applicants" below.) Fingerprints must be taken within 60 days prior to submission of the application for licensure.

◆ Out-of-State applicants who are unable to schedule an appointment at a livescan facility are required to submit fingerprint cards for the State Police and FBI. To facilitate this process we have enclosed two fingerprint cards and the Certifying Statement Fingerprint Submission Form (FP-MT).

The cards may be taken to a local police authority in any state to obtain classifiable prints. The cards and processing fee may then be submitted to one of the above vendors. (Fees are established by the respective vendor and the Illinois State Police.)

NOTE: If you are downloading an application from our Web Site, you must contact the Department at the following address to obtain fingerprint cards.

Department of Financial and Professional Regulation
ATTN: Division of Professional Regulation
320 West Washington Street, 3rd Floor
Springfield, IL 62786
Phone: 217/782-8556
# CERTIFYING STATEMENT OF FINGERPRINT SUBMISSION

**APPLICANT:** This form must be completed by out-of-state residents unable to utilize the livescan process for fingerprinting in the State of Illinois. Attach this certifying statement with the four-page Application for Licensure and/or Examination as proof of having submitted the required fingerprint cards to the proper authorities.

1. **NAME**
   LAST
   FIRST
   MIDDLE
2. **DATE OF BIRTH**
   __ __ / __ __ / __ __ __ __
   Month
   Day
   Year
3. **SOCIAL SECURITY NUMBER**
   __ __ __ __ __ __ __ __
4. **ADDRESS**
   STREET, CITY, STATE, ZIP CODE
5. **REFER TO REFERENCE SHEET.** Record profession name and three digit profession code for which you are making Illinois application.

<table>
<thead>
<tr>
<th>Profession Name</th>
<th>Profession Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Massage Therapist</td>
<td>227</td>
</tr>
</tbody>
</table>

---

**CERTIFYING STATEMENT**

Under penalties of perjury, I declare that I, ____________________________, have submitted the required fingerprints pursuant to the Massage Licensing Act and the Rules for the Administration of the Act to the designated agent of the Illinois State Police for processing.

Date: ____________________________  Signature: ____________________________
## Livescan Fingerprint Vendors

Certified by the Illinois State Police
Approved by the Department of Financial and Professional Regulation

*Information regarding fees may be obtained from the respective vendor.*

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>City, State</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Fingerprinting U S Photo</td>
<td>Chicago, IL</td>
<td><a href="http://www.fingerprintingchicago.com">www.fingerprintingchicago.com</a></td>
</tr>
<tr>
<td>Accurate Biometrics</td>
<td>Chicago, IL</td>
<td>866/361-9944</td>
</tr>
<tr>
<td>AGB Investigative Services, Inc.</td>
<td>Chicago, IL</td>
<td><a href="http://www.agbinvestigative.com">www.agbinvestigative.com</a></td>
</tr>
<tr>
<td>American Heritage Protective Services</td>
<td>Alsp, IL</td>
<td><a href="http://www.apservices.com">www.apservices.com</a></td>
</tr>
<tr>
<td>Andy Frain Services, Inc.</td>
<td>Aurora, IL</td>
<td>630/820-3820, Ext. 13</td>
</tr>
<tr>
<td>Anthony’s Mobile Fingerprinting, Inc.</td>
<td>Chicago, IL</td>
<td>312/474-6394</td>
</tr>
<tr>
<td>AP Private Detective Agency, Ltd.</td>
<td>Hazel Crest, IL</td>
<td><a href="mailto:apprivatedetective@yahoo.com">apprivatedetective@yahoo.com</a></td>
</tr>
<tr>
<td>Argus Services, Inc.</td>
<td>Chicago, IL</td>
<td>312/377-9441</td>
</tr>
<tr>
<td>Background Resources, Inc.</td>
<td>Warrenville, IL</td>
<td><a href="http://www.backgroundresources.com">www.backgroundresources.com</a></td>
</tr>
<tr>
<td>Big River Investigations, Inc.</td>
<td>Pittsfield, IL</td>
<td><a href="http://www.bigriversinvestigations.com">www.bigriversinvestigations.com</a></td>
</tr>
<tr>
<td>Biometric Impressions</td>
<td>Elmhurst, IL</td>
<td>630/715-2760</td>
</tr>
<tr>
<td>Browder’s Maximum Security Services, Inc.</td>
<td>Chicago, IL</td>
<td><a href="mailto:maxsec@sbcglobal.net">maxsec@sbcglobal.net</a></td>
</tr>
<tr>
<td>Bushue Human Resources, Inc.</td>
<td>Effingham, IL</td>
<td>217/342-3042</td>
</tr>
<tr>
<td>CLS Background Investigations</td>
<td>Homer Glen, IL</td>
<td>815/836-0236</td>
</tr>
<tr>
<td>DeKalb Police Department</td>
<td>DeKalb, IL</td>
<td>815/748-8400</td>
</tr>
<tr>
<td>Digby’s Detective and Security Agency, Inc.</td>
<td>Chicago, IL</td>
<td>312/326-1100, Ext. 1045</td>
</tr>
<tr>
<td>Fact Finders Group, Inc.</td>
<td>Matteson, IL</td>
<td><a href="http://www.factfindersgroup.com">www.factfindersgroup.com</a></td>
</tr>
<tr>
<td>Futures in Rehab Management, Inc. (FIRM)</td>
<td>Springfield, IL</td>
<td>217/753-1190</td>
</tr>
</tbody>
</table>
## Livescan Fingerprint Vendors (cont’d)

<table>
<thead>
<tr>
<th>Vendor</th>
<th>City, State</th>
<th>Phone Number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gideon’s 300 Security Services</td>
<td>Chicago, IL</td>
<td>708/335-4380</td>
<td><a href="http://www.g300security.com">www.g300security.com</a></td>
</tr>
<tr>
<td>Guardian Security Services, Inc</td>
<td>Chicago, IL</td>
<td>708/385-3300</td>
<td><a href="http://www.guardiansecurityinc.com">www.guardiansecurityinc.com</a></td>
</tr>
<tr>
<td>Blue Island, IL</td>
<td>Chicago, IL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>InfoTrack</td>
<td>Deerfield, IL</td>
<td>847/444-1177</td>
<td><a href="http://www.inforackinc.com">www.inforackinc.com</a></td>
</tr>
<tr>
<td>Integrated Biometric Technology</td>
<td>Springfield, IL</td>
<td>800-377-2080</td>
<td><a href="http://www.ibtfingerprint.com">www.ibtfingerprint.com</a></td>
</tr>
<tr>
<td>iTouch Biometrics</td>
<td>Schaumburg, IL</td>
<td>847/706-6789</td>
<td><a href="http://www.iTouchBiometrics.com">www.iTouchBiometrics.com</a></td>
</tr>
<tr>
<td>Kates Detective Agency</td>
<td>Chicago, IL</td>
<td>773/436-3788</td>
<td><a href="http://www.securitybgk.com">www.securitybgk.com</a></td>
</tr>
<tr>
<td>United Security Services, Inc</td>
<td>Chicago, IL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Security Professionals, Inc</td>
<td>Chicago, IL</td>
<td>773/581-8181</td>
<td><a href="http://www.secprosinc.com">www.secprosinc.com</a></td>
</tr>
<tr>
<td>Trace Identity Services, Inc</td>
<td>Chicago, IL</td>
<td>708/754-2900</td>
<td><a href="http://www.traceidentitysi.com">www.traceidentitysi.com</a></td>
</tr>
<tr>
<td>Metro Enforcement</td>
<td>Rockford, IL</td>
<td>815/964-9900</td>
<td><a href="http://www.metroenforcement.com">www.metroenforcement.com</a></td>
</tr>
<tr>
<td>Midwest Professional Investigations</td>
<td>Quincy, IL</td>
<td>217/224-0757</td>
<td><a href="http://www.mpinv@adams.net">www.mpinv@adams.net</a></td>
</tr>
<tr>
<td>Official Fingerprint Provider</td>
<td>Chicago, IL</td>
<td>312/942-1200</td>
<td><a href="http://www.official1.us">www.official1.us</a></td>
</tr>
<tr>
<td>Rich Wooten &amp; Associates</td>
<td>Chicago, IL</td>
<td>773/651-3826</td>
<td><a href="mailto:rawooten@msn.com">rawooten@msn.com</a></td>
</tr>
<tr>
<td>Rockford Detective Agency, Inc</td>
<td>Loves Park, IL</td>
<td>815/282-2822</td>
<td><a href="http://rockforddetective.com">rockforddetective.com</a></td>
</tr>
<tr>
<td>Securitas Security Services USA</td>
<td>O’Fallon, IL</td>
<td>618/257-2815</td>
<td><a href="http://www.securitasinc.com">www.securitasinc.com</a></td>
</tr>
<tr>
<td>Security Management Group of America</td>
<td>Chicago, IL</td>
<td>773/254-1824</td>
<td><a href="http://www.smgamerica.com">www.smgamerica.com</a></td>
</tr>
<tr>
<td>The Security Professionals, Inc</td>
<td>Chicago, IL</td>
<td>773/581-8181</td>
<td><a href="http://www.secprosinc.com">www.secprosinc.com</a></td>
</tr>
<tr>
<td>Trace Identity Services, Inc</td>
<td>Chicago Heights, IL</td>
<td>708/754-2900</td>
<td><a href="http://www.traceidentitysi.com">www.traceidentitysi.com</a></td>
</tr>
<tr>
<td>United Security Services, Inc</td>
<td>Chicago, IL</td>
<td>312/922-8558</td>
<td><a href="http://www.usesecurity.com">www.usesecurity.com</a></td>
</tr>
<tr>
<td>USA Fingerprint Service LLC</td>
<td>Mokena, IL</td>
<td>708/478-6157</td>
<td><a href="http://www.usafingerprintservice.com">www.usafingerprintservice.com</a></td>
</tr>
</tbody>
</table>

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Livescan p. 2
STATE OF ILLINOIS
DEPARTMENT OF PROFESSIONAL REGULATION

IN RE: )

THE PETITION FOR HEARING OF: )

__________________________________________ )
(Name of Petitioner) )

__________________________________________ )
(DPR Case No.: ________________ )

PETITION FOR HEARING

Please provide the full name, current address and telephone number of Petitioner:

Please provide the date of your Notice of Intent to Deny Application for Licensure:

Please provide all dates and types of employment currently held:  
(Association sheet if necessary)

Please provide all continuing or remedial education completed in the last three years if required by your profession:  
(Association sheet if necessary)
Petitioner's Name ___________________
IDPR Case No. ___________________

Please provide any information evidencing rehabilitation, which would bear upon the request for a license.

Please provide information regarding any arrests or convictions ever received.

Please provide a statement regarding the future plans of the Petitioner.

Please provide information regarding the date and disposition of any other petitions for hearing filed.

Dated ____________________________  
(Petitioner's Name)
(Signature must be notarized)

SUBSCRIBED AND SWORN TO  
BEFORE ME THIS _____ DAY OF  
__________________________, 20__

______________________________  
NOTARY PUBLIC
PETITION FOR RESTORATION PROCEDURES

Dear Petitioner:

In response to your recent request for the restoration of your license, attached is a Petition form that must be followed in accordance with the Rules of Practice in Administrative Hearings.

Specifically, Section in 1110.30 requires that you submit a written Petition for Restoration, which should include the information as set forth in the above referenced section. A Petition form has been provided which must be completed, signed and notarized.

Please forward the completed Petition for Restoration and any other correspondence to:

Illinois Department of Financial and Professional Regulation
Division of Professional Regulation
Clerk of the Court
James R. Thompson Center
100 West Randolph Street, Suite 9-300
Chicago, IL. 60601

As Petitioner, you have the burden to prove by a preponderance of the evidence that you have been rehabilitated and your license should be restored. Each Petitioner has the right to retain counsel to represent him/her in this matter, and, in the opinion of the Department, it is advisable to be represented by a counsel.

A copy of the Rules of Practice in Administrative Hearings has also been included for your convenience. Once the Petition is received, you will be scheduled for a hearing at the earliest available date and notified accordingly.

Attachments: Petition for Restoration Form
Rules of Practice in Administrative Hearings
STATE OF ILLINOIS
DIVISION OF PROFESSIONAL REGULATION

IN RE:

THE PETITION FOR RESTORATION OF:

(Name of Petitioner)

DPR Case No. _________

(License Number)

PETITION FOR RESTORATION

Please provide the full name, current address and telephone number of Petitioner.

Please provide the date your discipline Order was signed ______________________

Please provide information whether probationary terms, which may have been imposed, have been complied with.

Did you appeal the above Order in Circuit Court?

___ Yes (If yes, please attach copy of final court disposition)

___ No
Please provide all dates and types of employment held since the discipline was imposed (attach additional sheet if necessary)

Please provide all continuing or remedial education completed since the discipline was ordered (attach additional sheet if necessary)

If the Petitioner has sought medical treatment, psychotherapy or counseling—since the discipline was ordered, and if rehabilitation is relied upon as a basis for petitioning that the license be restored, provide the name and address of the treating professional, and whether Petitioner consents to disclosure by the professional of matters which are relevant to whether the Petitioner is fit to resume practice.

Please provide any other information evidencing rehabilitation, which would bear upon the request for relief or restoration of a license.
Petitioner’s Name _______________________
DPR Case No _______________________

Please provide information regarding any arrests or convictions since the discipline was ordered:

Please provide a statement regarding the future plans of the Petitioner:

Please provide information regarding the date and disposition of any other petitions for restoration filed since the discipline was ordered:

Was or should restitution to the – injured party be made by Petitioner?

Dated: ________________________

(Petitioner’s Name) ________________________
(Signature must be notarized)

SUBSCRIBED AND SWORN TO
BEFORE ME THIS _____ DAY OF
____________________, 20_____

_______________________________
NOTARY PUBLIC
RULES FOR THE
ADMINISTRATION OF THE

RULES OF PRACTICE IN ADMINISTRATIVE HEARINGS
PART 1110
PART 1110
RULES OF PRACTICE IN ADMINISTRATIVE HEARINGS

Section 1110.5 Applicability

These Rules shall apply to all hearings conducted under the jurisdiction of the Department or the Director thereof. Nothing herein contained shall in any way negate, limit, modify or otherwise affect any of the powers, duties or authority of any hearing officer under the Illinois Collection Agency Act (Ill. Rev. Stat. 1983, ch. 111, par. 2001, et seq.), approved September 8, 1974, or any amendment thereto or under the Illinois Controlled Substances Act (Ill. Rev. Stat. 1983, ch. 56 1/2, par. 100, et seq.), approved August 16, 1971, or any amendments thereto.

Section 1110.10 Definitions

a) Civil Administrative Code of Illinois (Ill. Rev. Stat. 1983, ch. 127, par. 1, et seq.) means the Civil Administrative Code, as amended, now in force in the State of Illinois, or as same may be further amended from time to time hereafter.

b) "Committee" means any Committee, Board, group of individuals, created or existing under the Civil Administrative Code or any other applicable statute at any time in force in the State of Illinois, within the jurisdiction of the Department, or a majority of the duly appointed members thereof.

c) "Department" means the Department of Professional Regulation.

d) "Director" means the Director of the Department or duly appointed Acting Director, or, in his absence from the State or in any event of his incapacity to act, his next immediate subordinate statutory officer within the Department.

e) "Hearing" means any hearing authorized to be held in the Department or before any of its several Committees or the Director by the Civil Administrative Code or any and all other applicable statutes at any time in force in the State of Illinois.

f) "Petitioner" is a party who by written petition or application seeks relief or licensure under any provision of the statutes of the State of Illinois or any rule, regulation, order or determination of the Department.

g) "Registrant" means any holder of a license or certificate of registration issued by the Department, or any applicant therefor.

h) "Respondent" is a person, firm, association or corporation against whom a complaint or petition is filed or to whom an order or complaint is directed by the Department initiating a proceeding.

Section 1110.20 Institution of a Contested Case by the Department

a) A contested case is instituted by the Department when a Complaint and Notice are mailed to the registrant's last known address, postage prepaid.

b) A Complaint shall be in writing, signed by the Chief of Prosecutions, and shall include a clear statement of the acts or omissions alleged to violate a statute or rule, and citation of the statute or rule.

c) A Notice shall be in writing, and shall contain the date, time, place and nature of the hearing to be held, shall refer to the Department's Rules of Practice, and shall comply with the Notice requirements of Section 1110.70 of this Part.

Section 1110.30 Institution of a Contested Case by Petitioner

a) A contested case is instituted by a petitioner when a Petition for Hearing is mailed to the Department.
b) In a case where a petitioner is seeking restoration of a certificate of registration which was revoked or suspended, the Petition for Hearing shall be in writing, signed by the petitioner, and shall set forth:

1) The number of the certificate which was suspended or revoked;
2) The docket number of the case which resulted in discipline;
3) The date on which the suspension or revocation was ordered;
4) Whether the order which suspended or revoked the license was appealed, and if so, whether a stay of the imposition of discipline was granted by any reviewing court;
5) All dates and types of employment held since the discipline was imposed;
6) All continuing or remedial education completed since the discipline was ordered;
7) If the petitioner has sought medical treatment, psychotherapy or counseling since the discipline was ordered, and if rehabilitation is relied upon as a basis for petitioning that the license be restored, the name and address of the treating professional, and whether petitioner consents to disclosure by the professional of matters which are relevant to whether petitioner is fit to resume practice;
8) Any arrests or convictions since the discipline was ordered; and
9) Date and disposition of any other petitions for restoration filed since the discipline was ordered.

c) In a case where petitioner seeks to contest a decision by the Department to deny his application for licensure, the Petition for Hearing will be in writing, signed by the petitioner, and will state with specificity the particular reasons why the applicant believes that the action by the Department to deny licensure was incorrect.

d) Upon receipt by the Chief of Prosecutions of a properly completed Petition for Hearing, a case will be docketed, and notice sent to the petitioner setting forth the date, time, and place of hearing.

Section 1110.40 Joinder

In the interest of the efficient disposition of related cases the Department may join cases relating to multiple respondents or petitioners without regard to whether the cases relate to the same license or profession so long as the cases involve issues of law or fact which are common to the parties. The respondent may contest the decision to join cases by filing a motion pursuant to Section 1110.210(a)(14) of this Part.

Section 1110.50 Form of Papers

All papers filed or submitted to the Department or Committee in a contested case shall be typewritten, on 8 1/2 by 11 inch white paper. The first page of each document shall set forth the names of the parties and the docket number assigned to the case by the Department. Petitions for Hearing which are filed before a docket number is assigned shall contain a space for entry of the assigned number. (See Appendix A.)

Section 1110.60 Service

a) Service of any document may be by mail or by personal delivery. Proof of service will be attached to the original of any document served. In the absence of evidence to the contrary, the date shown on the proof of service shall be deemed the date of service.

b) Service on the Director, or on the Committee, or on the Department, or on a Department attorney or other Department employee is made by service on the Chief of Prosecutions, at the Chicago headquarters, or on the Director, at the Springfield headquarters.
a) NOTICE SHALL INCLUDE

1) A STATEMENT OF THE TIME, PLACE AND NATURE OF THE HEARING,

2) A STATEMENT OF THE LEGAL AUTHORITY, JURISDICTION UNDER WHICH THE HEARING IS HELD;


b) Except as otherwise provided by statute, the registrant will be given at least ten days notice prior to the first date set for the preliminary hearing or hearings, as the case may be. Once such notice is given it will thereafter be the responsibility of the registrant to become acquainted with subsequent hearing dates.

c) Nothing in this Section will prevent the Department from scheduling a hearing within ten days of the date on which the Director summarily suspends a license pending proceedings.

d) Any contention that improper notice was given will be deemed waived unless it is raised by the registrant prior to argument on any other motion, or, if no other motions are presented, prior to the commencement of opening statements.

e) Proper notice is given by depositing a Notice with the U.S. Postal Service, either by certified or registered mail, or by the personal service, to the last known address of the registrant.

Section 1110.175 Disqualification of Hearing Officer

a) A Hearing Officer may, on his/her own motion, recuse himself/herself from presiding over a matter due to conflict of interest or bias.

b) At any time prior to the issuance of the hearing officer’s final decision or recommendation, a party may file a motion to disqualify the hearing officer for bias or conflict of interest. An adverse ruling made by a hearing officer, in and of itself, shall not constitute bias or conflict of interest. The motion shall set forth the alleged grounds of bias or conflict of interest and shall include supporting affidavits. A different hearing officer shall have 7 days after the motion was filed to enter a written ruling, which shall be served on all parties. An adverse ruling or rulings rendered against the party or its representative in any previous matter shall not, in and of themselves, constitute sufficient grounds for disqualification under this Section.

c) If the motion to disqualification is denied, the moving party may request the decision be reviewed by the Director.

(Source: Added at 28 Ill. Reg. 7642, effective May 21, 2004)

Section 1110.80 Prehearing Negotiations

a) The Department and the Respondent may stipulate to facts and may agree to discipline conditioned upon Committee acceptance. If the agreement is acceptable to the Committee, it shall signify its consent with the signature of a majority of its members on the written agreement. Such signed agreement shall be considered the Conclusions of Law, Findings of Fact, and Recommendation to the Director. If the Committee or the Director rejects the agreement, the Respondent shall then be entitled to a hearing on the merits. It shall not be a bar to participation in the hearing by a Committee member that he has previously considered a proposed agreement under this Section.

b) A respondent may waive his right to have discipline imposed only upon the action and report in writing of the Committee
Section 1110.90 Representation

a) A party may be represented by an attorney who is licensed in Illinois. Attorneys who appear in a representative capacity must file written notice of appearance setting forth:

1) The name, address and telephone number of the attorney;
2) The name and address of the party represented; and
3) An affirmative statement indicating that the attorney is licensed in Illinois.

b) An attorney may withdraw from employment as a representative only upon written notice to the Department which states his specific reasons therefor.

c) Any individual may appear on his own behalf.

d) A corporation may be represented by an officer, upon presentation to the Department of a duly executed resolution of the Board of Directors authorizing him to act in a representative capacity and setting forth the powers which he is authorized to exercise.

e) A partnership may be represented by any partner, upon presentation to the Department of written authorization from all the partners authorizing him to act in a representative capacity.

f) Attorneys appearing before the Department shall conform their conduct to the Illinois Code of Professional Responsibility, effective July 1, 1980, and as amended hereafter. Any failure to behave in a manner which permits the efficient functioning of the Department will authorize a Committee or hearing officer to take the following actions:

1) Limitation of evidence;
2) Substitution of written argument in place of oral argument;
3) Exclusion of an attorney from the proceeding;
4) Suspension or revocation of an attorney's right to appear before the Committee or hearing officer.

g) If any of the above actions are taken by the Committee or hearing officer, it shall be done as a matter of record, and the Committee or hearing officer shall state for the record the specific reasons therefor.

Section 1110.100 Failure to Appear

Failure to appear at the time and place set for hearing shall be deemed a waiver of the right to present evidence. Failure to appear at the time and place set for hearing shall be deemed a waiver of the right to present evidence. After presentation by the Department of an offer of proof that the registrant was given proper notice, the Committee shall make its recommendation. Where a petitioner fails to appear, the Petition for Hearing shall be dismissed.

Section 1110.110 Amendment, Withdrawal of Complaints and Petitions for Hearing

a) The complaint may be amended at any time. An amended Complaint may be filed in the same manner as a Complaint, or it may be presented to the Committee or hearing officer during the course of the hearing. A continuance shall be granted whenever the amendment materially alters the Complaint, and where the registrant demonstrates that he would otherwise be unable to properly prepare an Answer to the Amended Complaint or prepare his case.

b) A Complaint or Petition for Hearing may be withdrawn at any time prior to the hearing by the party who initiated it. After a hearing has begun, a Complaint may be withdrawn only upon written notice to the Committee.
date on which the Complaint was filed. The Answer shall be in writing, signed by the registrant or his representative, and shall contain a specific response to each allegation in the Complaint. The response shall either admit or deny the allegation, or shall state that the registrant has insufficient information to admit or deny the allegation.

b) Any Answer which states that the registrant has insufficient information to admit or deny the allegation shall be accompanied by an affidavit attesting to the truth of this assertion.

c) On motion by the Department the Hearing Officer will cause to be issued a Notice to plead or be held in default. If, within 15 days after issuance of such Notice, the Respondent does not answer or otherwise file a responsive Pleading he will be held in default.

Section 1110.130 Discovery

a) Discovery shall not be the subject of motions presented to the Committee or hearing officer, except when a motion is made alleging failure to comply with this provision, and requesting relief in the form of dismissal of the case, or recommendation to the Director based on the pleadings without a hearing.

b) Upon written request served on the opposing party, any party shall be entitled to:

1) The name and address of any witness who may be called to testify;

2) Copies of any document which may be offered as evidence; and

3) A description of any other evidence which may be offered.

c) The above information will be provided within ten days of service of a request.

d) Whether or not a request is made, during discovery a registrant shall be entitled to:

1) Any exculpatory evidence in the Department’s possession. Exculpatory evidence is any evidence which tends to support the registrant’s position or to call into question the credibility of a Department witness; and

2) Copies of any investigative report which purports to be a memorandum of interview of the registrant.

e) The registrant shall be entitled to the above whether or not the investigator is called to testify and whether or not the investigator uses his reports to refresh his recollection prior to or during testimony.

f) Upon a written request served on the registrant, at any time after a Complaint is filed, or at any stage of the hearing, the registrant will be required to produce documents, books, records or other evidence which relate directly to conduct of the trade, occupation or profession.

g) The investigative file of a Department investigator is not subject to discovery except as stated in paragraph (d) above relating to exculpatory evidence and memoranda of interviews of a registrant. However, after the direct examination of a Department witness but prior to the cross-examination of that witness, the registrant shall be entitled to all investigative reports relating to that witness. Investigative reports relating to the witness shall be those which purport to be memoranda of interviews of the witness or which contain information about the witness.

h) Nothing in this Section shall prevent the parties in a contested case from agreeing to a mutual exchange of information which is more extensive than what is provided for herein. Where the parties agree to the use of an evidence deposition, such agreement will be in writing, and will operate as a waiver of any objection not made during the deposition, except for an objection that the testimony of the witness is not relevant to the case.
Section 1110.140 Subpoenas

a) The Director or his delegate, will issue subpoenas for the attendance of witnesses or production of books, records, documents or other evidence.

b) Any registrant or petitioner seeking issuance of a subpoena will apply in writing to the Department, Attention: Chief of Prosecutions, setting forth facts which purport to demonstrate that the subpoena is required. Upon refusal by the Director to issue any subpoena, the registrant will be entitled to a hearing before the Director, to be conducted as a matter of record.

c) Service of subpoenas and payment of witness fees and expenses shall be as provided in the Civil Administrative Code of Illinois. (Ill.Rev.Stat.1983, ch. 127, par. 60 d)

Section 1110.150 Prehearing Conference

a) After a case is instituted, upon the written motion of either party, or on its own motion, the Committee or the hearing officer may direct the parties to attend a prehearing conference.

b) Unless waived by the parties, the conference will be conducted as a matter of record. Participation by any Committee member or a hearing officer will not affect his right to participate in a subsequent hearing on the matter.

c) The purposes of the conference include:

1) Simplification of issues;
2) Limitation of issues;
3) Negotiating admissions or stipulations;
4) Limitation of witnesses or evidence;
5) Exchange of exhibits; or
6) Discussion of any other matter which may aid in efficient disposition of the case.

Section 1110.160 Hearings

The sequence to be followed for all contested cases is as follows.

a) Preliminary Hearing. The purpose is to set a date on which all parties expect to be prepared, and to rule on any preliminary motions which are presented. This may be eliminated by agreement of the parties, by Committees who meet fewer than ten times per year, or by the hearing officer.

b) Prehearing Conference - Optional. The purposes are set out in Section 1110.150.

c) Hearings

1) Preliminary matters - Motion, attempts to narrow issues or limit evidence.
2) Opening Statements. The party bearing the burden of proof proceeds first.
3) Case in Chief. Evidence and witnesses are presented by the party bearing the burden of proof. As witnesses' testimony is completed, they are subject to cross-examination.
4) Defense. Evidence and witnesses may be presented by the opposing parties.
Section 1110.170 Hearing Officers

a) In any contested case, the Director may employ any attorney, licensed to practice in Illinois, to serve as hearing officer. The hearing officer may be empowered to conduct the hearing, question witnesses, make rulings on motions and objections, or to submit suggested Findings of Fact and Conclusions of Law to the Committee at the conclusion of the case. The hearing officer may also afford the Committee such legal counsel as it may require during the course of the hearing and until a final order is signed.

b) It shall not be a bar to employment as hearing officer that the attorney is also a Department employee.

c) In any case in which the Director does not employ a hearing officer, the Committee may appoint as presiding officer its chairman, or other Committee member to conduct the hearing, make rulings on motions or objections, or to make suggested Findings of Fact and Conclusions of Law to the full Committee.

Section 1110.180 Examination by the Committee

a) Any member of any Committee, or any hearing officer, may examine any witness.

b) Either party may object to specific questions asked by the Committee or hearing officer, but it shall not be objectionable that a question violates a technical rule of evidence. For purposes of these rules, the rule against hearsay is a substantive, rather than technical rule of evidence.

Section 1110.190 Burden of Proof

a) The burden of proof rests with the Department in all cases instituted by the Department by the filing of a Complaint. A recommendation for discipline may be made by the Committee or hearing officer only where the Department establishes by clear and convincing evidence that the allegations of the Complaint are true.

b) The burden of proof in all cases instituted by the filing of a Petition for Hearing rests with the petitioner. The petitioner must prove by a preponderance of the evidence that the license should be granted or restored, as the case may be.

Section 1110.200 Documents

a) Business records shall be admissible. A business record is:

1) Relevant;
2) A memorandum, report, record or data compilation;
3) Made by a person with first-hand knowledge of the facts;
4) Made at or near the time of the facts;
5) Made as part of the regular practice of the activity; and
6) Kept in the course of regularly conducted activity.

b) Any party may prove elements (a)(3) through (a)(6), above, by presentation of a sworn statement by an individual responsible for making or keeping such records. Business records include medical reports and police reports.
c) Any party seeking introduction of a document will be allowed to offer a mechanical reproduction or carbon copy of the original without any showing that the original is unavailable, upon representation of the party or attorney that the copy is a fair and accurate copy of the original.

Section 1110.210 Motions

a) Motions will be made in writing, unless otherwise allowed by the Committee, hearing officer or Director during the course of a hearing. Written motions are limited to the following:

1) To request dismissal of a Complaint, for failure to state facts which, if true, would form a sufficient basis for discipline

2) To request sanctions in accordance with the Section of these rules dealing with Representation.

3) To request sanctions in accordance with the Section of these rules dealing with Discovery.

4) To request dismissal of a Petition for Hearing, for failure to comply with the Section of these rules dealing with Institution of a Contested Case by a Petitioner.

5) To request dismissal of a Complaint where the Department's case has been concluded without sufficient evidence having been presented to form a basis for discipline.

6) To request a continuance, or extension of time to comply with any provision of these rules.

7) To request an order granting a rehearing, or additional hearings.

8) To request an order that a Committee or hearing officer reconsider its Findings of Fact, Conclusion of Law or Recommendation to the Director or to request a new hearing or additional hearings.

9) To request that a Committee or hearing officer deem a failure to file an Answer to be an admission of the truth of the allegations contained in the Complaint.

10) To request employment of a hearing officer.

11) To request that a member of the Committee be excluded from the hearing or deliberations, for prejudice.

12) To request that an Order be vacated or modified.

13) To request a prehearing conference.

14) To request separation of cases joined by the Department.

15) To request disqualification of a hearing officer in accordance with Section 110.175.

b) When any motion is filed, the Committee, hearing officer or Director may allow oral argument if this is deemed necessary to a fuller understanding of the issues presented. Where facts are alleged as a basis for the request which are not a part of the record in the case, an affidavit will be attached to the motion setting forth such facts.

(Source: Amended at 28 Ill. Reg. 7642, effective May 21, 2004)

Section 1110.220 Evidence

a) Except as otherwise provided herein the rules of evidence applicable to all contested cases will be the rules of evidence which are applicable in civil cases in the State of Illinois.

b) Hearsay is not admissible. In addition to any other exceptions to the hearsay rule which exist in Illinois, a
c) Statements which are not hearsay:

1) Prior statement by witness. The declarant testifies at the trial or hearing and is subject to cross-examination concerning the statement, and the statement is:
   A) inconsistent with his testimony, and was given under oath subject to the penalty of perjury at a trial, hearing, or other proceeding, or in a deposition; or
   B) consistent with his testimony and is offered to rebut an express or implied charge against him of recent fabrication or improper influence or motive; or
   C) one of identification of a person made after perceiving him; or

2) Admission by party-opponent. The statement is offered against a party and is
   A) his own statement in either his individual or a representative capacity; or
   B) a statement of which he has manifested his adoption or belief in its truth; or
   C) a statement by a person authorized by him to make a statement concerning the subject; or
   D) a statement by his agent or servant concerning a matter within the scope of his agency or employment, made during the existence of the relationship; or
   E) a statement by a coconspirator of a party during the course and in furtherance of the conspiracy.

Section 1110.230 Adverse Witness

a) Any party or witness may be called as an adverse witness. In such a case, examination of the witness will be allowed as if under cross-examination.

b) Upon a showing that a witness was called in good faith, and that the party calling him is surprised by his testimony, examination of the witness may proceed as if under cross-examination, and the testimony of the witness may be impeached by prior statements, or otherwise.

Section 1110.240 Committee Reports

a) In every contested case, the Committee will file a written report which contains its Findings of Fact and Conclusions of Law with respect to the allegations contained in the Complaint or Petition for Hearing, and its Recommendation to the Director.

b) In a case instituted by the Department, the recommendation to the Director may be:

1) That a license not be issued;
2) That a license not be renewed;
3) That a license be issued;
4) That a license be renewed;
5) That a license be issued or renewed subject to discipline;
6) That a license be disciplined; or
c) Where the recommendation is for discipline, the Committee will include its specific recommendation as to type and duration.

d) In any case in which a special committee is designated, the report prepared by the special committee will have the same force and effect as a report prepared by a Committee.

e) In any case in which a Committee is unable to agree on a Recommendation to the Director, the Director may instruct the individual members to make recommendations, and thirty days thereafter may take such action as is otherwise authorized by statute upon the action and report in writing of the Committee.

f) The Committee may request that any hearing officer, any Department attorney, or any attorney representing the Petitioner or Respondent assist in preparing a draft Committee Report for its consideration.

g) When a Committee forwards its report to the Director, all parties will receive Notice. Within twenty days after such report is forwarded, either party may request that a rehearing, or additional hearings, be ordered by the Director. A rehearing shall be ordered by the Director when the Director determines that substantial justice has not been done.

h) When a Committee is unable to agree on a recommendation, all parties will receive Notice of the date on which individual members are requested to file recommendations. When any member forwards such a recommendation, all parties will receive Notice, and may request a rehearing or additional hearings within twenty days of the date on which the first such recommendation is forwarded; if no recommendation is made, the request will be made within thirty days of the date instructions are given to file individual recommendations.

i) Any member of any Committee may join the Committee in its Recommendation to the Director, or may file a separate dissenting or concurring report at any time, whether or not such individual report is requested by the Director.

j) Where a rehearing, or additional hearings are requested, the request shall be in the form of a motion, and shall state with specificity the reasons for the request. If it is alleged that new evidence is available which was not available at the time of the hearing, the affidavit shall describe the new evidence, and reasons why it was not available for use at the hearing.

k) Where a Committee or hearing officer grants any motion which would dispose of the case, it shall first afford the parties an opportunity to cure the defects in pleading or proof, and the ruling will be construed as a recommendation, rather than as a final agency decision, in such a case a Committee Report setting forth the ruling, the reasons therefore, and the effect of the ruling will be forwarded to the Director.

Section 1110.250 Severability

If any Section, subdivision, sentence or clause of this Part shall be held by a court of competent jurisdiction to be invalid, such holding shall not affect the remaining parts thereof.

Section 1110.270 Variances

The Director may grant a variance from the requirements of these rules in individual cases where he finds that:

1) The provision from which the variance is granted is not statutorily mandated;

2) No party will be injured by the granting of the variance;

3) The rule from which the variance is granted would, in the particular case, be unreasonable or unnecessarily burdensome.

The Director shall notify the appropriate Committee of the granting of such variance, and the reasons.
DEPARTMENT OF PROFESSIONAL REGULATION of the State of Illinois, Complainant v. (Name of Respondent)
LICENSE NUMBER Respondent

COMPLAINT
STATE OF ILLINOIS
DEPARTMENT OF PROFESSIONAL REGULATION

In RE the Petition for Restoration of

(Name of Petitioner)

(License Number) Petitioner

PETITION FOR HEARING

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