

INSTRUCTIONS FOR LICENSURE APPLICATION

Please be certain you meet the requirements for a license before sending your application and fees – IDHHC is not able to refund any fees.

Proficiency Level - Based on your certification – IDHHC will issue you one of the following proficiency levels:

Provisional License

General License - Intermediate Proficiency

General License – Advanced Proficiency

General License – Master Proficiency

See Section 1515.50 of the IDHHC Interpreter Licensure Rules for more information on which certification falls under each category.

Licensure Fee – Fees are not refundable.

- The fee must be in the form of check or money order payable to IDHHC. The required fee is \$225. (\$175 Licensure Fee plus \$50 Application Fee)
- Fees can be paid online at <http://www.illinoisepay.com/epay/GetSite?cmd=get&siteId=651> However, there is a convenience fee and it only accepts MasterCard and Discover. All other documentation must be submitted via mail to IDHHC.

Supporting Documents

- Include all supporting documents, forms and/or any other documentation you may be required to submit with your application. Failure to complete this application in full or omit required documentation may result in this form not being processed.
- If the name shown on your supporting documents is different from that shown on your application, you must submit PROOF of LEGAL NAME change (i.e. copy of marriage license, divorce decree, or court order.)
- If applying as a deaf interpreter, applicants must be either deaf or hard of hearing. If requested, applicants must provide a physician's or audiologist's verification of hearing loss.

Personal History & Child Support Information

- ALL questions must be answered. Failure to answer any question will result in a delay in processing your application.

Proof of Current Certification

- Proof of current certification **must** be submitted with the application.

Questions

- Email dhh.interpreter@illinois.gov . Emails will be answered as soon as possible. However, it can take up to 72 hours. Please do not call. IDHHC staff will not answer questions by phone.

DOUBLE CHECK...Make sure you haven't forgotten something...

- Check or Money Order payable to IDHHC
- Completed Application
- Proof of Certification with current year listed (certification card or letter from certifying body)
- Any other supporting documents needed