



Illinois Department of Financial and Professional Regulation

Division of Professional Regulation

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IDFPR 2016 ON-LINE LICENSE RENEWAL FOR RNs & APNs

CHICAGO – The Illinois Department of Financial and Professional Regulation (IDFPR) is pleased to announce that RN and APN online license renewal is now active. Please note that if you have not renewed your license, it will expire on **May 31, 2016**.

To renew, you must visit the IDFPR website (<http://www.idfpr.com/Renewals/defaultSSL.asp>) and follow the instructions listed.

Licensees *may renew without a PIN/Personal Identification Number by using two of the following*:

- social security number
- date of birth
- IL RN and/or APN license number

Tips for easy use of the online license renewal include:

-Print the instructions contained on the IDFPR Renewal Page for reference as you complete the renewal process <https://www.idfpr.com/renewals/RENWINFO.pdf>

-Use your internet browser back key to return to a previous page

-No changes will be applied to your record unless your renewal has been submitted

-VISA, MasterCard and Discover are accepted (Please note that no credit card information is retained by IDFPR). A convenience fee will be added to the cost of your license renewal for vendor processing costs

-All fees are non-refundable

IDFPR Paperless Licensing FAQ sheet (also attached) : <http://www.idfpr.com/About/PaperlessFAQ.asp>

- [My employer is requesting a photocopy of my license, now that paper licenses will no longer be produced, what should I do?](#)

Your employer may check the status of your license free of charge by accessing the online License Lookup database at: <https://ilesonline.idfpr.illinois.gov/DPR/Lookup/LicenseLookup.aspx>

You may also print a copy of your license by going to IDFPR's electronic license portal at:

<https://www.idfpr.com/ELP.asp>

and send them either a printed or electronic copy of your nursing license

- **How do I obtain a reprint of my license?**

The traditional paper license reprints will no longer be produced by IDFPR. You may currently check the status of your license free of charge by accessing the online License Lookup database at:

<https://ilesonline.idfpr.illinois.gov/DPR/Lookup/LicenseLookup.aspx>

You may also obtain your license by going to IDFPR's Electronic License Portal:

<https://www.idfpr.com/ELP.asp>

Your license should be available for *printing within two business days* from our [Electronic License Portal](#),

<https://www.idfpr.com/ELP.asp>

www.facebook.com/ILDFPR

www.idfpr.com

<http://twitter.com/#!/IDFPR>

You will be able to send your employer either a printed or electronic copy of your nursing license

- What do I do if my electronic license and pocket card documents are blank and do not contain any of my license information?

Adobe Acrobat Reader® is required to properly view or print your license. You can download Adobe Acrobat Reader® here: <https://get.adobe.com/reader/>

E-batch renewal:

Employers/businesses use E-Batch renewals to renew a group of employee licenses; E-Batch renewals are transacted through pre-setup ACH accounts. Instructions on this process may be found at the Department's website at: <https://www.idfpr.com/Renewals/defaultSSL.asp>

If an individual is requested by his or her employer to provide a PIN (personal identification number) number for E-Batch renewal purposes, the individual will need to log into the license renewal system

<https://www.idfpr.com/Renewals/defaultSSL.asp> by using two of the following: license number, social security number, or date of birth. After logging in, the resulting page will provide the PIN number to the licensee; the licensee may then share the PIN with their employer to use with E-batch license renewal.

Bulk License Lookup provides an efficient way to check on multiple professional licenses with a minimum amount of time and effort.

To use Bulk License Lookup, you must enter the login information established by your company at the time of registration; best practice is to use one login for all access from the same firm. For Bulk License

Lookup <https://www.idfpr.com/licenselookup/login.asp>

Updates will continue to be highlighted on the IDFPR website: <http://www.idfpr.com/>

If you have any questions or concerns about the renewal process, please feel free to contact the Department, toll free, at [1-800-560-6420](tel:1-800-560-6420) or send a question to <http://www.idfpr.com/profs/Email/prfGrp09.asp>