

Instructions for Registration with IDFPR

1. Download and **print** the Registration Form found on the ISA Website under “Legislation” or by clicking this link: <https://idfpr.illinois.gov/profs/surgtech.html> and then clicking “Surgical Technologist - Acceptance of Examination and Endorsement”
2. You will be registering with the state of Illinois by “Acceptance of Examination”. **Follow the directions for “Acceptance of Examination”. Complete the 4-page Application for Licensure/Examination in its entirety.** *(NOTE: There is language regarding licensure because this document is used for multiple professions. We will be “registered” not licensed. “Endorsement” is for those who have been or are currently registered/licensed in another state and are applying for registration in Illinois).*
3. **Fill out the top portion of the AFF-ST form**, then scan and email NBSTSA a copy of the AFF-ST form. In your email, please ask them to complete the form and mail it to your address in a secure envelope that has not been opened. You will mail this form to IDFPR in the envelope you received it in. *(NOTE: The language on the form still has LCC-ST as the governing body but this is now NBSTSA)*
4. Complete the **CCA form**.
5. Write a check or money order for \$100 to:
Department of Financial and Professional Regulation
6. Once NBSTSA mails you the AFF-ST form in a sealed envelope, place the Application for Licensure/Examination, CCA form and unbroken envelope the AFF-ST form came in, and a check or money order for \$100 in a large envelope and mail to the following address:
Illinois Department of Financial and Professional Regulation
ATTN: Division of Professional Regulation
P.O. Box 7007
Springfield, IL 62791

*** The Division of Professional Regulation is extremely short staffed and back logged. Their current turn-around time for a license is about 3-4 months. Be sure to keep track of when you mailed your application and when the check was cashed.**