CTS Online Application Instructions:
012 Cosmetology Teacher

Application for Licensure by Examination
Apply online at www.continentaltesting.net and pay the required testing fee.
Mail in supporting documents.

Supporting Documents
Either:
An original transcript verifying completion of 1000 hours of teacher training from an approved cosmetology school; or
An original transcript verifying completion of 500 hours of teacher training from an approved cosmetology school and 2 VE-COB forms indicating proof of 2 years of licensed practice as a cosmetologist within 5 years preceding the application.

A copy of your current cosmetology license.

Submitting Supporting Documents
Supporting documents can be emailed to the following email address:
cosmetology@continentaltesting.net

What Happens Next
After your application is reviewed and approved by CTS, an eligibility/scheduling email with be sent by support@psionline.com.
You will have sixty (60) days from the date of the email to schedule and take your exam. If you do NOT complete your examination within the sixty (60) day testing window your fee is forfeited.
If you must change or cancel your scheduled examination date, you must notify PSI directly within two (2) business days.
Identification Requirements to Obtain Admission into the Exam: If you do not have one of these valid forms of ID, you will not be allowed to sit for the exam:
▪ A valid US Driver's License or State ID issued by one of the 50 States or US Territories
▪ A valid US Passport or Military Active Duty ID
▪ A valid Consular ID
NOTE: The application is valid for three (3) years, if you do not pass the examination within those three (3) years you will need to reapply as a NEW applicant and resubmit all new documentation.

Application Status
Application status is updated every business day and is only available online and NOT available by phone or email. You can check your status on the CTS home page under Application Status and Test Results.
The direct link is www.continentaltesting.net/OnlineStatus/Login.aspx.

What Happens After Taking the Exam
Official examination results are usually released within four weeks following the date of examination.
An Official Results Letter with instructions on how to apply for licensure will be sent to you by CTS after the grades have been reviewed. Make sure your address and email address are up-to-date with CTS.

Applying for Illinois Licensure
All applicants will have to apply to IDFPR upon passing your examination in order to obtain a license. DO NOT apply for licensure with IDFPR PRIOR to receiving your Official Results Letter from CTS. The Official Results letter provides instructions on how to apply for licensure with IDFPR along with the fee amount and any required documentation.

Procedures for RETAKING the Exam
You must apply online with CTS as a retake at www.continentaltesting.net, and pay the application fee. You do not need to submit any supporting documents again. You will receive another email from PSI within ten business days in order to schedule another examination appointment.
NOTE: You must wait until you receive your official result letter from CTS in order to reapply to CTS, if you do not wait until you receive your official result letter, your application will NOT be processed.
All retake applicants must wait thirty (30) days before reapplying to CTS. Any retake request received prior to the 30 day waiting period will be treated as correspondence only.
If you do not take and pass the examination after three (3) attempts, you will be required to take an 80 hour refresher course prior to being scheduled for another examination.

Exam Score Expiration
225 ILCS 410/4-5. (e) An applicant has one year from the date of notification of successful completion of the examination to apply to the Department for a license. If an applicant fails to apply within one year, the applicant shall be required to take and pass the examination again unless licensed in another jurisdiction of the United States within one year of passing the examination.