

FAQ

How do I get started?

To begin, create an online account, submit the application that best reflects your education, and ask every post-secondary school you have attended to send in your official transcript.

Does work experience need to be included with my transcripts?

No. The ILBOE considers only your post-secondary education as part of the credentials evaluation. If you pursue a license in Illinois, the Illinois Department of Financial and Professional Regulation will ask for your work experience.

How will I know if I am approved or found deficient?

Upon making your application, you will be asked to provide an email address. The ILBOE sends all communications, including your results letter, to that email address.

How do I get Provisional Approval?

Provisional status is automatically granted if you are eligible. Just make sure your credentials application includes a list of the courses you are currently taking.

How do I get an NTS?

An NTS is the last step of the application process. You cannot get an NTS until your credentials have been evaluated and you have been approved to sit for the Uniform CPA Exam.

Can I make an appointment to talk to someone about my credentials?

No. The ILBOE does not provide advisement services.

Can I pay a fee to have my application expedited?

No. The ILBOE evaluates candidates by the date on which an applicant's file is complete. A complete file has accumulated transcripts from every post-secondary institution attended.

How much do the exams cost?

The ILBOE charges for the Credentials Evaluation and exam applications. In addition, NASBA charges a fee for each exam you take.

How do I submit transcripts?

Transcripts can be submitted either electronically or by mail. You will need to contact each institution you attended and request that they release your transcript to us.

How do I change my name, address, email, etc.?

If you cannot successfully change this information through your online account, our Demographic Change form can be submitted to help@ilboe.org

I'm locked out of my online account. Can you assist?

If you attempted to log in unsuccessfully too many times and are locked out of the system, simply shut down the internet browser, bring it back up and manually type in our address. Do not permit the address to autofill.