**Section 1400.40 Application for Examination**

a) An applicant shall file an application on forms supplied by the Division at least 120 days prior to an examination date. The application shall include:

1) Certification of receipt of a doctoral degree as defined in Section 1400.20 and official transcripts from the applicant's doctoral program. Submission of official transcripts shall be for the purpose of verifying participation in the educational program;

2) Professional experience reference forms verifying the length, exact time, number of hours per week and description of functions of the applicant's employment and that the experience was obtained pursuant to Section 1400.30. All experience information shall be submitted at the time of application. References shall be completed by the person who supervised the applicant pursuant to Section 1400.30; and

3) The required fee set forth in Section 1400.75.

b) In addition to the documents listed in subsection (a), candidates applying under Section 1400.20(b) and (c) shall submit documentation as required in Section 1400.20 (b) and (c) of the practicum and internship training.

c) Applicants who are graduates from educational institutions outside the United States shall provide, in addition to those requirements listed in subsections (a) and (b), a certified translation of all documents submitted in any language other than English.

d) In addition, the applicant shall cause to be sent directly to the Division certification of the date of completion of degree requirements, if different from the date of the awarding of the degree, by the certifying educational administration official, for computation of post-doctoral experience as provided for in Section 1400.30.

e) Each application shall be reviewed on an individual basis by the Board in accordance with this Section.

f) When the accuracy of any submitted documentation, or the relevance or sufficiency of the course work or experience is questioned by the Division or the Board because of lack of information, discrepancies or conflicts in information given, or a need for clarification, the applicant seeking a license will be requested to:

1) Provide such information as may be necessary; and/or

2) Appear for oral interviews before the Board.

g) Upon recommendation by the Board and approval by the Division, the applicant shall be notified of eligibility to sit for the examination or notified of the reasons for denial of the application.

(Source: Amended at 36 Ill. Reg. 15468, effective November 2, 2012)