Illinois State Licensure for Registered Nurses

Subject: Illinois State Licensure for Registered Nurses  
Date: 7/1/2017  
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Biological Sciences Division Human Resources

Purpose:

The Biological Sciences Division (BSD) is committed to safeguarding the health of employees, patients, research subjects, and clinical education program participants. We aim to establish, promote, and maintain a safe and healthy environment.

The purpose of this policy is to ensure that all practicing nurses maintain current licensure at all times.

Policy:

The Illinois Nurse Practice Act states that no person shall practice professional nursing without a valid license as a registered professional nurse except as provided in Section 50-15 of the Act. Current licensure is mandatory and renewal of the Illinois license at the prescribed renewal time as specified by the State of Illinois is the registered nurse's responsibility.

It is the policy of the BSD that each department bears the responsibility to ensure that all registered nurses employed by them hold a current license to practice in the State of Illinois.

Definitions:

Primary Source Verification: The act of obtaining proof of the applicant’s license directly from the original or primary source.

Registered Nurse: A graduate nurse who has passed a state board examination and been registered and licensed within the state to practice nursing, and includes the following job profiles: Nurse Associate (BE302A), Clinical Research Nurse (BE402A), Clinical Research Nurse Manager (BE501A), Advanced Practice Nurse (BE602A) and Advanced Practice Nurse Manager (BE701A).

Registered Nurse License Renewal: Registered Nurse license renewal takes place on May 31 of every even year.
**Guidelines for Verification**

*Primary source verification of licensure* with the [Illinois Department of Financial and Professional Regulation](https://www.idfpr.state.il.us) is required to practice as a Registered Nurse in the State of Illinois.

Proof of current licensure must be verified by the department upon hire and by May 31 every renewal year. The renewal period occurs every two years on even years. If the department is unable to verify current licensure with the Illinois Department of Financial and Professional Regulation, the department must immediately notify the registered nurse that he/she must submit an original license to the department before May 31 of the year of renewal to avoid suspension without pay. If proof of current licensure is not verifiable by the expiration date of the license, the nurse will be suspended without pay for a maximum of fourteen (14) days. Failure to provide proof of licensure within fourteen (14) days of the expiration date will result in corrective action, up to and including termination. Pursuant to [University policy 208 – Termination of Employment](https://www.uc.edu/about/crime/termination-of-employment-policy/), terminated nurses will not be considered for future employment at the University of Chicago or the University of Chicago Medical Center. The HR Partner must consult with, and obtain approval from, Employee and Labor Relations before informing a registered nurse of the termination due to non-compliance with this employment requirement.

HR professionals are strongly encouraged to begin this process no later than April 1 of each renewal year.

The registered nurse must use the legal name on the State of Illinois Department of Financial and Professional Regulation license when documenting. If the intent is to change the legal name, the license must also be changed.

**Related Policies and Links**

- [208 – Termination of Employment](https://www.uc.edu/about/crime/termination-of-employment-policy/)
- [Illinois Department of Financial & Professional Regulation](https://www.idfpr.state.il.us)
- [Illinois Nurse Practice Act (225 ILCS 65)](https://www.idfpr.state.il.us)
- [State of Illinois Primary Source Verification of Licensure](https://www.idfpr.state.il.us)