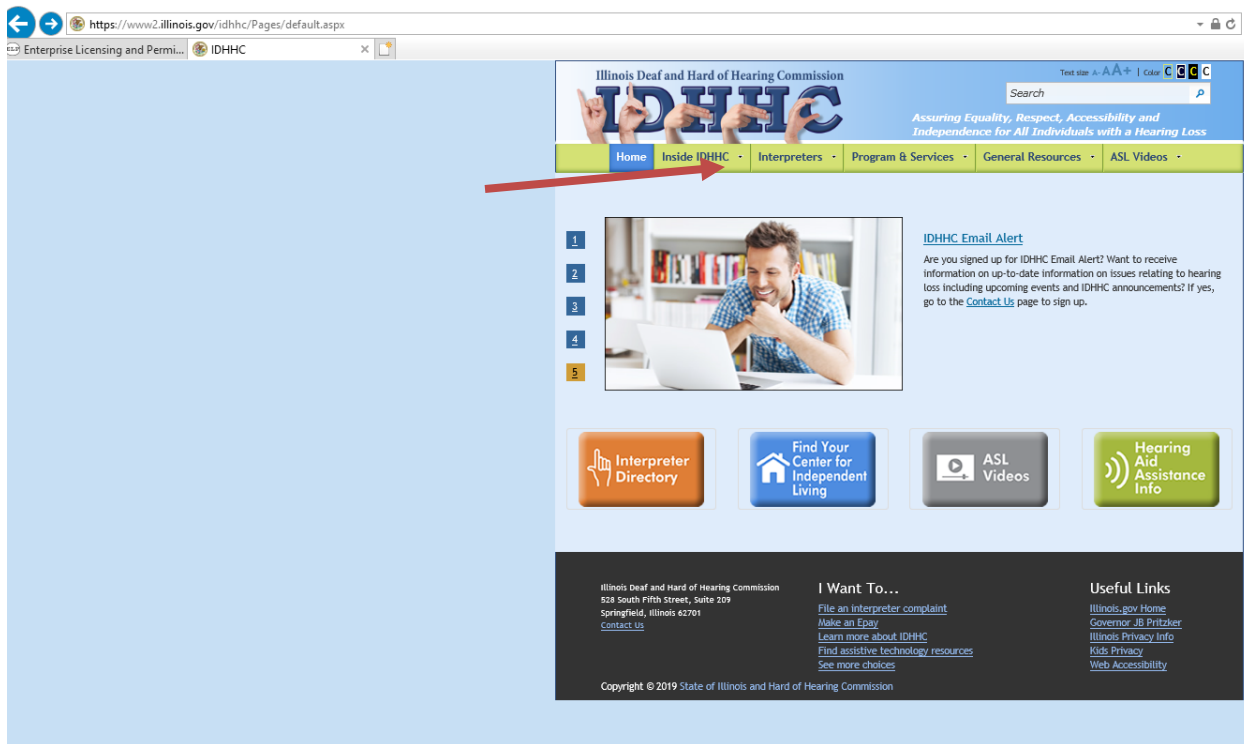


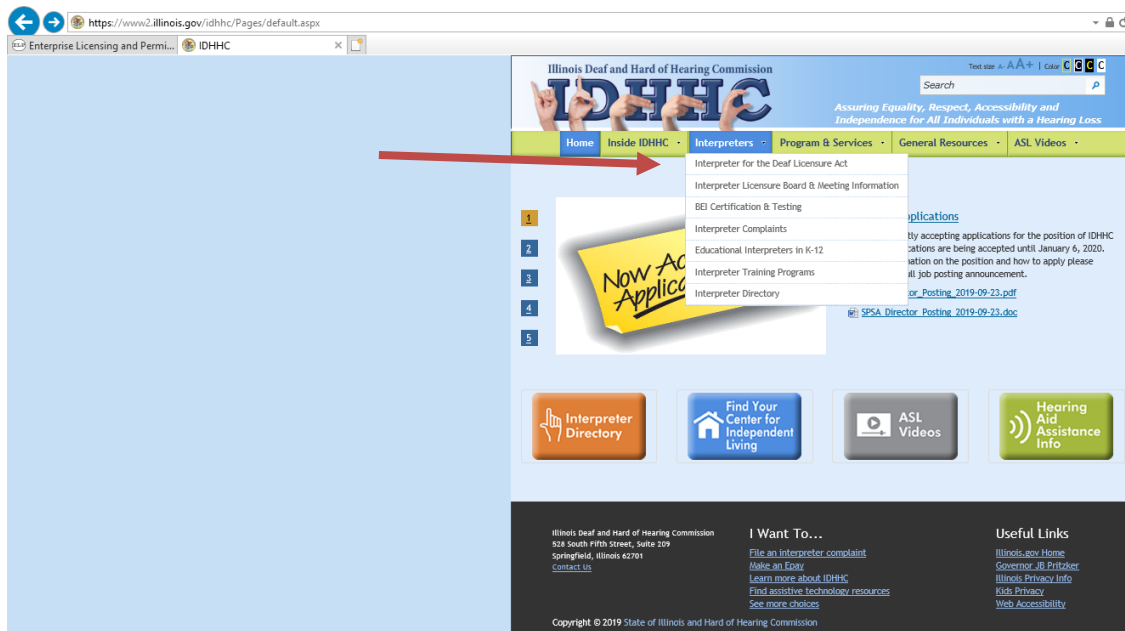
# ELP Step by Step Tutorial

Start by going to IDHHC website:

<https://www2.illinois.gov/idhhc/Pages/default.aspx>



Click on the Interpreter Tab then select "Interpreter for the Deaf Licensure Act".



# ELP Step by Step Tutorial

Click on the Enterprise Licensing & Permits button below:

The screenshot shows a web browser window with the URL <https://www2.illinois.gov/idhhc/licensure/Pages/Licensure.aspx>. The page header features the IDHHC logo and the tagline "Assuring Equality, Respect, Accessibility and Independence for All Individuals with a Hearing Loss". A navigation menu includes links for Home, Inside IDHHC, Interpreters, Program & Services, General Resources, and ASL Videos. The main content area is titled "Interpreter for the Deaf Licensure Act of 2007" and contains a list of bullet points detailing the ELP platform. A red arrow points to a blue button labeled "ENTERPRISE LICENSING AND PERMITS". The footer includes contact information for IDHHC, a list of useful links, and a copyright notice for 2019.

Illinois Deaf and Hard of Hearing Commission  
828 South Fifth Street, Suite 209  
Springfield, Illinois 62791  
[Contact Us](#)

I Want To...  
[File an interpreter complaint](#)  
[Make an Epay](#)  
[Learn more about IDHHC](#)  
[Find assistive technology resources](#)  
[See more choices](#)

Useful Links  
[Illinois.gov Home](#)  
[Governor JB Pritzker](#)  
[Illinois Privacy Info](#)  
[Kids Privacy](#)  
[Web Accessibility](#)

Copyright © 2019 State of Illinois and Hard of Hearing Commission

# ELP Step by Step Tutorial

Enterprise Licensing & Permitting Page (ELP) If this is your first time going to the ELP page you will want click on Create Account

## Create Account

The Agency has indicated this application requires an account. If you have an account please click the link below.



[If you already have an account - Click here to login](#)

Alternatively, please choose from one of the options below and fill out the information to create a personal or business account then click submit to receive an activation email.

### Account Requirements +

Required - indicates a required field


Account Type *Required*

<p><b>Personal</b></p>  <p>Select this option if you are creating an account for yourself for personal use.</p>	<p><b>Business</b></p>  <p>Select this option if you are creating an account for your personal business or on behalf of a business you represent.</p>
--	--

Username *Required*

Email Address *Required*

Confirm Email Address *Required*

I'm not a robot 

Cancel

Submit



# ELP Step by Step Tutorial

## Enterprise Licensing and Permitting

Apply for an Illinois license or permit

To get started, click **existing account** or **create a new account**, or **find** the license or permit application you need.

### Constituent Login

If you're an individual or business user, click existing account or create a new account.



[Click here to view the benefits of creating an account](#)

Create Account

Existing Account

## Find Application

To find an application you are interested in, please use the 'Find my application' field below. Search by the application name, the agency name, and agency abbreviation. For example, you can search by 'Department of Agriculture' or the agency abbreviation of 'DOA'. You can also look up applications by their name or a related phrase, then sort those results or simply click the application name you are interested in to launch it.

### Find My Application

Search

Showing 1 to 9 of 9 entries

Application Name ▾	Application Description ⇅	Constituent Type ⇅	Search Term ⇅	Provided By ⇅
<a href="#">Name Change v1</a>	Name Change requires documentation of either marriage certificate, divorce decree or court order. \$0 Fee Required	Individual	DHHC, Name Change, Interpreter	<a href="#">Illinois Deaf and Hard of Hearing Commission</a>
<a href="#">Initial Provisional Licensure Application - Sign Language Interpreter for the Deaf v1</a>	\$50 Initial Application plus \$175 Initial License Expires 12 months from date of issuance.	Individual	DHHC, Interpreter, 225 ILCS 443, Provisional	<a href="#">Illinois Deaf and Hard of Hearing Commission</a>

## Create Account

The Agency has indicated this application requires an account. If you have an account please click the link below.

[If you already have an account - Click here to login](#)

Alternatively, please choose from one of the options below and fill out the information to create a personal or business account then click Submit to receive an activation email.

### Account Requirements +

Required - indicates a required field

Account Type *Required*

**Personal**

Select this option if you are creating an account for yourself for personal use.

**Business**

Select this option if you are creating an account for your personal business or on behalf of a business you represent.

**Username** *Required*

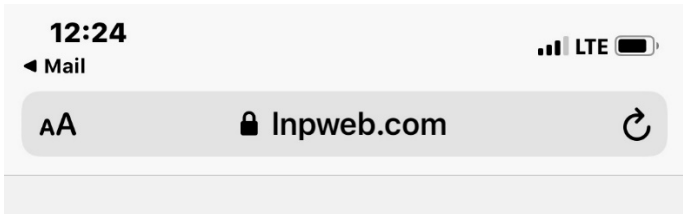
**Email Address** *Required*

**Confirm Email Address** *Required*

I'm not a robot

You will receive an email from ELP. Please click on the link in the email that you received to “activate” your account with ELP. After you click that link in your email it will take you to this page below:

Enter a PASSWORD & CONFIRM PASSWORD



State of Illinois

## Account Password

Please enter password and confirm password

**Password Requirements**



Password *Required*

Confirm Password *Required*



# ELP Step by Step Tutorial

If you do not receive the email then click on the RESEND LINK to have the account activation link emailed to you again.



### Account Created

Notification with link sent to your email.

## Account Activation

Your account is ready to be activated. Follow the link in your email to activate your account. The activation link expires in 30 minutes.

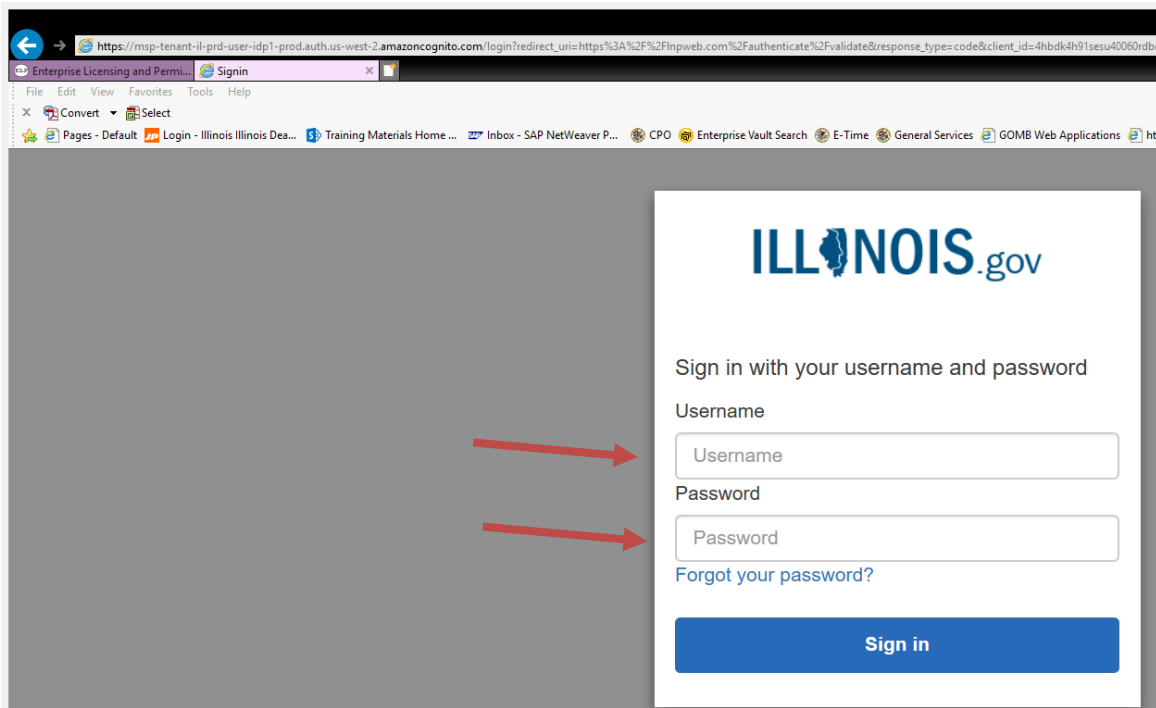
Click Resend Link to send a new activation link.

[Resend Link](#)

## ELP Step by Step Tutorial

When you have clicked on the email that you received from ELP and activated your account you should see the screen below.

You will need to enter your user name exactly as you set it up as it is case sensitive.





# ELP Step by Step Tutorial

## Enterprise Licensing and Permitting

Apply for an Illinois license or permit

To get started, click **existing account** or **create a new account**, or **find** the license or permit application you need.

### Constituent Login

If you're an individual or business user, click existing account or create a new account.



[Click here to view the benefits of creating an account](#)

Create Account

Existing Account

## Find Application

To find an application you are interested in, please use the 'Find my application' field below. Search by the application name, the agency name, and agency abbreviation. For example, you can search by 'Department of Agriculture' or the agency abbreviation of 'DOA'. You can also look up applications by their name or a related phrase, then sort those results or simply click the application name you are interested in to launch it.

### Find My Application

 × Search

Showing 1 to 9 of 9 entries

Application Name	Application Description	Constituent Type	Search Term	Provided By
<a href="#">Name Change v1</a>	Name Change requires documentation of either marriage certificate, divorce decree or court order. \$0 Fee Required	Individual	DHHC, Name Change, Interpreter	<a href="#">Illinois Deaf and Hard of Hearing Commission</a>
<a href="#">Initial Provisional Licensure Application - Sign Language Interpreter for the Deaf v1</a>	\$50 Initial Application plus \$175 Initial License Expires 12 months from date of issuance.	Individual	DHHC, Interpreter, 225 ILCS 443, Provisional	<a href="#">Illinois Deaf and Hard of Hearing Commission</a>
<a href="#">Initial General Licensure Application No Fee - Sign Language Interpreter for the Deaf v1</a>	This Initial License Application (3rd Party Payment) will not be processed until payment arrangements have been completed thru IDHHC. \$50 Initial Application plus \$175 Initial License (If Issued after July 1st, \$50 Application plus pro-rated \$90 License) Expires annually on December 31st.	Individual	Interpreter, 225 ILCS 443, General, Stratus	<a href="#">Illinois Deaf and Hard of Hearing Commission</a>
<a href="#">Inactive Status Request v1</a>	Inactive Status under rule 1515.110 prohibits a sign language interpreter from practicing during the time the license is inactive. \$50 Fee Required	Individual	DHHC, Inactive, Interpreter	<a href="#">Illinois Deaf and Hard of Hearing Commission</a>
<a href="#">Renewal Provisional Licensure Application - Sign Language Interpreter for the Deaf v1</a>	\$150 Renewal License Expires in 12 months and can only be renewed once.	Individual	DHHC, Interpreter, 225 ILCS 443, Provisional, Renewal	<a href="#">Illinois Deaf and Hard of Hearing Commission</a>
<a href="#">Initial General Licensure Application - Sign Language Interpreter for the Deaf v1</a>	\$50 Initial Application plus \$175 Initial License (If Issued after July 1st, \$50 Application plus pro-rated \$90 License) Expires annually on December 31st.	Individual	DHHC, Interpreter, 225 ILCS 443, General	<a href="#">Illinois Deaf and Hard of Hearing Commission</a>
<a href="#">Proficiency Level Upgrade v1</a>	\$25 Proficiency Level Upgrade Fee	Individual	DHHC, Interpreter, Proficiency Level, Prof Lvl	<a href="#">Illinois Deaf and Hard of Hearing Commission</a>
<a href="#">Renewal General Licensure Application No Fee - Sign Language Interpreter for the Deaf v1</a>	This Renewal License Application will not be processed until payment arrangements have been completed thru the agency. \$150 Renewal License Expires annually on December 31st.	Individual	Interpreter, 225 ILCS 443, General, Stratus	<a href="#">Illinois Deaf and Hard of Hearing Commission</a>
<a href="#">Renewal General Licensure Application - Sign Language Interpreter for the Deaf v1</a>	\$150 Renewal License Expires annually on December 31st.	Individual	DHHC, Interpreter, 225 ILCS 443, General, Renewal	<a href="#">Illinois Deaf and Hard of Hearing Commission</a>

**DO NOT SELECT THIS APPLICATION**

Click on the **RENEWAL GENERAL with the \$150.00 fee**

Please note there are 2 forms for General Renewal one with FEE and one without fee.

# ELP Step by Step Tutorial

Complete each data set with your personal information

Prefix *Required*

<b>Please Select</b>
Mr.
Ms.
Mrs.

## Create Profile

Please complete the following to generate your profile. After you are finished, you will be taken back to your application.

*Required* - indicates a required field

### Personal Information

Prefix

First Name *Required*

Middle Name

Last Name *Required*

Suffix

### Address Information

Address 1 *Required*

Address 2

City *Required*

State *Required*

ZIP Code *Required*

### Contact Information

Phone *Required*

Alternate Phone

Email Address

[Continue](#)

# ELP Step by Step Tutorial


- Home
- Profile
- Submissions
- Certificate/ License/ Permit
- Shopping Cart (0)

## Welcome

Welcome to your account, John Lambert. From here you can easily add, edit and update information about yourself. You can also view all your [Submissions](#), any [Certificate/License/Permit](#) generated for you and purchase items you had previously added to your [Shopping Cart](#). Under your [Profile](#) section, you can add more personal information and multiple addresses if you have them.

### Did you know

The Illinois Enterprise Licensing and Permits is an easy-to-use, statewide licensing and permitting system across all subscribing governmental organizations within Illinois. Find out more by visiting [Enterprise Licensing and Permits](#).

**Profile** 


**Submissions** 

**Certificate/  
License/  
Permit** 

Click on State Portal to get back to the listing of applications

# ELP Step by Step Tutorial

The following screen should appear. Enter in your information into the data sets.



Illinois Deaf and Hard of Hearing Commission

Illinois Deaf and Hard of Hearing Commission

Welcome, John | Illinois Deaf and Hard of Hearing Commission | Logout

Information Collection | Questions & Fees | Document Upload | Information Summary | Electronic Signature | Payment | Confirmation

## Renewal General Licensure Application – Sign Language Interpreter for the Deaf

For more information visit <https://www2.illinois.gov/idhhc/Pages/default.aspx>

[225 ILCS 443]

\$150 Renewal License Expires annually on December 31st.

### Personal Information

Prefix *Required*  
Mr.

First Name *Required*  
John

Middle Name  
M

Last Name *Required*  
Doe

Suffix  
Sr

# ELP Step by Step Tutorial

## Mailing Address

Address Line 1 *Required*

111 USA

Address Line 2

City *Required*

Somewhere

State *Required*

Illinois

Zip Code *Required*

62701

County *Required*

Cook

## Contact Information

Phone Number *Required*

(217) 111-1111

Alternate Phone Number

Email Address *Required*

USA@Yahoo.com

Re-Enter Email Address *Required*

USA@Yahoo.com

# ELP Step by Step Tutorial

## License Information

Select your proficiency level. If this is your renewal, please provide your license number.

### Proficiency Level *Required*

Intermediate  Advanced  Master

### License Number *Required*


## Child Support Check

In accordance with 5 Illinois Compiled Statutes 100/10-65(c), applications for renewal of a license or a new license shall include the applicants Social Security number, and the licensee shall certify, under penalty of perjury, that he or she is not more than 30 days delinquent in complying with a child support order. Failure to certify shall result in disciplinary action, and making a false statement may subject the licensee to contempt of court.

### Last Name *Required*

### Social Security Number *Required*

### Date of Birth *Required*

Cancel

Next

CLICK NEXT

# ELP Step by Step Tutorial

Click on each data set and answer the questions.



Illinois Deaf and Hard of Hearing Commission

Welcome, John | Illinois Deaf and Hard of Hearing Commission | Logout

- Information Collection
- Questions & Fees**
- Document Upload
- Information Summary
- Electronic Signature
- Payment
- Confirmation

## Renewal General Licensure Application – Sign Language Interpreter for the Deaf

For more information visit:  
<https://www2.illinois.gov/idhhc/Pages/default.aspx>

[225 ILCS 443]

\$150 Renewal License Expires annually on December 31st.

### Questions

#### Maiden Name:

United State of America

4977 of 5000 remaining

#### Instructions

All licensed interpreters are listed in the Directory published on the IDHHC's website. At minimum the Interpreter's name, city, state, licensure status, and disciplinary history will be published. Please select from the following options to have additional contact information published.

#### Directory Information: *Required*

- Primary Telephone
- Alternate Telephone
- EMAIL

# ELP Step by Step Tutorial

I wish to accept correspondence from IDHHC via email. I understand IDHHC will not send hard copy via US mail. *Required*

Yes  No

## Education

What is the highest level of education attained (not necessarily in the area of interpreting): *Required*

If Other, indicate below:

5000 of 5000 remaining

Have you graduated from an interpreting training program? *Required*

Yes  No

If yes, select the Interpreter Training Program: *Required*

## Certification / License

Select the current certification(s) or assessment(s) do you possess? (attach proof of all current, valid certifications or assessments)

- Board for Evaluation of Interpreters (BEI)
- Educational Interpreter Performance Assessment (EIPA) 3.5 or above
- Interpreter Skills Assessment Screening (ISAS)
- Licensure in other states
- Missouri Interpreter Certification System (MICS)
- National Association of the Deaf Certificate (NAD)
- National Interpreter Certification (NIC)
- Registry of Interpreters for the Deaf (RID)
- Testing Evaluation and Certification Unit Inc. (TECUnit)
- 8 hours Code of Professional Conduct and 8 hours Role and Responsibilities Training (Deaf Interpreters Only)
- Illinois Deaf Knowledge Based Certificate (Deaf Interpreters Only)

## Record of Licensure Information

If you have ever been licensed to practice the profession for which you are now making application, or held a related license, complete the information requested below. If you have ever held a temporary, novice or apprentice license it must be listed here also.





# ELP Step by Step Tutorial

If you have a license from another state you will want to enter that information below:

**Icon Key** -

Options and Control Types

 - Edit       - Delete

---

State of Current Licensure where you most recently have been practicing.    Profession Name    License Number/Id    Date of Iss

*No Entries*

---

<  >

State of Current Licensure where you most recently have been practicing.


Profession Name

License Number/Id

Date of Issuance

License Status (Active, Lapsed, etc.)

**Save & Add More**    **Save & Finish**

# ELP Step by Step Tutorial

Personal History Questions must be answered. If you answer yes please be prepared to "UPLOAD" any supporting documentation.

**Personal History Information**

Have you ever been convicted, found guilty of or entered a plea of guilty or no contest to a felony or misdemeanor crime (other than minor traffic violations with fines under \$500) If yes, attach a detailed explanation including supporting documentation. *Required*

Yes  No

Have you ever held or applied for a license, certification, registration, or permit for interpreting in any state, country or province, has it been or was it ever denied, reprimanded, suspended, restricted, revoked or otherwise disciplined, curtailed or voluntarily surrendered under any circumstances? *Required*

Yes  No

Do you have a medical condition that in any way impairs or limits your ability to perform the duties of an interpreter with reasonable skill or safety? *Required*

Yes  No

Have you ever been found to have violated the code of ethics of a national organization that issued you a certification you hold or ever held? If yes, what offense (send supporting documentation) and please explain. *Required*

Yes  No

Summary			
Form Number			Application/Permit Amount
GR			
<b>Application Fee</b>			
Application Fee Name <i>Required</i>	Application Fee		
Application Fee	\$0.00		
		Application Fee Total	\$0.00
<b>License/Permit Fee</b>			
License/Permit Fee Name <i>Required</i>	License/Permit Fee		
Renewal License Fee	\$150.00		
		License/Permit Fee Total	\$150.00
		Application Grand Total	\$150.00

Cancel

Back


Next

Illinois Deaf and Hard of Hearing Commission  
(217) 557-4495  
[dhb.interpreter@illinois.gov](mailto:dhb.interpreter@illinois.gov)

# ELP Step by Step Tutorial

The following page will appear and this is where you will load a copy of your accepted certification (i.e., RID card, BEI card, ISAS card, or any court documents that you answered Yes to in the Personal History Questions.

**Remember to SAVE each upload otherwise an error will appear when you attempt to move to the NEXT screen..**



Illinois Deaf and Hard of Hearing Commission

Illinois Deaf and Hard of Hearing Commission

Welcome, Tonis | Illinois Deaf and Hard of Hearing Commission | Logout

Information Collection | Questions & Fees | **Document Upload** | Information Summary | Electronic Signature | Payment | Confirmation

## Renewal General Licensure Application – Sign Language Interpreter for the Deaf

For more information visit: <https://www2.illinois.gov/idhhc/Pages/default.aspx>

[225 ILCS 443]

\$150 Renewal License Expires annually on December 31st.

### Document Upload

All applications require proof of certification to be attached by downloading a copy below. Any applications submitted without the certification download will be automatically rejected. Additional court documentation may be required, depending on your individual responses under the personal history section.

File size and type limitations per attachment: 10 MB for csv, doc, docx, jpg, jpeg, png, pdf, txt, xls, xlsx.

Certification Document *Required*

Certification Document

Certification Document

Court Document

Illinois Deaf and Hard of Hearing Commission  
(217) 557-4495  
[dh.interpreter@illinois.gov](mailto:dh.interpreter@illinois.gov)

# ELP Step by Step Tutorial



Illinois Deaf and Hard of Hearing Commission

Welcome, Tonie | Illinois Deaf and Hard of Hearing Commission | Logout

- Information Collection
- Questions & Fees
- Document Upload**
- Information Summary
- Electronic Signature
- Payment
- Confirmation

## Renewal General Licensure Application – Sign Language Interpreter for the Deaf

For more information visit: <https://www2.illinois.gov/dhho/Pages/default.aspx>

[225 ILCS 443]

\$150 Renewal License Expires annually on December 31st.

### Document Upload

All applications require proof of certification to be attached by downloading a copy below. Any applications submitted without the certification download will be automatically rejected. Additional court documentation may be required, depending on your individual responses under the personal history section.

File size and type limitations per attachment: 10 MB for csv, doc, docx, jpg, jpeg, png, pdf, txt, xls, xlsx.

Certification Document *Required*

ELP\_Button.png

**Save** **Cancel**

Certification Document

**Upload**

Certification Document

**Upload**

Court Document

**Upload**

- Cancel**
- Back**
- Next**

Illinois Deaf and Hard of Hearing Commission  
(217) 557-4495  
[dh.interpreter@illinois.gov](mailto:dh.interpreter@illinois.gov)

# ELP Step by Step Tutorial

This is the Information summary page, where you can verify all of the information you entered is correct. This is the time to make any corrections by clicking on the EDIT button. If you agree all information is correct then select the CONFIRM button.



Illinois Deaf and Hard of Hearing Commission

Welcome, John | Illinois Deaf and Hard of Hearing Commission | Logout

Information Collection	Questions & Fees	Document Upload	<b>Information Summary</b>	Electronic Signature	Payment	Confirmation
------------------------	------------------	-----------------	----------------------------	----------------------	---------	--------------

## Renewal General Licensure Application – Sign Language Interpreter for the Deaf

For more information visit:  
<https://www2.illinois.gov/idhhc/Pages/default.aspx>

[225 ILCS 443]

\$150 Renewal License Expires annually on December 31st.

### Information Summary

Here you can review the information entered in the application. Select Edit to make updates or changes to the information entered. If everything looks good, select the action button below to continue with the submission of your application.

#### Application Information

**Form Number:** GR  
**License Type:** General Licensure Application - Sign Language Interpreter  
**Application Title:** Renewal General Licensure Application - Sign Language Interpreter for the Deaf

#### Personal Information

**Prefix:** Mr  
**First Name:** John  
**Middle Name:** M  
**Last Name:** Doe  
**Suffix:** Sr

#### Mailing Address

**Address Line 1:** 111 N. Allen  
**City:** Somewhere USA  
**State:** IL  
**Zip Code:** 62561  
**County:** Out of State

## ELP Step by Step Tutorial

This is the Electronic Signature Page you must click in the box that you understand you have not answered any questions falsely and enter your name to process the electronic signature.

Select either pay by Credit Card or Pay by E-CHECK You will then have the option to pay by E-check which will require you to enter your checking Account number and your Bank's Routing Number or r you can pay by Credit/Debit thru Visa, Mastercard, American Express or Discover.



Illinois Deaf and Hard of  
Hearing Commission

Welcome, John | Illinois Deaf and Hard of Hearing Commission | Logout

Information  
Collection

Questions & Fees

Document Upload

Information  
Summary

Electronic Signature

Payment

Confirmation

### Renewal General Licensure Application – Sign Language Interpreter for the Deaf

For more information visit:  
<https://www2.illinois.gov/idhhc/Pages/default.aspx>

[225 ILCS 443]

\$150 Renewal License Expires annually on December 31st.

#### Electronic Signature

I understand that if I provide false/fraudulent information I could lose my license, be fined and/or have other penalties assessed. I have examined the application and all supporting documents submitted by me in connection therewith, and to the best of my knowledge, they are true, correct, and complete. I also understand that all fees are non-refundable. *Required*

Please enter your name in the field below. *Required*

Cancel

Back

Pay by Credit Card

Pay by E-check

Illinois Deaf and Hard of Hearing Commission  
(217) 557-4495  
[dhh.interpreter@illinois.gov](mailto:dhh.interpreter@illinois.gov)

After your application and fee have been submitted the ELP platform will send you an email. IDHHC will begin processing these applications mid-November and you will receive a notice once your application has been approved and you can log back into the ELP platform to download your Illinois License.

If you have any questions please email [dhh.interpreter@illinois.gov](mailto:dhh.interpreter@illinois.gov)