

**Direct Service Child Welfare Employee Licensure Application**

I WORK FOR (check one)  DCFS  POS AGENCY  Other

CHECK HERE IF this is only notification of CHANGE of agency, name, or address.

CYCIS Case Manager ID# (optional)		DCFS only – Region	
Social Security Number		<input type="checkbox"/> Northern <input type="checkbox"/> Central <input type="checkbox"/> Southern <input type="checkbox"/> Cook North <input type="checkbox"/> Cook Central <input type="checkbox"/> Cook South	
Date of Birth		Agency Name	
Name (Last, First, Middle)		Agency Mailing Address (Street Location)	
Home Address (Street Location)		City/State/Zip	
City/State/Zip	County	Agency Phone ( ) -	Your Agency E-mail
Home Phone ( ) -	Supervisor's Name		Supervisor's phone & extension ( ) - ext.
Home E-mail		Executive Director's Name	

**Note: IF YOU ARE ALREADY LICENSED AND ARE REPORTING CHANGES IN THE ABOVE, STOP HERE.**

**Have you ever been convicted of or have a pending charge for any offenses listed (see below) under the Criminal Code of 1961 listed in the Child Care Act of 1969 [225 ILCS 10/4.2]?**  YES  NO

- |  |  |   |
|--|--|---|
| Murder   | Home invasion  | Armed violence  |
| Solicitation of murder   | Vehicular invasion   | Felony contributing to the criminal delinquency of a juvenile   |
| Solicitation of murder for hire  | Criminal transmission of HIV   | Possession of more than 30 grams of cannabis  |
| Intentional homicide of an unborn child  | Criminal abuse or neglect of an elderly or disabled person   | Manufacture of more than 10 grams of cannabis   |
| Voluntary manslaughter of an unborn child  | Child abandonment  | Cannabis trafficking  |
| Involuntary manslaughter   | Endangering the life or health of a child  | Delivery of cannabis on school grounds  |
| Reckless homicide  | Ritual mutilation  | Unauthorized production of more than 5 cannabis sativa plants   |
| Concealment of a homicidal death   | Ritualized abuse of a child  | Calculated criminal cannabis conspiracy   |
| Involuntary manslaughter of an unborn child  | Offense in any other jurisdiction the elements of which are similar and bear substantial relationship to any of the foregoing offenses | Unauthorized manufacture or delivery of controlled substances   |
| Reckless homicide of an unborn child   | Felony aggravated assault  | Controlled substance trafficking  |
| Drug-induced homicide  | Vehicular endangerment   | Manufacture, distribution or advertisement of look-alike substances   |
| Sex offense under Article 11, except offenses described in Sections 11-7, 11-8, 11-12, and 11-13 | Felony domestic battery  | Calculated criminal drug conspiracy   |
| Kidnapping   | Aggravated battery   | Street gang criminal drug conspiracy  |
| Aggravated unlawful restraint  | Heinous battery  | Permitting unlawful use of a building   |
| Forcible detention   | Aggravated battery with a firearm  | Delivery of controlled, counterfeit, or look-alike substances to persons under age 18, or at truck stops, rest stops, or safety rest areas, or on school property |
| Harboring a runaway  | Aggravated battery of an unborn child  | Using, engaging, or employing persons under 18 to deliver controlled, counterfeit, or look-alike substances   |
| Aiding and abetting child abduction  | Aggravated battery of a senior citizen   | Delivery of controlled substances   |
| Aggravated kidnapping  | Intimidation   | Sale or delivery of drug paraphernalia  |
| Child abduction  | Compelling organization membership of persons  | Felony possession, sale, or exchange of instruments adapted for use of a controlled substance, methamphetamine, or cannabis by subcutaneous injection             |
| Aggravated battery of a child  | Abuse and gross neglect of a long term care facility resident  | Felony possession of a controlled substance   |
| Criminal sexual assault  | Felony violation of an order of protection   | Any violation of the Methamphetamine Control and community Protection Act.  |
| Aggravated criminal sexual assault   | Felony unlawful use of weapons   |   |
| Predatory criminal sexual assault of a child   | Aggravated discharge of a firearm  |   |
| Criminal sexual abuse  | Reckless discharge of a firearm  |   |
| Aggravated sexual abuse  | Unlawful use of metal piercing bullets   |   |
| Heinous battery  | Unlawful sale or delivery of firearms on the premises of any school  |   |
| Aggravated battery with a firearm  | Disarming a police officer   |   |
| Tampering with food, drug, or cosmetics  | Obstructing justice  |   |
| Drug-induced infliction of great harm  | Concealing or aiding a fugitive  |   |
| Hate crime   |  |   |
| Stalking   |  |   |
| Aggravated stalking  |  |   |
| Threatening public officials   |  |   |

College attended	Degree	Year completed
Are you in default of an educational loan?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been the perpetrator of an indicated child abuse/neglect report?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you currently the subject of a child abuse/neglect investigation?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been convicted of perjury or falsification of anything in a case file? <i>If so please attach a written explanation/resolution.</i>		<input type="checkbox"/> YES <input type="checkbox"/> NO

**Re-instatement application only: Indicate specific reasons for your request to reinstate your license (use separate paper if necessary and attach supportive documentation as appropriate).**

**List below any other type of professional license/certification(s) you have ever held, including any held outside**

Type	License/Certificate No.
Type	License/Certificate No.
Type	License/Certificate No.

Has the above license(s) ever been denied, suspended, revoked, or the subject of disciplinary action by any jurisdiction?  YES  NO

*If the answer to the above question is YES, please attach a written explanation and verification of resolution.*

<ul style="list-style-type: none"> <li>I certify, under penalty of perjury, that I am not more than 30 days delinquent in complying with a child support order.</li> <li>I understand that failure to so certify will result in delay of this license pending resolution of the delinquency</li> <li>I understand that making a false statement regarding my child support status may subject me to contempt of court.</li> </ul>	
Signature	Date

<ul style="list-style-type: none"> <li>I, the undersigned hereby apply for a CWE license in accordance with Part 412 "Licensure of Direct Child Welfare Service Employees and Supervisors".</li> <li>I affirm that the information provided herein is true and complete.</li> <li>I understand that making false statements to obtain a child welfare employee license is grounds for licensure action under Rule 412, up to and including suspension or revocation of the license.</li> <li>I hereby give permission for my license status to be given upon request to my employer or prospective employer and others as per Rule 412.</li> <li>I understand that I must keep the Office of direct service Child Welfare Employee Licensing apprised of changes to my name, address, and employer and that failure to do so could result in licensure action up to and including revocation.</li> </ul>	
Signature	Date

**APPLICATION-CHECKLIST**

1. I HAVE BEEN FINGERPRINTED RECENTLY?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. I HAVE REQUESTED MY TRANSCRIPT FROM COLLEGE SHOWING MY DEGREE? <i>(IF HIRED After JUNE 1, 2001 an original must be submitted to the address below directly from your school.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. IF NEW POS EMPLOYEE: I HAVE COMPLETED the CFS-718E WITH MY EMPLOYER? <i>(The CFS-718E is for the Central Office of Licensing under Rule 401)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. I HAVE ATTACHED ALL REQUIRED EXPLANATIONS (as needed).	<input type="checkbox"/> Yes <input type="checkbox"/> No

**SEND THIS COMPLETED FORM with the CFS-717F to:**

IDCFs OFFICE OF CHILD WELFARE EMPLOYEE LICENSURE  
406 East Monroe – Station #122, Springfield, IL 62701

***FAXES WILL NOT BE ACCEPTED.***

Questions ---- call 217-782-2851