

**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	Date of Birth	<input type="checkbox"/> Northern <input type="checkbox"/> Cook North	<input type="checkbox"/> Central <input type="checkbox"/> Cook Central
Name (Last, First, Middle)		Agency Name	
Maiden/AKA		Agency Mailing Address (Street Location)	
Home Address (Street Location)		City/State/Zip	
City/State/Zip	County	Agency Phone ( ) -	Supervisor Email
Home Phone ( ) -		Supervisor's Name	Supervisor's phone & extension ( ) - ext.
Drivers License	State	Expiration	Executive Director's Name
Email:	Executive Director's Phone		
College attended	Degree	Year completed	

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

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
Do you have a valid state issued driver's license?	<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.

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.*

**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	Aggravated battery of a child	Calculated criminal cannabis conspiracy
Solicitation of murder	Tampering with food, drugs, or cosmetics	Unauthorized manufacture or delivery of controlled substances
Solicitation of murder for hire	Hate crime	Controlled substance trafficking
Intentional homicide of an unborn child	Stalking	Manufacture, distribution or advertisement of look-alike substances
Voluntary manslaughter of an unborn child	Aggravated stalking	Calculated criminal drug conspiracy
Involuntary manslaughter	Threatening public officials	Street gang criminal drug conspiracy
Reckless homicide	Home invasion	Permitting unlawful use of a building
Concealment of a homicidal death	Vehicular invasion	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
Involuntary manslaughter of an unborn child	Drug induced infliction of great bodily harm	Using, engaging, or employing persons under 18 to deliver controlled, counterfeit, or look-alike substances
Reckless homicide of an unborn child	Criminal sexual assault	Delivery of controlled substances
Drug induced homicide [225 ILCS 10/4.2(b)]	Aggravated criminal sexual assault	Sale or delivery of drug paraphernalia
Kidnapping	Predatory criminal sexual assault of a child	Felony possession, sale, or exchange of instruments adapted for use of a controlled substance or cannabis by subcutaneous injection
Aggravated kidnapping	Criminal sexual abuse	Felony possession of a controlled substance [225 ILCS 10/4.2(b-1)]
Aggravated unlawful restraint	Aggravated sexual abuse	Any violation of the Methamphetamine Control and Community Protection Act [720 ILCS 646] [225 ILCS 10/4.2(b)]
Forcible detention	Aggravated criminal sexual abuse	Financial institution fraud under Section 17-10.6 of the Criminal Code of 2012;
Child abduction	Criminal transmission of HIV	Identity theft under Section 16-30 of the Criminal Code of 2012;
Aiding and abetting child abduction	Criminal abuse or neglect of an elderly or disabled person	Financial exploitation of an elderly person or a person with a disability under Section 17-56 of the Criminal Code of 2012;
Harboring a runaway [225 ILCS 10/4.2(b)]	Child abandonment	Computer tampering under Section 17-51 of the Criminal Code of 2012;
Indecent solicitation of a child	Endangering the life or health of a child	Aggravated computer tampering under Section 17-52 of the Criminal Code of 2012;
Indecent solicitation of an adult	Ritual mutilation	Computer fraud under Section 17-50 of the Criminal Code of 2012;
Solicitation to meet a child	Ritualized abuse of a child	Deceptive practices under Section 17-1 of the Criminal Code of 2012;
Public indecency	Felony aggravated assault	Forgery under Section 17-3 of the Criminal Code of 2012;
Sexual exploitation of a child	Vehicular endangerment	State benefits fraud under Section 17-6 of the Criminal Code of 2012;
Permitting sexual abuse of a child	Felony domestic battery	Mail fraud and wire fraud under Section 17-24 of the Criminal Code of 2012;
Custodial sexual misconduct	Aggravated battery	Theft under Section 16-1(1.1) through (11) of the Criminal Code of 2012. [225 ILCS 10.4.2(b-1.5)]
Presence within school zone by child sex offenders	Heinous battery	
Sexual predator and child sex offender	Aggravated battery with a firearm	
Sexual misconduct with a person with a disability	Aggravated battery of an unborn child	
Sexual relations within families	Aggravated battery of a senior citizen	
Prostitution	Intimidation	
Solicitation of a sexual act	Compelling organization membership of persons	
Promoting prostitution	Abuse and gross neglect of a long term care facility resident	
Promoting juvenile prostitution	Felony violation of an order of protection	
Patronizing a prostitute	Felony unlawful use of weapons	
Patronizing a minor engaged in prostitution	Reckless discharge of a firearm	
Obscenity	Unlawful use of metal piercing bullets	
Child pornography	Unlawful sale or delivery of firearms on the premises of any school	
Duty of commercial film and photographic print processors or computer technicians to report sexual depiction of children	Disarming a police officer	
Harmful material	Obstructing justice	
Tie-in sales of obscene publications to distributors	Concealing or aiding a fugitive	
Aggravated discharge of a firearm	Armed violence	
Posting of identifying or graphic information on a pornographic internet site or possessing graphic information with pornographic material	Felony contributing to the criminal delinquency of a juvenile	
Child photography by sex offender	Possession of more than 30 grams of cannabis	
Grooming	Manufacture of more than 10 grams of cannabis	
Traveling to meet a minor	Cannabis trafficking	
Heinous battery	Delivery of cannabis on school grounds	
Aggravated battery with a firearm	Unauthorized production of more than 5 cannabis sativa plants	

- **I certify, under penalty of perjury, that I am not more than 30 days delinquent in complying with a child support order.**
- **I understand that failure to so certify will result in delay of this license pending resolution of the delinquency**
- **I understand that making a false statement regarding my child support status may subject me to contempt of court.**
- **I, the undersigned hereby apply for a CWE license in accordance with Part 412 "Licensure of Direct Child Welfare Service Employees and Supervisors".**
- **I affirm that the information provided herein is true and complete.**
- **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.**
- **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.**
- **I understand that I must keep the Office of direct service Child Welfare Employee Licensing informed of changes to my name, address, and employer and that failure to do so could result in licensure action up to and including revocation.**

**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>(An official transcript must be sent to the address below directly from your school. Official transcripts will also be accepted electronically from your school to CWEL.Mailbox@illinois.gov)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. IF NEW POS EMPLOYEE: I HAVE COMPLETED the CFS 718-B WITH MY EMPLOYER. <i>(The CFS 718-B 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
5. I HAVE ATTACHED A COPY OF MY VALID DRIVERS LICENSE	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**SEND THIS COMPLETED FORM with the CFS 717-F and a copy of your state issued Driver's License to:**

**DCFS OFFICE OF CHILD WELFARE EMPLOYEE LICENSURE (CWEL)**  
406 E. Monroe Street Station # 122  
Springfield, IL 62701

For questions or additional information please call - (217)782-2851

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