ROOSEVELT UNIVERSITY
COLLEGE OF ARTS AND SCIENCES, DEPT OF PSYCHOLOGY
PsyD PROGRAM &
MA IN CLINICAL PROFESSIONAL & CLINICAL PSYCHOLOGY (COUNSELING PRACTICE) PROGRAMS

INSTRUCTIONS FOR LICENSURE (through ILDPR), CERTIFICATION OF EDUCATION [ED] FORM COMPLETION BY SCHOOL OFFICIAL:

Option 1:

Mail Certification of Education (ED) form along with a self-addressed stamped envelope (SASE) to:

Roosevelt University
430 S. Michigan Ave., Ste. GB-400N
Chicago, IL  60605-1394
Attn: Diana Zak

Please Note:
- Applicant’s portion of ED form must be fully completed in black ink.
- MA or PsyD degree conferred on transcript required.
- Return address on SASE should be legible and accurate.
- Receipt of ED form without SASE will delay or impact its return (i.e., illegible writing on form or address provided on form different than mailing address).
- Email dzak@roosevelt.edu and advise that the form is forthcoming by mail.
- No facsimiles or emailed scans of ED form accepted (forfeits original signature).

Option 2:

Contact dzak@roosevelt.edu to schedule direct pick-up at Gage Building (18 S. Michigan Avenue, Suite 400, Chicago, IL).

IMPORTANT:
- Graduates of College of Education, Counseling and Human Services Program please contact your respective college for assistance.
- Registrar’s Office does not complete the IDPFR Certification of Education [ED] form.
- Forms’ completion performed at Gage Building (Chicago Campus) only.
- Licensure forms outside of Illinois, please contact MA Program Director, Dr. Kyle Kittleson at kkittleson@roosevelt.edu or PsyD Director, Dr. Kimberly Dienes-Williams at kdienes@roosevelt.edu.