



**JB PRITZKER**  
GOVERNOR

# ILLINOIS DEPARTMENT OF LABOR



**JANE R. FLANAGAN**  
DIRECTOR

June 20, 2025

## **NOTICE: NEW NURSE AGENCY REQUIREMENTS EFFECTIVE APRIL 25, 2025**

Nurse Agency Administrators:

On April 25, 2025, the Illinois Department of Labor amended its rules (68 Ill. Admin Code 690) for the Nurse Agency Licensing Act (“the Act”) (225 ILCS 510/ et. seq.) All nurse agencies (“Agency” or “Agencies”) that employ, assign or refer nurses or certified nurse aides to a healthcare facility for a fee, as defined in the Act, will be subject to the following updated provisions.

### **Dispatch Notice**

- A nurse agency shall provide at the time of dispatch, to each nurse or certified nurse aide who is sent to work for a health care facility, a written notice that contains the following information:
  - a. the name of the nurse or certified nurse aide;
  - b. the name, address, and telephone number of the health care facility that the nurse or certified nurse aide is being dispatched to;
  - c. the name and title of the supervising health care facility employee to whom the nurse or certified nurse aide is expected to report;
  - d. the rate of pay offered; and
  - e. the hours that the nurse or certified nurse aide is expected to work.
- A sample dispatch notice is available on our website.

### **Wage Payment Notice**

- At the time of payment of wages, a nurse agency shall provide the following information on the nurse or certified nurse aide's paycheck or pay stub, or on a form approved by the Department:
  - a. the number of hours worked by the nurse or certified nurse aide at each health care facility each day during the pay period;
  - b. the rate of payment for each hour worked, including any premium rate or bonus; and
  - c. the total pay period earnings.
- A sample wage payment notice is available on our website.

Lincoln Tower Plaza  
524 South 2nd Street, Suite 400  
Springfield, Illinois 62701  
(217) 782-6206  
Fax: (217) 782-0596

Michael A Bilandic Building  
160 North LaSalle, Suite C-1300  
Chicago, Illinois 60601-3150  
(312) 793-2800  
Fax: (312) 793-5257

Regional Office Building  
2309 West Main Street, Suite 115  
Marion, Illinois 62959  
(618) 993-7090  
Fax: (618) 993-7258

## **Fee Schedule**

- The application must be accompanied by a \$1000.00 fee and a \$250.00 fee for each branch or other location in Illinois from which the nurse agency operates.
- The fee shall be paid using the State Treasurer's E-Pay program.
  - [New](#) Application
  - [Penalty](#) Application
  - [Renewal](#) Application

## **Contract Submission**

- A nurse agency shall submit to the Department all contracts within five (5) calendar days of the effective date of the contract.
- All contracts must conspicuously identify the name of the nurse agency and the name of the health care facility to which nurses or certified nurse aides are employed, assigned, or referred pursuant to the contract. The contract must include the effective date and termination date of the contract; if the contract has no termination date, it must include a clear statement of the time period covered by the contract term, including any auto-renewal date, which shall be considered an effective date. Contracts with auto-renewal provisions are deemed to begin a new contract term on the date of renewal.
- Contracts must be submitted electronically in PDF format through the Department's online portal at <https://webapps.illinois.gov/DOL/NALA/>

## **Covenants Not to Compete**

- Temporary Placements
  - Nurse agencies shall not enter into covenants not to compete with nurses or certified nurse aides if the nurse agency is employing, assigning, or referring the employee to a health care facility on a temporary basis. *"Temporary basis" means an initial employment, assignment, or referral term of an undefined duration or a duration of 24 continuous months or less exclusive of any extension.*
  - If a nurse or certified nurse aide and a nurse agency entered into a covenant not to compete on or after July 1, 2022, then the covenant is illegal and void if the nurse or certified nurse aide is employed, assigned, referred by a nurse agency to a health care facility on a temporary basis. [225 ILCS 510/14(g)]
- Long-term Placements
  - Nurse agencies may enter into covenants not to compete with nurses or certified nurse aides if the nurse agency is employing, assigning, or referring the employee to a health care facility on a long-term basis. *"Long-term basis" means the placement of a nurse or a certified nurse aide at a health care facility for an initial employment, assignment, or referral term of more than 24 continuous months by a nurse agency that incurs the following expenses to place the nurse or certified nurse aide at the health care facility: (i) educational material expenses, if required; (ii) expenses for credentialing, licensure, or certification; or (iii) expenses for airline travel, lodging, meals, and ground transportation provided to a nurse or certified nurse aide. "Long-term basis" does not include the placement of a nurse or*

*a certified nurse aide at a health care facility for an initial employment, assignment, or referral term of an undefined duration.*

- If a nurse or certified nurse aide and a nurse agency, on a long-term basis, entered into a covenant not to compete on or before December 31, 2027 and the covenant expires on or after January 1, 2028, the covenant shall remain in effect until its expiration date if the term of the covenant runs concurrently with the employment contract. [225 ILCS 510/14(g-5)]

### **Application Updates**

- Signature and stamp of a notary public on page 5 of the nurse agency license is no longer a requirement.
- Proof of Mantoux tuberculosis test and status is no longer a requirement for applicants.

### **Reporting Schedule Update**

Agencies will now be given 45 days to submit quarterly reports or the Statement of Exemption for each quarter.

Reporting Period	Due Date
March 1- May 31	July 15
June 1- August 31	October 15
September 1- November 30	January 15
December 1- February 28	April 15

### **Law and Administrative Code**

For a full text of the Administrative Code for the Nurse Agency Licensing Act, please visit:  
<https://www.ilga.gov/commission/jcar/admincode/068/06800690sections.html>

For the full text of the Nurse Agency Licensing Act please visit:  
<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1373>

Thank you for your attention to this matter. Please reach out to us with any questions.

Illinois Department of Labor - Fair Labor Standards Division  
Nurse Agency Licensing Unit  
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