

## ILLINOIS DEPARTMENT OF LABOR

JB PRITZKER
GOVERNOR

JANE R. FLANAGAN
DIRECTOR

January 9, 2025

ALL MEDICAL PERSONNEL, INC. 4000 HOLLYWOOD BLVD, SUITE 600N HOLLYWOOD, FL 33021

Dear Administrator:

Congratulations on your new nurse agency license! This document will transmit verification of your license to operate as a Nurse Agency as approved by the Illinois Department of Labor for the period, January 9, 2025, to January 8, 2026.

## Important Things To Know About Your New Nurse Agency License:

- \* Renewal applications and supportive documents must be submitted 90 days prior to the license expiration date.
- ❖ All nurse agencies must register and create a profile in the Nurse Agency Licensing Act (NALA) portal which can be found at https://webapps.illinois.gov/DOL/NALA/.
- Any new contracts between the nurse agency and health care facilities must be uploaded into the NALA Portal within (5) five business days of the effective date.
- Monthly invoices between the nurse agency and healthcare facilities must be uploaded into the NALA portal every 15<sup>th</sup> of the month.
- Quarterly reports for the nurse agency are due every (3) three months and must be submitted through the NALA portal.
- The nurse agency must maintain active Professional Liability, Aggregate, and Worker's Compensation coverage throughout the entire duration the nurse agency license is active.

Please feel free to call our office at (312) 793-1804 or email DOL.NurseAgency@Illinois.gov if additional questions arise concerning this license. For more information about the Nurse Agency Licensing Act, please visit https://labor.illinois.gov/laws-rules/fls/nurse-agency-licensing-act.html.

Copies of this letter may be used for informational purposes for prospective or current clients.

Sincerely,

Nurse Agency Licensing Illinois Department of Labor

