



# IDFPR

Illinois Department of  
Financial and Professional Regulation  
Division of Professional Regulation

# PROFESSIONAL ENGINEER

## FREQUENTLY ASKED QUESTIONS

This document was designed to assist potential candidates for enrollment as an Engineer Intern (EI) or licensure as a Professional Engineer (PE) in the State of Illinois by addressing the most common questions the Department receives. If your question is not listed here, please contact the Department's Technical Assistance line at 1.800.560.6420.

### STANDARD DEFINITIONS:

- **Professional Engineer or Structural Engineer:** Illinois licenses Professional Engineers (PE) and Structural Engineers (SE) separately. *A PE in Illinois cannot perform or offer Structural services and an SE cannot perform or offer Professional Engineering services.* For SE information and applications, visit the Structural Engineering Page of the Department's website.
- **Educational Requirement:** The educational requirements are based upon the Baccalaureate degree, not a post-graduate degree.
- **Approved Education:** The approved programs are EAC/ABET and CEAB Baccalaureate programs.
- **Non-Approved Education:** Applicants who did not graduate from an approved Baccalaureate program must submit an NCEES credential evaluation meeting the NCEES Engineering Education Standard.
- **Non-US citizen:** If you do not have a U.S. Social Security Number, contact the Department for the appropriate affidavit form.
- **Experience requirement:**  
To be enrolled as an Engineer Intern, all non-approved program graduates must submit four (4) years of acceptable professional (non-structural) engineering experience.  
For licensure as a PE, all domestic EAC/ABET graduates must submit four (4) years of acceptable professional (non-structural) engineering experience. All other applicants must submit a total of eight (8) years of acceptable professional (non-structural) engineering experience. If you are currently enrolled as an Engineer Intern in Illinois, you must submit an additional four (4) years of acceptable experience.
- The Illinois Professional Engineering Practice Act and Administrative Rules and application forms are available here: <https://idfpr.illinois.gov/profs/profengineer.html>

## QUICK LINKS

To better serve applicants and licensees, several important functions may be found on the Department website. A list of these services are below and on the next page to ensure a quick and accurate interaction with the Department. Additional answers to routine questions received follow afterwards.

**Apply for a license:** <https://idfpr.illinois.gov/newapplications.html>

**License Look-up:** <https://online-dfpr.micropact.com/lookup/licenselookup.aspx>

**Download a license:** <https://idfpr.illinois.gov/fpr-applications/getmylicense/loginprof.html>

**Request a license and/or exam certification/verification:**  
<https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/forms/dpr/cert-req-design-2022.pdf>

**Update your contact information:** <https://online-dfpr.micropact.com/>

**Review the Code Enforcement Manual:**  
<https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/forms/dpr/design-code-manual.pdf>

**Registration for a Professional Design Firm:**  
<https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/renewals/apply/forms/f1419lt.pdf>

**Add or remove services from your firm:**  
<https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/renewals/apply/forms/f2309.pdf>

**File a complaint:** <https://idfpr.illinois.gov/admin/complaints.html>

## EXAMINATIONS

**Question: Am I eligible to take the Fundamentals of Engineering (FE) Examination and/or the Principles and Practice of Engineering (PE) Examination in Illinois?**

**Answer:** Application to the Department is no longer required for exam approval. Candidates may register for the FE and/or PE exam at any time with NCEES at [www.NCEES.org](http://www.NCEES.org).

Once you have gained the required education, passed the applicable examination(s), and gained the applicable experience, submit your application to the Department for review by the Board.

**Question: I registered with NCEES to take an examination in Illinois but my MyNCEES dashboard says PENDING BOARD APPROVAL? Now what?**

**Answer:** This could be a result of two different situations.

- 1) If this is for the PE exam and you are an EAC/ABET graduate, to be approved, click VERIFY next to your education information and use the instructions in the right hand column for how to have official transcripts sent to NCEES to verify this education. Once verified by NCEES, your exam registration should be approved.
- 2) If this is for the PE exam and your MyNCEES dashboard does not show that you have passed the FE exam, you must contact the jurisdiction where you passed the exam and have an official exam certification completed and uploaded to your dashboard.

**Question: I recently passed the FE or PE Examination. Now what?**

**Answer:** Your exam certification will remain active on your NCEES Dashboard and can be used when you choose to apply for enrollment as an Engineer Intern or for Licensure.

## ENROLLMENT AS AN ENGINEER INTERN

**Question: Is enrollment as an EI required in Illinois?**

**Answer:** No. Enrollment is not a requirement of licensure in Illinois; however, many companies and design firms require it for employment or advancement opportunities.

**Question: I want to be enrolled as an Illinois Engineer Intern. Now what?**

**Answer:** To be enrolled as an Engineer Intern (EI), review the current requirements and application below.

Applicants with a U.S. SSN or TIN: [Online Application](#)

Applicants without a U.S. SSN or TIN: [Paper Application](#)

**Question: I am a non-approved program applicant and my NCEES evaluation shows that I have deficiencies, will the Illinois Board accept my evaluation with the deficiencies?**

**Answer:** No. Pursuant to Section 1380.220 of the Administrative Rules, to be accepted, you must satisfy the NCEES Engineering Education Standard.

## INITIAL (FIRST) LICENSE

**Question: I have passed both the FE and PE Examinations, but I am not licensed. Now what?**

**Answer:** To be licensed as a Professional Engineer, review the current requirements and application below.

Applicants with a U.S. SSN or TIN: [Online Application](#)

Applicants without a U.S. SSN or TIN: [Paper Application](#)

**Question: I have passed the PE Examination, but the FE exam was waived in another jurisdiction. Can I be licensed in Illinois?**

**Answer:** Illinois law requires passage of both the FE and PE examinations for an initial license.

**Question: I am a non-approved program applicant and my NCEES evaluation shows that I have deficiencies, will the Illinois Board accept my evaluation with the deficiencies?**

**Answer:** No. Pursuant to Section 1380.220 of the Administrative Rules, to be accepted, you must satisfy the NCEES Engineering Education Standard.

**Question: I am a non-approved program applicant and my NCEES evaluation shows that I meet the NCEES Engineering Education Standard. Does this mean that I only need four (4) years of experience to be licensed?**

**Answer:** No. Meeting the Engineering Education Standard does mean that you graduated from an approved program. Pursuant to Section 1380.230 of the Administrative Rules, as a graduate from a non-approved program, to be licensed, you must submit a total of eight (8) years of verified non-structural engineering experience.

**Question: I have an NCEES Record. May I submit my Record as supplemental documentation to the application in lieu of my transcripts, experience forms and exam certifications?**

**Answer:** Yes. We encourage all applicants to use the NCEES Record as it is a valuable resource to the applicant and may shorten the processing time of the application.

## ENDORSEMENT/COMITY/RECIPROCITY OF LICENSE

**Question: I am licensed as a Professional Engineer in another U.S. jurisdiction and want to be licensed in Illinois. Now what?**

**Answer:** Illinois offers individuals to be licensed by **endorsement**, provided they meet Illinois specific requirements. (Referenced in the Illinois PE Rules Section 1380.280).

Applicants with a U.S. SSN or TIN: [Online Application](#)

Applicants without a U.S. SSN or TIN: [Paper Application](#)

**Question: I have passed PE Examination, but the FE exam was waived in another jurisdiction. Can I be licensed in Illinois?**

**Answer:** Illinois law requires passage of both the FE and PE examinations for licensure; however, pursuant to Section 1380.280 of the PE Rules, a licensee applying by endorsement may submit a waiver request for review and consideration by the Board.

**Question: I am a non-approved program applicant and my NCEES evaluation shows that I have deficiencies, will the Illinois Board accept my evaluation with the deficiencies?**

**Answer:** No. Pursuant to Section 1380.220 of the Administrative Rules, to be accepted, you must satisfy the NCEES Engineering Education Standard.

**Question: I am a non-approved program applicant and my NCEES evaluation shows that I meet the NCEES Engineering Education Standard. Does this mean that I only need four (4) years of experience to be licensed?**

**Answer:** No. Meeting the Engineering Education Standard does mean that you graduated from an approved program. Pursuant to Section 1380.230 of the Administrative Rules, as a graduate from a non-approved program, to be licensed, you must submit a total of eight (8) years of verified non-structural engineering experience.

**Question: I have an NCEES Record. May I submit my Record as supplemental documentation to the application in lieu of my transcripts, experience forms and exam certifications?**

**Answer:** Yes. We encourage all applicants to use the NCEES Record as it is a valuable resource to the applicant and may shorten the processing time of the application.

# RESTORE AN INACTIVE OR EXPIRED LICENSE

**Question: My Illinois PE license is inactive or expired/not-renewed and I want to restore it to active status. Now what?**

**Answer:** Applicants for restoration of their Illinois Professional Engineering license must meet the requirements of Section 1380.270 of the Administrative Rules at the time of application. If your license has been expired for **less than five (5) years**, submit a written request to the Department and include the following:

- Name
- License Number
- Current Address
- Valid Email Address for department notifications, license download link and renewal notices.
- Proof (*in the form of certificates or other documents – a log will not suffice*) of completion of 30 PDHs within the last 24 months prior to your request to restore pursuant to Section 1380.325 of the Administrative Rules.
- Child Support Statement – must be listed as one of the following (required by Illinois law):
  1. Child Support does not apply to me.
  2. I am current with Child Support
  3. I am not current with Child Support.
- **Fee due:**

Inactive: A U.S. check in the amount of \$60, payable to IDFPR.  
Expired/Not-Renewed: A U.S. check totaling the amount of lapsed fees (\$60 renewal fee for each missed renewal period and a \$50 late fee), payable to IDFPR.

Send your request to:

Illinois Department of Financial and Professional Regulation  
Division of Professional Regulation  
3rd Floor/Licensure Maintenance Unit  
320 West Washington St.  
Springfield, IL 62786

## IMPORTANT:

If your license has been inactive or expired/not-renewed for over five (5) years, please email the license maintenance unit at: [FPR.LMU@Illinois.gov](mailto:FPR.LMU@Illinois.gov) for instructions and forms to restore your license.

# PROFESSIONAL DESIGN FIRM REGISTRATION

**Question: My Professional Design Firm is planning to do business in Illinois. Now what?**

**Answer:** Offering or performing work in Illinois without proper license and authorization is a violation of each Design Profession Act. All firms offering professional services (Architecture, Professional Engineering, Structural Engineering and/or Land Surveying) in Illinois must be licensed by this Department as a Professional Design Firm and must also be authorized by the Illinois Secretary of State (IL SOS) to transact business in Illinois.

You must have an individual who is licensed in Illinois who will be dedicated as a managing agent-in-charge for each profession that you wish to offer (Professional Engineering and Structural Engineering are licensed separately in Illinois and neither can offer the other's services). If offering Land Surveying, each office in Illinois must have a resident Land Surveyor, licensed in Illinois. If offering Architecture, each office in Illinois must have a resident Architect, licensed in Illinois. For an Architect, that individual must be a Director/Member/Partner and 2/3rds of the firm's collective total number of Director/Member/Partners must be a licensed design professional with one being a licensed Illinois Architect.

Please review the requirements and Professional Design Firm application forms here: [Design Firm Registration](#)

**Question: Our Professional Design Firm is authorized for multiple professions by the Department but a Managing Agent for one of the professions is no longer with the firm or failed to renew his/her license. Now what?**

**Answer:** The firm is required by law to notify the Department of any change in managing agent status within 10 business days and will need to appoint a new Managing Agent for the respective profession within 30 days after notifying the Department in order to continue offering services in Illinois.

Please review the requirements and change of managing agent form here: [Change of Managing Agent](#)

**Important Note:** If one profession of the firm's offering is not active, the entire firm license is automatically placed into INOPERABLE status. Offering or performing work in Illinois without an ACTIVE license is a violation of each Design Profession Act.

**Question: Our Professional Design Firm would like to add OR remove a profession from our current offering. Now what?**

**Answer:** Please use the instructions and form here: [Add/Remove a profession from your Design Firm](#)

**Question: Our Professional Design Firm is currently NOT-RENEWED. Now what?**

**Answer:** Please use the instructions and form here: [Professional Design Firm Reinstatement Request](#)