



STATE OF ILLINOIS

ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION FREQUENTLY ASKED QUESTIONS FOR: ARCHITECTURE

This document was designed to assist potential candidates for licensure as an Architect 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:

- **Educational Requirement:** Depending on the type of application, the accepted educational requirements are a National Architectural Accrediting Board (NAAB) accredited professional degree, Canadian Architectural Certification Board (CACB) accredited professional degree or an equivalent program verified via the National Council of Architectural Registration Boards (NCARB) Education Alternative program certification or Education Evaluation Services for Architects (EESA) program.
- **Non-US citizen:** If you do not have a U.S. Social Security Number, contact the Department for the appropriate affidavit form.
- **Foreign Applicants:** Must submit proof of passing the TOEFL-iBT (if applicable), pursuant to Section 1150.30 of the Administrative Rules.
- **The Illinois Architecture Practice Act and Administrative Rules and application forms are available here:** <http://www.idfpr.com/profs/Architect.asp>

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 to ensure a quick and accurate interaction with the Department. Additional answers to routine questions received follow afterwards.

Apply for a license: <https://www.idfpr.com/Apps/NewApplications.asp>

License Look-up: <https://ilesonline.idfpr.illinois.gov/DPR/Lookup/LicenseLookup.aspx>

Download a license: <https://www.idfpr.com/Applications/PrintMyLicense/select.asp>

Request a license and/or exam certification/verification: https://www.idfpr.com/Forms/Design_Req_cert.pdf

Update your contact information: <https://www.idfpr.com/applications/LicenseReprint/Verify.aspx>

License Renewal (during renewal window): <https://www.idfpr.com/Renewals/defaultSSL.asp>

Review the Code Enforcement Manual: http://www.idfpr.com/forms/DPR/Design_Code_Manual.pdf

Registration for a Professional Design Firm: <http://www.idfpr.com/Renewals/apply/forms/f1419lt.pdf>

Add or remove professional services from your firm: <https://www.idfpr.com/Renewals/Apply/Forms/F2309.pdf>

File a complaint: <https://www.idfpr.com/Admin/Complaints.asp>

ARCHITECT REGISTRATION EXAMINATION

Question: Am I eligible to take the Architect Registration Examination (ARE) in Illinois?

Answer: If you have an NAAB degree, CACB degree, NCARB Education Alternative program certification, or EESA equivalent, you may register with NCARB under the Illinois Direct Registration Program to take the ARE.

Question: I have a pre-professional degree. Am I eligible to take the ARE and/or be licensed in Illinois?

Answer: As of January 1, 2016, Illinois no longer accepts applications for initial licensure with a Pre-Professional Degree, pursuant to Section 1150.10 of the Administrative Rules.

If you have a Pre-Professional Degree, you have the following two options to become licensed in Illinois:

1. Return to school and acquire a NAAB accredited degree in Architecture. If you are licensed prior to the accredited degree, you would submit the application to the Department with the additional transcripts from the NAAB accredited program as your record from NCARB would still be a "Buff cover".
2. Become licensed in another jurisdiction and then acquire certification through the NCARB Education Alternative program which would change your NCARB record to a "Blue" or certificate record). Illinois will accept the certification from NCARB as you will have been determined to have met NCARB specific requirements.

Question: I failed a portion of the ARE and want to have the Board review the exam portion.

Answer: The Illinois Architecture Licensing Board does not allow for review of ARE examinations. Illinois abides by the ruling and outcomes provided by Prometrics and approved by NCARB.

INITIAL (FIRST) LICENSURE

Question: I have recently passed all portions of the ARE and have completed my AXP. Now what?

Answer: To be licensed, submit the current application for licensure as an Architect (available on the Department's website), the fee of \$100 payable to IDFPR, the required affidavit, any other supporting documents required if you are a foreign graduate and request your NCARB Record to be transmitted to the Illinois jurisdiction.

ENDORSEMENT/COMITY/RECIPROCITY OF LICENSE

Question: I am currently licensed as an Architect in another U.S. jurisdiction OR Canada and want to be licensed in Illinois. Now What?

Answer: You must meet the requirements for Illinois licensure at the time you were originally licensed, pursuant to Section 1150.60 of the Administrative Rules. To be licensed, submit the current application for licensure as an Architect by Endorsement (available on the Department's website), the fee of \$100 payable to IDFPR, the required affidavit, any other supporting documents required if you are a foreign graduate and request your NCARB Record to be transmitted to the Illinois jurisdiction (or the equivalent documents as shown in the application checklist).

RESTORE AN EXPIRED LICENSE

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

Answer: Applicants for restoration of their Illinois Architect license must meet the requirements of Section 1150.70 of the Administrative Rules at the time of application. If your license has been expired for less than three (3) years, submit a written request to the Department and include the below. Note, your request may take up to eight (8) weeks.

- Name
- License Number
- Current Address
- Valid Email Address for department notifications, license download link and renewal notices.
- A U.S. check totaling the amount of lapsed fees (current renewal fee for each missed renewal period and a \$50 late fee), payable to IDFPR.
- Proof of completing 24 CE's (including 16 HSW) within the last 24 months pursuant to Section 1150.105 of the Administrative Rules, prior to your request to restore. You must submit proof in the form of certificates or other documents (*an AIA log will suffice*).
- Child Support Statement – which can be one of the following (with your signature next to the statement):
 1. Child Support does not apply to me.
 2. I am current with Child Support
 3. I am not current with Child Support.

Send your request to:

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

IMPORTANT NOTICE: *If your Architect license has been expired/not-renewed for over three (3) years, contact the Department for instructions/forms to restore your license pursuant to Section 1150.70 of the Administrative Rules.*

RESTORE AN INACTIVE LICENSE

Question: My Illinois Architect license is inactive and I want to restore it to active status. Now what?

Answer: Applicants for restoration of their Illinois Architect license must meet the requirements of Section 1150.70 of the Administrative Rules at the time of application. If your license has been inactive for less than three (3) years, submit a written request to the Department and include the below. Note, your request may take up to eight (8) weeks.

- Name
- License Number
- Current Address
- Valid Email Address for department notifications, license download link and renewal notices.
- A U.S. check totaling the amount of the current renewal fee, payable to IDFPR.
- Proof of completing 24 CE's (including 16 HSW) within the last 24 months pursuant to Section 1150.105 of the Administrative Rules, prior to your request to restore. You must submit proof in the form of certificates or other documents (*an AIA log will suffice*).
- Child Support Statement – which can be one of the following (with your signature next to the statement):
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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 contact the Department at the below email address and request a change of managing agent form. Email: fpr.prfgroup02@illinois.gov

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](#)