



# STATE OF ILLINOIS

ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION

## FREQUENTLY ASKED QUESTIONS FOR: PROFESSIONAL ENGINEERING

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.
- **Separate Applications:** Examination registration applications submitted to Continental Testing Services (CTS) are not the same as applying for enrollment as an EI or PE Licensure. You must submit an application to the Department to be enrolled as an EI or for licensure as a PE.
- **Educational Requirement:** The educational requirements are based upon the Baccalaureate (BS) degree, not a post-graduate degree. The only approved programs are domestic EAC/ABET Baccalaureate programs. *All other programs:* Domestic non-approved graduates, Related Science curriculum and Foreign-Educated graduates must apply to the Department for Board approval, prior to taking any examination under the Illinois PE Act.
- **Engineering Technology Degree:** Pursuant to Section 1380.220 e) of the Administrative Rules, a BS Degree in Engineering Technology does not meet the educational requirements for licensure in Illinois. Your application will be denied.
- **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 an NCEES credential evaluation of your BS degree and submit proof of passing the TOEFL-iBT (if applicable).
- **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: <http://www.idfpr.com/profs/ProfEngineer.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 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://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](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](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>

## EXAMINATIONS

**Question: Am I eligible to take the Fundamentals of Engineering (FE) Examination in Illinois?**

**Answer:** If you are a graduate (or in your senior year) of an approved program (U.S. EAC/ABET) then you may register directly with both National Council of Examiners for Engineering and Surveying (NCEES) ([www.ncees.org](http://www.ncees.org)) and CTS ([www.continentaltestinginc.net](http://www.continentaltestinginc.net)) to take the FE exam. All other candidates must apply to the Department for Board approval to take the exam.

**Question: Am I eligible to take the Principles and Practice Examination (PE) Examination in Illinois?**

**Answer:** If you are a graduate of an approved BS program (U.S. EAC/ABET) then you may register directly with both NCEES and CTS to take the PE exam.

All other applicants must apply to the Department for Board approval to take the PE exam. These applicants must submit the current application to sit for the PE exam (available on the Department's website), the fee of \$100 payable to IDFPR, official transcript(s) showing the conferral date of your BS degree, and certification from the jurisdiction that you passed the FE exam. The certification must be submitted through your NCEES account or sent directly to the Department from the respective state board on their official certification form. The Department does not accept NCEES score reports as meeting the requirements for certification. *See [experience and foreign applicant requirements on page 1](#).*

**Question: I am approved to take an examination in Illinois and registered with NCEES for the exam, but my MyNCEES account says PENDING BOARD APPROVAL? Now what?**

**Answer:** To be fully registered, you must register with both NCEES and CTS to take the FE exam.

## ENROLLMENT AS AN ENGINEER INTERN

**Question: I recently passed the Fundamentals of Engineering (FE) Examination in Illinois. Now what?**

**Answer:** To be enrolled as an Engineer Intern, submit the current application to be enrolled as an Engineer Intern (available on the Department's website), the fee of \$20 payable to IDFPR and official transcript(s) showing the conferral date of your BS degree to the Department (unless the transcript(s) were submitted to the Department or CTS for approval to sit for the exam) and experience if required.

**Question: I passed the Fundamentals of Engineering (FE) Examination in a different Jurisdiction and would like to be an Engineer Intern in Illinois. Now what?**

**Answer:** To be enrolled as an Engineer Intern, you must submit the current application to be enrolled as an Engineer Intern (available on the Department's website), the fee of \$20 payable to IDFPR and official transcript(s) showing the conferral date of your BS degree, certification from the jurisdiction that you passed the FE exam in through your NCEES account and experience if required. The Department does not accept score reports from a candidate as meeting the requirements for certification. *See [experience and foreign applicant requirements on page 1](#).*

## INITIAL (FIRST) LICENSURE

**Question: I recently passed both the Fundamentals of Engineering (FE) Examination and the Principles and Practice Examination (PE) in Illinois. Now what?**

**Answer:** You must submit the current application for licensure as a Professional Engineer by Acceptance of Examination (available on the Department's website), the fee of \$100 payable to IDFPR, official transcript(s) showing the conferral date of your BS degree to the Department (unless the transcripts were submitted to CTS for PE exam approval) and the required experience on the VE-PNG form. See experience and foreign applicant requirements on page 1.

**Question: I recently passed the Principles and Practice Examination (PE) in Illinois, but I passed the Fundamentals of Engineering (FE) Examination in a different jurisdiction. Now what?**

**Answer:** To be licensed as a Professional Engineer in Illinois, you must submit the current application for licensure as a Professional Engineer by Acceptance of Examination (available on the Department's website), the fee of \$100 payable to IDFPR, official transcript(s) showing the conferral date of your BS degree to the Department (unless the transcripts were submitted to CTS for approval to sit for the PE exam), the required experience and certification from the jurisdiction that you passed the FE exam in through your NCEES account. The Department does not accept score reports from a candidate as meeting the requirements for certification. See experience and foreign applicant requirements on page 1.

**Question: I passed both the Fundamentals of Engineering (FE) and Principles and Practice (PE) Examinations in a different jurisdiction, but I am not licensed. Now what?**

**Answer:** Refer to the requirements in the question directly above.

## 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.**

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

### Requirements for PE licensure by Endorsement:

- Actively licensed as a PE in another U.S. state or territory
- Satisfy the educational requirements of Section 1380.210 for domestic EAC/ABET BS degree programs, or 1380.220 for all other BS programs.
- Pass the FE & PE Examinations
- Have the required years of experience based on your education
- See experience and foreign applicant requirements on page 1.

**In order to be licensed in Illinois as a PE by endorsement, you will need to submit the following:**

- An application and corresponding fee of \$100 to the Department.
- VE-PNG for your engineering experience
- Official transcripts showing conferral date for your BS degree and any other coursework or post-graduate degree you wish the Board to review.
- Exam certification/verification for the FE and PE examinations—Either via your MyNCEES account or on the CT-ENG form.
- License certification/verification for your original and current U.S. state of licensure.

*If you submit an NCEES Record, you **do not** need to submit any of the above referenced supporting documents as long as the information is contained in your NCEES Record. The Board may still require additional information if needed for clarification.*

## RESTORE AN EXPIRED LICENSE

**Question: My Illinois PE license is 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.
- A US check totaling the amount of lapsed fees (current renewal fee for each missed renewal period and a \$50 late fee), payable to IDFPR.
- 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 – 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

**If your PE license has been expired/not-renewed for over five (5) years, contact the Department for instructions and forms to restore your license.**

## RESTORE AN INACTIVE LICENSE

**Question: My Illinois PE license is currently in inactive status 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 inactive 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.
- A US check in the amount of the current renewal fee, payable to IDFPR.
- 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 – which can be one of the following (with your signature next to the statement):
  1. Child Support does not apply to me.
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  3. I am not current with Child Support.

Send your request to:

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**If your PE license has been inactive for over five (5) years, contact the Department 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 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 the firm must meet the 2/3rds requirements of the Act.

### Steps:

1. Submit the individual's applications for licensure for each profession.
2. At the same time as #1 above, submit an application to the Illinois Secretary of State for the Authority to Transact Business in Illinois. The following is a link to the SOS website: <http://www.cyberdriveillinois.com/>. All foreign (non-domestic to Illinois) firms must have a resident financial agent to handle the paperwork (SOS can recommend some services that offer resident financial agents – not to be confused with the managing agent-in-charge of professional services). The purpose clause(s) MUST meet the following criteria: One for each profession that your firm will be offering and all requirements of that particular Act and Administrative Rules. *Samples below.*
3. Once the individual(s) are licensed, submit the Professional Design Firm application ([Design Firm Registration](#)) with the filed papers from the Illinois SOS, the resolution of the Board/Members/Partners designating the managing agent(s), copies of the Illinois license and seal and signature, and the fee.
4. Board Resolutions (one for each profession) from the Directors/Members/Partners, stating that the individual (with license number) is designated as the managing agent. For the Architect, it must also state that the individual is a Director/Member/Partner of the Firm which must meet the 2/3rds requirement of the Architecture Act. For Architects, a listing of the Directors/Members/Partners and their active license number (either in Illinois or in another jurisdiction) of each individual. *Sample below.*

### Sample Purpose Clauses:

1. To practice Land Surveying; provided that the managing agent in charge of the land surveying activities in Illinois is a Licensed Land Surveyor, licensed pursuant to the Illinois Land Surveying Practice Act.
2. To practice Professional Engineering: provided that the managing agent in charge of the professional engineering activities in this State is a registered professional engineer, licensed pursuant to the Illinois Professional Engineering Practice Act.
3. To practice Structural Engineering: provided that the managing agent in charge of the structural engineering activities in this State is a registered structural engineer, licensed pursuant to the Illinois Structural Engineering Practice Act.
4. To practice Architecture: provided that 2/3rds of the (Board of Directors/Members/Partners) are licensed design professionals and the managing agent in charge of the architectural activities in this State is a (Director/Member/Partner) and is a registered architect, licensed pursuant to the Illinois Architecture Practice Act.

### Sample Board Resolution Reference:

If the firm's practice includes architecture, the design professional designated as the managing agent for architecture must be a member of the board of directors, full partner, or member of LLC or LLP.

The corporate resolution should include the managing agents Member/Director/Partner information as well.

The corporate resolution must be an original.

A written statement must be made for each managing agent/profession.

### RESOLUTION

***The (Board of Directors/Members/Partners) of (Name of Firm), designates (Name of design professional) who is licensed in Illinois as a (Profession), (License number)(Member of the Board of Directors/Members/Partners – for architects ONLY), and a full time employee, as the managing agent in charge of all the (Profession) activities in Illinois.***

\_\_\_\_\_ (DATE) \_\_\_\_\_ (DATE) \_\_\_\_\_ (DATE)

**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](mailto: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](#)