Qualifications and Online Application for:

Engineer Intern Enrollment
Professional Engineer License

Last updated: 4/2022
The Division of Professional Regulation hopes that you will find the below information useful in successfully applying for exam approval or licensure in the State of Illinois.

Carefully review this information as it will assist you in applying and eliminate processing delays.

READ ME FIRST

- **DO NOT COMPLETE THIS APPLICATION**, if you wish to apply for licensure as a Structural Engineer or sit for any examination under the Structural Engineering Act. Illinois licenses Professional Engineers (PE) and Structural Engineers (SE) separately. Review and apply for the SE profession here: [https://www.idfpr.illinois.gov/profs/se.asp](https://www.idfpr.illinois.gov/profs/se.asp)

- If submitting an NCEES Record/Evaluation as part of your application, when prompted to upload documents, simply upload a document stating “See NCEES Record/Evaluation.”

- **A U.S. Social Security Number (SSN) is required to apply online.** If you do not have an SSN, you must apply using the paper application available here: [https://www.idfpr.illinois.gov/profs/ProfEngineer.asp](https://www.idfpr.illinois.gov/profs/ProfEngineer.asp)

- We recommend that you review the Education, Examination and Experience requirements prior to applying, which can be found at: [https://www.idfpr.illinois.gov/profs/ProfEngineer.asp](https://www.idfpr.illinois.gov/profs/ProfEngineer.asp)

- An application is active for three years from the date of receipt by the Department.

- Before contacting the Department; please review our FAQ's ([http://www.idfpr.illinois.gov/About/FAQ.asp](http://www.idfpr.illinois.gov/About/FAQ.asp)) for answers to most questions. If not addressed in our FAQ’s, please email us at FPR.DesignUnit@Illinois.gov

PROFESSIONAL DESIGN FIRM REQUIREMENT

- Any company that offers professional services in Illinois must be registered as a Professional Design Firm (PDF) with this Department. Professional services include: Architecture, Professional Engineering, Structural Engineering, and/or Land Surveying. **Offering services without a PDF registration is a violation of each of the four design profession Acts and subject to discipline by the Department.**

- Applicants are encouraged to advise a company principal of this requirement. You may review the requirements and apply here: [Application for Professional Design Firm](https://www.idfpr.illinois.gov/profs/ProfDesignFirm.asp)

EXAM APPROVAL PROCEDURES

If you are applying for approval to sit for an exam, please review the information below for the correct option that corresponds with your specific education.

1) If you graduated from an approved U.S. EAC/ABET engineering program (or you are in your senior year of college in said program—for the FE exam only), **YOU NEED NOT APPLY TO THE DEPARTMENT FOR EXAM APPROVAL.** You may apply directly with the exam creator, NCEES (www.ncees.org) to sit for the FE and/or PE examination.

2) If you graduated from one of the alternately accepted educational programs, you **must** apply to the Department for the Board to review your education to verify that it meets Illinois specific requirements and receive approval to sit for the FE and/or PE examination.
EDUCATION:
There are three (3) types of Baccalaureate degrees that are accepted under the Professional Engineering Practice Act. Note, the educational requirement is based upon a Baccalaureate degree, not a post-graduate degree. One of the below must be met.

• Baccalaureate degree from an approved U.S. EAC/ABET program. (Section 1380.210 of the Admin. Rules).
• Baccalaureate degree from a non-approved engineering program. (Section 1380.220 b) 1) of the Admin. Rules).
• Baccalaureate degree from a related science curriculum. (Section 1380.220 b) 2) of the Admin. Rules).

Education requirements for foreign educated applicants:

• NCEES Credential Evaluation.
  If the Baccalaureate degree was earned outside the United States, a course-by-course evaluation of the baccalaureate degree by NCEES is required, pursuant to Sections 1380.240, 1380.250 and 1380.280 of the Administrative Rules. The educational courses must meet Illinois specific requirements, which may differ from the NCEES standard. Here is the link to start the process: http://ncees.org/credentials-evaluations/ This is not applicable if the baccalaureate degree is accredited by the Canadian Engineering Accreditation Board.

• TOEFL-iBT Exam.
  If the baccalaureate courses were not taught in English; as shown on the NCEES evaluation, the applicant is required to provide proof of passage of the TOEFL-iBT, pursuant to Sections 1380.240, 1380.250 and 1380.280 of the Administrative Rules. Here is the link to take the TOEFL exam: http://www.ets.org This exam is waived if you have a Post-Graduate Degree in Engineering from an accredited U.S. University.

EXAMINATION:
Pursuant to Section 1380.260 of the Administrative Rules, there are two examinations administered and accepted for the PE profession:

• For enrollment as an Engineer Intern: NCEES - FE Examination
• For licensure as a Professional Engineer: NCEES - FE & PE Examinations

EXPERIENCE:
Review Section 1380.230 of the Administrative Rules for acceptable experience.

Engineer Intern Enrollment:

• Four (4) years of professional (non-structural) engineering experience is required for all non-approved engineering & related science program graduates.

Professional Engineer License:

• Four (4) years of professional (non-structural) engineering experience is required for approved program graduates.
• Eight (8) years of professional (non-structural) engineering experience is required for all non-approved engineering & related science program graduates. If you are currently enrolled as an Illinois EI, only four (4) years of additional professional (non-structural) engineering experience is required.
NCEES Record holders:
Request your Record be sent to the Illinois Board PRIOR to applying for your license as it may take NCEES up to four weeks to transmit your Record.

Step I - Create an Online account here: [https://online-dfpr.micropact.com/](https://online-dfpr.micropact.com/)

- Select “Register” from the “Access Your Account” section.

- If you have NOT previously applied - On the Account Matching page select ‘No’ and click ‘Next.’
  
  If you are a previous applicant or an existing licensee of another profession, please refer to the account creation guide for returning applicants in the online portal.

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Once you have created your account, you will need to set up your security questions.

You will also need to verify your email address. An email will be sent to you for you to open and verify the email address (check your spam folder).

When your account is set up, you are then ready to apply for licensure. Note, this will be the same account you will use to request a license/exam certification to be sent to NCEES or another U.S. Jurisdiction or if you apply for licensure in another profession.
Step 2 - Apply.

- From your account “Home” page, click on the “Create/Continue Application” option.

- Select “PROFESSIONAL ENGINEER BOARD” and click on “START” for the option you desire: “ENROLLED PROFESSIONAL ENGINEER INTERN” OR “LICENSED PROFESSIONAL ENGINEER.”

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<th>Board</th>
<th>License</th>
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<tr>
<td>State Board of Professional Engineers</td>
<td>ENROLLED PROFESSIONAL ENGINEER INTERN</td>
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⇒ Exam approval applicants: Review the supporting documents below. You must submit the required transcripts or NCEES Evaluation for Board review and approval of your educational courses.

⇒ EI enrollment applicants: Review the supporting documents below. In addition to the transcripts/evaluation noted above, you must submit the FE exam certification and the required four years of experience - if not an EAC/ABET B.S. graduate.

⇒ License applicants: You will need to select either Acceptance of Exam (initial) or Endorsement of License.
  * Initial license applicants must submit the VE-PNG form for experience even if submitting an NCEES Record as the NCEES Record is not specific in terms of the 24 months in Primary Responsibility requirement in Illinois.

Supporting Documents: If not submitting an NCEES Record, the below items must submitted.

OFFICIAL TRANSCRIPTS:

⇒ Applicants who graduated from a U.S. or Canadian University must submit official conferred transcripts for any degree you wish to claim. Have your University use their respective electronic service to send the transcript directly to the Department at: FPR.DesignUnit@illinois.gov

⇒ Foreign graduates need not submit additional copies of their foreign transcripts as they should be included with the NCEES Credential Evaluation submitted to the Department for Board review of your education.

⇒ If you are currently enrolled as an Illinois Engineer Intern (EI), a B.S. transcript is not required for license application as you have met the educational requirement. Simply include a copy of your EI certificate with your application.

EXAM/LICENSE CERTIFICATION:

⇒ An official exam certification/verification must be sent to the Illinois PE Board through your MyNCEES account OR via email to FPR.DesignUnit@illinois.gov if the state you passed the exam from does not use the NCEES system. Note: An NCEES score report is not acceptable.

⇒ If you are currently licensed, an official certification of licensure from the original state and current state you are licensed in must be sent to the Illinois PE Board through your MyNCEES account OR via email to FPR.DesignUnit@illinois.gov if the state you are licensed in does not use the NCEES system.
VERIFICATION OF EMPLOYMENT / EXPERIENCE - VE-PNG FORM:

⇒ Acceptable experience may be found in Section four (o) of the PE Act. All experience must be gained under the supervision of a licensed professional (non-structural) engineer or someone who is legally practicing professional engineering by means of one of the exemptions listed in Section three (e) of the Act. If an exemption is being claimed, a letter citing the specific exemption must be submitted with the experience.

⇒ A separate form for each supervisor/place of employment must be completed by the supervisor and emailed directly to FPR.DesignUnit@illinois.gov

⇒ If you are currently licensed in the U.S. and not submitting an NCEES Record, the Board allows for self-verification of professional (non-structural) engineering experience under the applicant’s own license. Complete the VE-PNG form as your own supervisor from the date of your initial licensure date.

Step 3 - Wait.

- You can track the status using the “License Application Status” feature in your Online account.

- Please allow four business weeks from applying before making an inquiry concerning its status.

- Once your application and NCEES Record/support documents have been received and verified, they will be presented to the Board for review.

- If additional items are needed, you should receive an email notification of the outstanding item(s) needed to complete the requirements and approve you to sit for examinations OR issue your license.

- Upon satisfying the applicable requirements, your application will be approved and you will receive an email to approve you to sit for examinations or your license will be issued—depending on your application type.

- If you were approved to sit for an exam, upon passage of said exam, you will need to submit an exam verification to the Department to update your application. Please email it to: FPR.DesignUnit@illinois.gov

IMPORTANT INFORMATION ONCE LICENSED

- You will receive an email from the Department with a link to download your license.

- All Professional Engineer licenses expire on November 30th of odd-numbered years, regardless of issuance date.

- It is your responsibility to update your contact information including email address with the Department to ensure that you receive all courtesy renewal email reminders and other notifications.

- We highly recommend that you review the Code Enforcement Manual as it will provide a sample of what your Illinois license seal/stamp should look like and other useful information regarding your profession.