Qualifications and Online Application for:

Structural Engineer Intern Structural 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 Professional Engineer or sit for any examination under the Professional Engineering Act. Illinois licenses Professional Engineers (PE) and Structural Engineers (SE) separately. Review and download a PE application here: [https://www.idfpr.illinois.gov/profs/ProfEngineer.asp](https://www.idfpr.illinois.gov/profs/ProfEngineer.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: [www.idfpr.illinois.gov/profs/se.asp](http://www.idfpr.illinois.gov/profs/se.asp)

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

**EXAM APPROVAL PROCEDURES**

Exam approval for the Structural Engineer profession is a two-step process:

1) Register with NCEES ([www.ncees.org](http://www.ncees.org)) for the FE and/or SE examination.

2) Submit your application to the Department for the Board to review your education and/or experience and verify that it meets Illinois specific requirements. Once approved by the Board to sit for the applicable exam(s), you will receive an exam approval letter and your exam registration will be approved with NCEES.
EDUCATION:

There are two (2) types of Baccalaureate degrees that are accepted under the Structural Engineering Practice Act. Note, the educational requirement is based upon a Baccalaureate degree, not a post-graduate degree.

1) **Baccalaureate degree in Engineering with 18 hours of SE coursework - Approved Program.** (Section 1480.110 of the Administrative Rules).

2) **Baccalaureate degree from an EAC/ABET engineering program or a related science curriculum.** (Section 1480.120 of the Administrative Rules).

Acceptable coursework to satisfy the 18 hour requirement includes, but is not limited to:

- Structural analysis courses such as determinate and indeterminate structures and stability; and
- A minimum of 9 semester hours are required in structural design courses that may include structural steel, reinforced concrete, prestressed concrete, foundation, masonry and wood engineering.
- Courses such as mechanics (statics and dynamics), mechanics of materials, properties of materials, and soil mechanics **shall not** be included in the minimum 18 semester hours.
- If you have a senior project course and functioned as the structural engineer on the project, include a course description for the course and a summary of your specific role on the project for Board review and possible acceptance.

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 Section 1480.135 & 1480.140 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/](http://ncees.org/credentials-evaluations/)

- **TOEFL-iBT Exam.** If your Baccalaureate courses were not taught in English; as indicated on your NCEES evaluation, you are required to provide proof of passage of the TOEFL-iBT, pursuant to Section 1480.135 & 1480.140 of the Administrative Rules. Here is the link to take the TOEFL exam: [http://www.ets.org](http://www.ets.org) This exam is waived if you have a Post-Graduate Degree in Structural Engineering from an accredited U.S. University.

EXAMINATION:

Pursuant to Section 1480.150 of the Administrative Rules, there are two examinations that are currently administered and accepted for the Structural Engineer profession:

- **For enrollment as an Structural Engineer Intern:** NCEES - FE Examination
- **For licensure as a Structural Engineer:** NCEES - 16-hour SE Examination *(The SE I and SE II exams are accepted if both were taken prior to 2011)*

EXPERIENCE:

Review Section 1480.130 of the Administrative Rules for acceptable experience requirements.

Structural Engineer License:

- Four (4) years of structural engineering experience is required for approved program graduates.
- Eight (8) years of structural engineering experience is required for all non-approved program graduates.
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/

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

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<table>
<thead>
<tr>
<th>Secret Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: In what city did you meet your spouse/significant other?</td>
<td>Springfield</td>
</tr>
<tr>
<td>2: In what city does your nearest sibling live?</td>
<td>Evanston</td>
</tr>
<tr>
<td>3: In what city or town was your first job?</td>
<td>Peoria</td>
</tr>
</tbody>
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• 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).

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IDFPR

User Account

Thank you for creating a new account.
You have been sent a confirmation email.
You must click on the link in the email
to activate your account and log into the system.

⚠️ There is currently 1 issue with your account.
Please resolve it before going further.

Your email address has not been verified. If you have not yet received an email to do this, please follow the instructions below.

User ID: Jane_Doe
Email: test@illinois.gov

Please verify your account:
1. You have been sent a verification email by the system to the address listed above.
2. Click the link provided in the email to verify your account.

If you have not received a verification email:
1. Check your SPAM filter for the verification email.
2. If you are still not able to find the verification email, click the Generate E-mail button below and a new email will be sent.

Please note the following:
• Emails at time take up to 10 minutes to send.
• After you click the Generate E-mail button all other verification emails will be invalid, so be sure to click the most recent link.
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• 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 “STRUCTURAL ENGINEERING BOARD” and click on “START” for the option you desire: “LICENSED STRUCTURAL ENGINEER” OR “ENROLLED STRUCTURAL ENGINEERING INTERN.”

<table>
<thead>
<tr>
<th>Structural Engineering Board</th>
<th>License</th>
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<tr>
<td>Start Structural Engineering Board</td>
<td>LICENSED STRUCTURAL ENGINEER</td>
</tr>
<tr>
<td>Start Structural Engineering Board</td>
<td>ENROLLED STRUCTURAL ENGINEERING INTERN</td>
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⇒ **All 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.

16-hour SE Exam applicants: If your application is not received by the date below, we will do our best to ensure the Board can review your application; however, we cannot guarantee it will be reviewed prior to the exam registration deadline.

- **November 15th** for the APRIL Examination and **May 15th** for the OCTOBER Examination.

⇒ **License applicants:** You will need to select either Acceptance of Exam (initial) or Endorsement of License.

  * Initial license applicants must submit the VE-SEG form for experience even if submitting an NCEES Record as the NCEES Record is not specific in terms of the 24 months of Responsible Charge 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 Structural Engineer Intern (SEI), a B.S. transcript is not required for license application as you have met the educational requirement. Simply include a copy of your SEI certificate with your application.

**EXAM/LICENSE CERTIFICATION:**

⇒ An official exam certification/verification must be sent to the Illinois SE 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 SE 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-SEG FORM:

Acceptable experience may be found in Section five of the SE Act. All experience must be gained under the supervision of a licensed Structural Engineer (or PE practicing structural if outside Illinois).

- 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 structural engineering experience under the applicant’s own license. Complete the VE-SEG 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 complete your application and issue your license. 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 Structural Engineer licenses expire on November 30th of even-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. You may access the manual here: https://www.idfpr.illinois.gov/forms/DPR/Design_Code_Manual.pdf