



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Professional Regulation

idpfr.illinois.gov

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Design Profession Educational Deficiency Notice

If upon review of your application, the Board determined that you are deficient in the required course curriculum necessary to meet the educational requirements, you have two options to satisfy these requirements:

1) Board re-review of education.

If you believe that you have course(s) within your education that should satisfy the requirement, you may submit a letter to the Department requesting board review of the course(s).

- a. You must submit the course name and description for each course that you are requesting re-review for.
- b. Your application will be re-reviewed at the next available Board meeting for the requested course(s) to determine if the course is acceptable.

2) Complete additional coursework.

You may select a local community college or university and research the available course(s) that you believe should satisfy the requirement.

Once you have selected the appropriate course(s), submit an email to FPR.DesignUnit@Illinois.gov and request that a board member review the course(s) for acceptability.

- a. You must submit the course name and link to the course description for each course that you are requesting review for.
- b. The course cannot duplicate a course that you have previously taken or received credit for by the Board.
- c. Once reviewed by the Board and accepted, you may enroll and complete the course(s) and submit an official transcript to the Department for inclusion with your application.
- d. **IMPORTANT: Any course taken without prior approval of the Board will not be accepted.**