



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Professional Regulation

ARCHITECTURE

FREQUENTLY ASKED QUESTIONS

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.illinois.gov/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: <http://www.idfpr.illinois.gov/profs/Architect.asp>

License Look-up: <https://online-dfpr.micropact.com/lookup/licenselookup.aspx>

Download a license: <https://idfpr.illinois.gov/Applications/GetMyLicense/select.asp>

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

Update your contact information: <https://online-dfpr.micropact.com/>

License Renewal (during renewal window): <https://online-dfpr.micropact.com/>

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

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

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

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

ARCHITECT REGISTRATION EXAMINATION

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

Answer: If you are enrolled in an NCARB IPAL Program, or have an NAAB degree, CACB degree, NCARB Foreign Architect Program, 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: 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 the test administrator/proctor 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, you may apply for the 001 – Architect license online here:

<https://online-dfpr.micropact.com/>

As you are submitting an NCARB Record as supplemental documentation to the license application, when prompted to upload documents (CT-ARC, VE-ARC, Transcripts, etc.) during the application process, simply upload a document stating See NCARB Record.

Once your application and NCARB Record are both received and reviewed, your license will be issued unless an issue arises during the application review, in such case you should receive an email notice to correct the outstanding issue.

ENDORSEMENT/COMITY/RECIPROcity OF LICENSE

Question: I am currently licensed as an Architect in another U.S. jurisdiction 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, you may apply for the 001 – Architect license online here: <https://online-dfpr.micropact.com/>

If you are submitting an NCARB Record as supplemental documentation to the license application, when prompted to upload documents (CT-ARC, VE-ARC, Transcripts, etc.) during the application process, simply upload a document stating See NCARB Record.

Once your application and NCARB Record (or corresponding support documents needed) are received and reviewed, your license will be issued unless an issue arises during the application review, in such case you should receive an email notice to correct the outstanding issue.

Question: Does the Illinois jurisdiction accept applications through an NCARB Mutual Recognition Agreement (MRA)?

Answer: Yes. The Illinois jurisdiction will accept an NCARB MRA from Canada, Mexico, New Zealand, Australia and the United Kingdom (when it is officially ratified in 2023).

To be licensed, you may apply for the 001 – Architect license online here: <https://online-dfpr.micropact.com/>

As you will be submitting an NCARB Record as supplemental documentation to the license application, when prompted to upload documents (CT-ARC, VE-ARC, Transcripts, etc.) during the application process, simply upload a document stating See NCARB Record. Once your application and NCARB Record are received and reviewed, your license will be issued unless an issue arises during the application review, in such case you should receive an email notice to correct the outstanding issue.

RESTORE AN INACTIVE OR 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 five (5) years, submit a written request to the Department and include the below. Note, your request may take at least eight (8) weeks to be processed.

- Name, Current Mailing Address, your License Number and a Valid Email Address
- Proof of completing 24 CE's (including 16 HSW) within the last 24 months prior to your request to restore 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.
- **Fee due:**
 - Inactive: A U.S. check in the amount of \$60, payable to IDFPFR.
 - Expired/Not-Renewed: A U.S. check totaling the amount of lapsed fees (\$60 renewal fee for each missed renewal period and a \$50 late fee), payable to IDFPFR.

Send your request to: IDFPFR, 320 West Washington St. 3rd Floor/Licensure Maintenance Unit Springfield, IL 62786

IMPORTANT:

If your license has been inactive or expired/not-renewed for over five (5) years, please email the license maintenance unit at: FPR.LMU@Illinois.gov 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 (IL SOS) 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 2/3rds of the firm's collective total number of Director/Member/Partners must be a licensed design professional with one being a licensed Illinois Architect.

Please review the requirements and Professional Design Firm application forms here: [Design Firm Registration](#)

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 review the requirements and change of managing agent form here: [Change of Managing Agent](#)

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](#)

Question: Our Professional Design Firm is currently NOT-RENEWED.

Now what?

Answer: Please use the instructions and form here: [Professional Design Firm Reinstatement Request](#)