



This document was designed to assist potential candidates for enrollment as a Surveyor Intern (SI) or licensure as a Professional Land Surveyor (PLS) 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.

The Illinois PLS Act and Administrative Rules and application forms are available here:

<https://idfpr.illinois.gov/profs/landsurv.html>

EXAMINATIONS

Question: Am I eligible to take the Fundamentals of Engineering (FS) Examination and/or the Principles and Practice of Surveying (PS) Examination in Illinois?

Answer: Application to the Department is no longer required for exam approval. Candidates may register for the FS and/or PS exam at any time with NCEES at www.NCEES.org.

Question: I registered with NCEES to take an examination in Illinois but my MyNCEES dashboard says pending Board approval? Now what?

Answer: This could be a result of two different situations.

1. If this is for the PS exam, to be approved, click VERIFY next to your education information and use the instructions in the right-hand column for how to have official transcripts sent to NCEES to verify this education. Once verified by NCEES, your exam registration should be approved.
2. If this is for the PS exam and your MyNCEES dashboard does not show that you have passed the FS exam, you must contact the jurisdiction where you passed the exam and have an official exam certification completed and uploaded to your dashboard.

Question: Am I eligible to take the Illinois Jurisdictional (IJ) examinations in Illinois to become licensed as a PLS?

Answer: Application to the Department is no longer required for exam approval. Candidates may register for the IJ exam at any time with CTS at the link below.

IJ exam registration: <https://www.continentaltesting.net/Profession/Index/8>

Question: I recently passed an examination. Now what?

Answer: Your exam certification will remain active on your NCEES Dashboard and can be used when you choose to apply for enrollment as an Engineer Intern or for Licensure. After passing the IJ exam, you should receive a score report from CTS in the mail. When you are applying for your license, you will need to include a copy of that score report with the application.

ENROLLMENT AS A SURVEYOR INTERN

Question: Is enrollment as a Surveyor Intern (SI) required in Illinois?

Answer: No. Enrollment is not a requirement of licensure in Illinois; however, many companies and design firms require it for employment or advancement opportunities.

Question: I want to be enrolled as an SI. Now what?

Answer: To be enrolled, review the current requirements and application below.

- [Land Surveyor Intern Requirements for Enrollment](#)
- [Land Surveyor Intern Application](#)

Question: I took and passed the FS exam in another jurisdiction; will the Illinois Board accept my exam certification for enrollment?

Answer: Yes. Illinois would accept a passing FS exam certification for use with your SI application.

INITIAL (FIRST) LICENSE

Question: I have passed the FS, PS and IJ Examinations, but I am not licensed. Now what?

Answer: To be licensed as a Professional Land Surveyor, review the current requirements and application below.

- [Professional Land Surveyor License Requirements for License](#)
- [Professional Land Surveyor License Online Application](#)

Question: I have passed the PS and IJ Examinations, but the FS exam was waived in another jurisdiction. Can I be licensed in Illinois?

Answer: Illinois law requires passage of all examinations for an initial license.

Question: I have an NCEES Record. May I submit my Record as supplemental documentation to the application in lieu of my transcripts, experience forms and exam certifications?

Answer: Yes. We encourage all applicants to use the NCEES Record as it is a valuable resource to the applicant and may shorten the processing time of the application.

ENDORSEMENT OF LICENSE

Question: I am licensed as a PLS in another U.S. jurisdiction and want to be licensed in Illinois. Now what?

Answer: Illinois offers individuals to be licensed by **endorsement**, provided they meet Illinois specific requirements. (Referenced in the Illinois SE Rules Section 1270.30). Once your application and supporting documents 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.

- [Professional Land Surveyor License Requirements for License](#)
- [Professional Land Surveyor License Online Application](#)

Question: I have an NCEES Record. May I submit my Record as supplemental documentation to the application in lieu of my transcripts, experience forms and exam certifications?

Answer: Yes. We encourage all applicants to use the NCEES Record as it is a valuable resource to the applicant and may shorten the processing time of the application.

RESTORE AN INACTIVE OR EXPIRED LICENSE

Question: My Illinois license is expired/not-renewed and I want to restore it to active status. Now what?

Answer: Applicants for restoration of their Illinois license must meet the requirements of Section 1270.40 of the Administrative Rules at the time of application.

- 1) If your license has been expired for less than five (5) years, contact our license maintenance unit for assistance with reinstating your license – FPR.LMU@Illinois.gov
- 2) If your license has been inactive or expired/not-renewed for over five (5) years, please review the requirements here: <https://idfpr.illinois.gov/dpr/license-renewal-info.html>

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.

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](#)