



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Professional Regulation

DESIGN PROFESSIONS:

REQUEST FOR EXAM/LICENSE CERTIFICATION

This information is applicable only for the below professions:

- Architect
- Registered Interior Designer
- Registered Landscape Architect
- Land Surveyor
- Professional Engineer
- Structural Engineer

To make your request, log into or create an account on the Online Portal: <https://online-dfpr.micropact.com/>

You may need to set up your account security questions and verify your email address before you can start your request. Once you are logged into your account, from the main page, scroll down to the “**More Online Services**” section and choose the “**Certification of Licensure**” option.

IMPORTANT INFORMATION:

- The online certification process is used by over 150 professions regulated by the Department. Design profession certifications are processed in a unique way that is not specifically mentioned on the website. **Use the below when completing your request.**
- There is a \$25 fee required for each license certification requested.
- All certifications will be sent electronically unless a jurisdiction does not accept electronic submissions.
- For questions, please contact the Department at 1-800-560-6420.
- Each certification will include your name, license/registration number, current license/registration status, license/registration issuance and expiration date, method of licensure/registration and any disciplinary information.
- **Requesting a certification to be sent to another U.S. jurisdiction:** Enter the intended email address in the **recipient email address field** and select the appropriate State/territory from the **drop down list**.
- **Requesting a certification to be sent to NCEES or NCARB:** Leave the recipient email address field **blank** and select the appropriate option from the **drop down list**, as our unit will use this selection when completing the official certification to the intended association.
- When you complete your request, a courtesy copy of your license/registration information will automatically be sent to your email address, typically within an hour of your request. **This is not the official certification that will be sent by Department staff.**
- Applicable exams taken within the Illinois jurisdiction will be added to the **official** certification and sent to the requested recipient by DPR staff. *It may take several days to retrieve the exam score information, compile and transmit to the requested recipient so your patience is appreciated in advance.*