

ISSUE 11 | October 2018
Bruce Rauner, Governor
Bryan A. Schneider, Secretary

DESIGN Times

A Quarterly Newsletter for the Design Professions of IDFPR.

Illinois Department of Financial & Professional Regulation

Responsive. Innovative. Transparent. Efficient.



History of the *DesignTimes* newsletter.

About three years ago, the Design Unit revived the quarterly newsletter that published many years ago. The “new” newsletter was placed on each of the four individual design profession pages of the Department’s website for reference. In addition, a copy was sent to the respective state association or society of each design profession as well as anyone who requested to receive it.

Our goal was simple. To provide current and relevant information pertaining to the four design professions in Illinois. We wanted to have a resource for applicants and licensees as well as other interested parties to have a place to find specific information about the Statutes, Rules, application & licensure process and any other relevant topic.

We started to receive feedback on some of the articles and information; that people were finding information they needed as well as learning something, but we felt we could reach more people. In January 2018, we instituted the awarding of CE/PDH credit for each subsequently published newsletters as a way to encourage licensees to read and retain the information and hoped that they would share it with other licensees. We again, received a marked increase in responses to the newsletter but we wanted to find a way to be able to reach all licensees with the information.

That goal was realized a few months ago. Beginning with the July 2018 issue (issue 10); for the first time, we were granted the approval to send the *DesignTimes* newsletter via an email to all actively licensed Illinois Architects, Land Surveyors, Professional Engineers and Structural Engineers. That equates to about 35,000 licensed individuals.

In addition to the active licensees who receive the newsletter, a growing list of non-licensed individuals, associations, societies, code officials, colleges, etc. will now receive the newsletter automatically when a new issue is published.

If you are not actively licensed as a design professional in Illinois and wish to be added to the email list, send us an email to be added to the list at: Fpr.prfgroup02@illinois.gov

DID SOMEONE SAY RENEWAL TIME?

The Architect, Land Surveyor and Structural Engineer licenses are currently in renewal and will expire on 11/30/2018.

Be sure that your current email address is on file with the Department in order to receive the courtesy renewal reminders. Additionally, we recommend that you review the current renewal requirements for your profession so you are not surprised by any possible changes.

Architect Requirements:

- ◆ [Section 1150.100 Renewals](#)
- ◆ [Section 1150.105 Continuing Education Requirements](#)

Land Surveyor Requirements:

- ◆ [Section 1270.50 Renewals](#)
- ◆ [Section 1270.65 Professional Development](#)

Structural Engineer Requirements:

- ◆ [Section 1480.190 Renewals](#)
- ◆ [Section 1480.185 Continuing Education](#)

Note, if you renew your license online during the pre-renewal period or if this is your very first renewal, you are **NOT** required to submit proof of your CE/PDH's to the Department. You are only required to submit proof of completion of your CE/PDH's if you submit a paper renewal after the expiration date, you are restoring your license to active status or requested to do so by the Enforcement Unit as part of a random audit.

Ready to renew?

If you are familiar with our online license renewal process using your credit card, use the quick link here:

[Online Credit Card Renewal](#)

Not sure where to start?

To begin the renewal process for your individual license, simply select your profession under **Professions Currently in Renewal** below, then click the option on that professional renewal page for the action you wish to take.

<https://www.idfpr.illinois.gov/Renewals/defaultSSL.asp>

To complete your renewal, follow the instructions which you will see on the screen.

Land Surveyor PDHs available online

The Illinois Professional Land Surveyor Association (IPLSA) is planning a live webinar to cover Illinois Statutes and Standards for anyone that has difficulty traveling to their annual conference, such as any out-of-state surveyors with Illinois licenses, who need to obtain the required Illinois Statutes and Rules that are required for renewal.

The seminar will be Tuesday, November 20 from 8:30am-12:30pm.

Registration will be open on October 10th.

Registration is available on their website:

https://iplsa.org/IPLSA/Event_Display.aspx?EventKey=112018WEB&WebsiteKey=19ffa606-a69c-47ce-8b82-7cfa9c4ae608

NCARB ARE 4.0 to 5.0 Examination reminders

ARE 4.0 candidates will need to log into their NCARB Record and click on their Exams tab to receive their eligibilities in ARE 5.0. This process will automatically calculate their appropriate credits in ARE 5.0 based on the divisions they had passed in ARE 4.0.

- Candidates with approved testing accommodations must contact NCARB Customer Service to transition to ARE 5.0. These candidates will see a message on their Exams tab instructing them to contact us. There are some coding changes in the technology between versions, so customer service must work with each candidate to ensure their accommodations are properly applied to ARE 5.0.
- Any candidate that had expired eligibilities in ARE 4.0 and now wants to start testing in ARE 5.0 will also need to contact NCARB customer service to have their eligibilities reactivated. These candidates will also see a message on their Exams tab instructing them to contact us.

2018 Annual NCEES Business Conference.

Members of the Illinois State Board of Professional Engineers, Illinois Structural Engineering Board, Illinois Land Surveyors Licensing Board along with the Board Liaison attended the 2018 Annual National Council of Examiners for Engineering and Surveying (NCEES) as funded delegates on August 15-18th in Scottsdale, AZ.

This meeting allowed the Board members and other attendees the opportunity to hear what other jurisdictions are currently requirement for applicants to be approved to sit for examinations and be licensed. It also afforded everyone the ability to see what the current national trends in licensure are as well as gain knowledge about de-regulation topics that have arisen through the U.S.

At the meeting, we were present for the announcement of the new Chief Executive Officer of NCEES—David Cox who will take over the “reigns” of NCEES following the retirement of Jerry Carter.

The Board of Directors of NCEES named B. David Cox chief executive officer, effective October 1, 2018. The announcement was made on August 16 during the opening business session of the organization’s 97th annual meeting. As CEO, Cox will serve as secretary of the NCEES corporation and as chief employed officer of the Council, with authority over its daily operations.

Mr. Cox is currently the executive director of the Kentucky State Board of Licensure for Professional Engineers and Land Surveyors, a position he has held since 2001. During this time, he was also active in the work of NCEES. He served 10 terms on the organization’s Committee on Finances, including two as chair. He also served as a member of the Committee on Member Board Administrators, the Advisory Committee on Council Activities, the Governance Task Force, and the Licensure Qualifications Oversight Group. In 2014, NCEES awarded him the Meritorious Service Award in recognition of his contributions to the organization and the professions of engineering and surveying.

2018 Annual SEAIO Central Chapter Symposium and Trade Show.

The Department was in attendance during the exhibition portion of the Structural Engineer Association of Illinois Central Chapter Symposium and Trade Show on September 20, 2018 in Champaign, IL. We had the privilege of being part of the Panel discussion during the luncheon, providing an overview of the Structural Engineer license and various initiatives the Department is working on to streamline the application and licensure process as well as answer attendee questions regarding examination requirements & registration, licensure requirements & process, experience, how to reinstate your license, etc. We were able to share with the attendees the importance of taking time to thoroughly complete the VE-SEG form (verification of experience) for prospective licensees.

We would like to sincerely thank the SEAIO for allowing us the ability to attend the conference.

LET US KNOW

Please let us know how we can serve you better as a Department.

There are many aspects that are out of our direct control, however if there are ways that we can improve how we communicate and operate, we would sincerely like to hear about it.

Email us at:

Fpr.prfgroup02@illinois.gov

FILE A COMPLAINT

Help us protect the public.

Every licensee has a responsibility to report violations of your respective practice Act when discovered.

This is not an easy task, nor should it be.

It is an ethical obligation to report, especially violations that jeopardize the health, safety, and welfare of the public.

Complaints against any individual or entity regulated by the **Division of Professional Regulation** may be filed by contacting the Complaint Intake Unit.

To file a complaint, please use:
[Online Complaint Form](#)

Have Questions?
Call the Complaint Intake Unit at
312.814.6910.

We encourage you to review your Practice Act and Administrative Rules.

Periodically, the Practice Act and Administrative Rules for each profession are updated due to a number of reasons. Whether due to procedural, educational, examination, industry or national changes, we strive to ensure that the changes are published and dispersed to allow for public knowledge in a timely manner.

Quite frequently, the Department receives correspondence from individuals who are unaware of a change and as a result, were unable to be licensed or had difficulty becoming licensed in Illinois or encounter difficulties renewing or reinstating their license.

It is important that each applicant and active licensee reviews the current Practice Act and Administrative Rules each year to ensure they are adhering to the current requirements for licensure as well as to ensure that any changes that took effect since the previous renewal are being observed.

Did you know that changes were made to the Land Surveyor Practice Act in 2017?

Did you know that the Architecture, Land Surveyor, Professional and Structural Engineer Acts are all due to sunset in 2020? What does that mean for you?

Basically it means that the Department; in connection with receiving information on possible changes or updates from each advisory board and working with the respective Illinois association or society, each Act will be updated next year and any changes will take effect January 1, 2020. Once in effect, the Department will put forth changes in the Administrative Rules to update any changes that took effect in the respective Act.

You can review the Practice Act and Administrative Rules for each profession here: <https://www.idfpr.illinois.gov/profs/proflist.asp>

Did you move?

It is your responsibility to make sure that your contact information (including email address) are up to date in order to receive all department notifications and courtesy renewal reminder notices as well as new license download emails.

Update your Contact Information here: [Change Your Address](#)

Want to take an exam in Illinois?

We recommend you review the specific candidate exam guide for your profession to ensure a quick and easy exam process.

[Professional Engineer - Candidate Exam Guide](#)

[Structural Engineer - Candidate Exam Guide](#)

[Professional Land Surveyor - Candidate Exam Guide](#)

For Architect ARE examinations: Register directly with NCARB.

IMPORTANT EXPERIENCE REQUIREMENTS

SUPERVISORS AND MENTORS - TAKE NOTE.

Two reoccurring issues have been brought to the attention of the Department by several board members regarding the importance placed on reviewing the experience forms that are submitted by supervisors to allow applicants to either sit for examinations or to be licensed.

- Verification of Employment forms (VE-PLS, VE-PNG or VE-SEG)
When you are completing the VE form for your respective profession - please take care when completing the form with respect to the time the applicant was under your supervision and specifically for the PE and SE professions - the number of months the applicant was in Primary Responsibility/Responsible Charge.
In addition be mindful of what you list (or do not list) in regard to project work.

We consistently receive experience forms that contain no information regarding the respective work the applicant completed under the supervisor's control. These are generally sent back for more information - delaying the final review of the Board, and ultimately delaying the ability for the applicant to sit for an exam or be licensed. The Board can only make their determination to ensure that an applicant has the necessary skill and experience to receive a license and be able to legally seal drawings that may affect public safety in the State of Illinois. This responsibility is not taken lightly by the Board and we request that you also not take this duty lightly.

More over, we routinely receive forms that indicate a person was supervised for 48 months (4 years) and the supervisor will indicate that the applicant was in Responsible Control for all 48 months. It is highly improbable that an applicant would start working for a firm and from day one - be given full control of a project.

Primary Responsibility / Responsible Charge is defined below:

The applicant shall have directed the engineering work with responsibility for the successful accomplishment of the project, demonstrated the capability of making independent technical decisions, and held accountable for the performance of their duties, (subject to overall supervision).

- Accepted Professional Engineer experience.
A reminder—as Illinois licenses the Structural Engineer and Professional Engineer license separately, it is important for supervisors & mentors to know that experience which is structural in nature cannot be used to satisfy the experience requirement for the Professional Engineer (PE) license.

Accepted experience for the PE license may be obtained in the definition under Section 4 (o) the PE Practice Act of 1989 ([Professional Engineering Act](#)), the PE Act does not allow SE experience to be accepted because structural experience is governed under Section 5 of the Structural Engineer Practice Act of 1989. As such, no structural experience can be accepted for the PE license.

EXAM REGISTRATION:

Registering for an NCEES examination in Illinois is a dual registration process. You **MUST** register with **BOTH** NCEES and Continental Testing Services (CTS).

If you do not register with CTS, your exam registration is not complete and your registration will be cancelled by NCEES.

If your NCEES portal says “pending board approval” it most likely means that you have not fully registered with CTS. There is nothing that this Department can do, you must contact CTS and verify that you are properly registered.

Contact CTS here:

<http://continentaltestinginc.com/state-of-illinois/>

EXAM UPDATE

Please take notice:

The Illinois Jurisdictional exam for the Land Surveying license will soon be updated to the newly published 2018 version of the Compiled Statutes which is available on the IPLSA website - www.iplsa.org

The exact test cycle when the new material will be incorporated into the examination is not yet known, however applicants will be given notice of the effective date when the current information in the 2012 Compiled Statute will no longer be valid.

Who is the Design Unit?

The Design Unit oversees the Licensing and Registration for:

- ◆ Architecture
- ◆ Professional Land Surveying
- ◆ Professional Engineering
- ◆ Structural Engineering
- ◆ Professional Design Firm

The Design Unit of the Division of Professional Regulation is responsible for maintaining the public health, safety, and welfare and to be subject to regulation and control in the public interest. Each Profession is governed by its respective Act that merits the confidence of the public, and ensures that only qualified persons shall be authorized to engage in the practice of that profession in the State of Illinois.

With a combined total of almost 30 years of experience, the Design Unit staff is the best resource for answers to your questions for examinations, licensure, renewals or restoration of licensure in the State of Illinois.

Design Licensing Manager's Corner



With the pre-renewal cycle underway for several professions, I've received several emails over the past few weeks asking how to ensure that they will not be audited. While there is no way to become "audit" proof, you can ensure that your audit process is quick and painless should you be one of the "fortunate" licensees who may be audited in the coming year by following the below steps.

1. The best thing you can do is to ensure that you have the required CE/PDH needed for your respective license PRIOR to renewing your license. This becomes a big issue if you are audited.
2. Once your license is renewed, you should scan your CE/PDH documentation and keep them in a secured place for the duration specified in the administrative rules for your profession (4-6 years).
3. When you are contacted by the Enforcement Unit of the Department requesting your CE/PDH documentation for that renewal cycle, all you would need to do at that point is retrieve your PDF documents and email or mail the documentation along with a list of the CE/PDH's and course names for ease of referencing by the auditors.

Sincerely,



Kyle Lazell

Functions available online.

To better serve applicants and licensees, several important functions may be found on the Department website to ensure quick and accurate interaction with the Department.

Apply for a license: <https://www.idfpr.illinois.gov/Apps/NewApplications.asp>

License Look-up: <https://ilesonline.idfpr.illinois.gov/DPR/Lookup/LicenseLookup.aspx>

License Renewal (during renewal period): <https://www.idfpr.illinois.gov/Renewals/defaultSSL.asp>

Update your contact information: <https://www.idfpr.illinois.gov/applications/LicenseReprint/Verify.aspx>

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

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

Registration for a Professional Design Firm: <https://www.idfpr.illinois.gov/Applications/GetMyLicense/select.asp> **Add or remove professional services from your firm:** [Change of Services Request](#)

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

Newly licensed by Illinois?

We recommend that you review the code enforcement manual to ensure that you and your Design Firm are in compliance with all applicable requirements as well as find an example to use when you purchase your Illinois seal.

Illinois does not supply a seal or approves any vendors. You may purchase your seal at any vendor you choose. As long as it is a reproducible seal (non-embossed) it will be accepted.

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

Need Continuing Education for your license?

Visit the following sites for resources on available Continuing Education courses for your renewal requirements.

Architecture

www.aiaill.org

www.alatoday.org

Professional Engineering

www.illinoisengineer.com

Professional Land Surveyor

www.iplsa.org

Structural Engineering

www.seaoi.org

License application tips.

- The most important tip is to read the application instructions for the license you are applying for. The instructions will give you precise information on how to properly complete the application and apply for your license.
- We recommend that you pay your application fee by personal or business check. That way you can track when the payment has been processed by the Department. Typically our unit will receive your application for initial review 2-4 business days after the payment has been processed by our accounting unit.
- If you are applying for your initial license with this Department and submitted any supporting documents to Continental Testing Services (CTS) for exam registration— official transcripts for your BS degree (showing conferral date), name change documents, exam verifications, etc., the department should receive those documents from CTS for use with your license application. You do NOT need to submit additional copies of documents unless requested by the Department.
- Applicants applying for licensure for the Professional Engineer, Structural Engineer or Land Surveyor profession may submit an NCEES Record as supplemental documentation to the required license application. Illinois accepts the NCEES record for the education and examination scores. The experience aspect of the record is not accepted in Illinois as each profession requires the respective VE (verification of employment) form to be completed.
- Applicants applying for licensure as an Architect are required to read the Act and Rules and sign/date a self-written affidavit attesting that he/she has read and understands the Illinois Architecture Practice Act and Administrative Rules. This requirement is the most overlooked item when initially sending an application to the Department.
- If you are applying for licensure by Endorsement of license from another U.S. jurisdiction, Illinois allows for self-verification of your experience on the respective VE form if you were operating under your own license.
- If you have questions regarding the application process, we recommend that you contact the Department yourself and not a friend, spouse, mother/father, etc. This will enable you to receive direct information from the Department.

ONLINE Electronic Exam/License Certification.

The Department has implemented an Electronic Exam/License Certification process through the online portal system. You will no longer be required to mail your request and \$20 check to the Department and wait for it to be completed.

You can now make your request online and pay for your certification via debit/credit card online. This new system will enable Department staff to process the requests within a few days, rather than weeks.

An Illinois certification will include the following items:

Licensee name, license number and current license status, license issuance and expiration date, method of licensure, scores for exams passed in Illinois, department seal and an official signature.

Note: You will receive a courtesy copy of your current license information typically within 30 minutes of processing, however the intended licensing jurisdiction, NCEES or NCARB will additionally receive an official license certification with scores for any exam passed in Illinois.

To request a license certification, log into or create an account on the Department's Online Portal:

<https://ilesonline.idfpr.illinois.gov/DFPR/Default.aspx>

Monthly Enforcement Actions Taken.

Information regarding disciplinary actions taken against unlicensed individuals, licensed professionals and businesses, including the date(s) of discipline and a brief synopsis are public record and available on our website. With regard to the design professions, the following enforcement actions were taken in the past few months by the Director of Professional Regulation, Jessica Baer. *Note: For the current status of any license, please visit the department's license look-up feature at: <https://ilesonline.idfpr.illinois.gov/DFPR/Lookup/LicenseLookup.aspx>*

June:

Unlicensed Activity

Von Weise Associates LLC, 184002187

Professional design firm license placed in refuse to renew status for offering architectural services on an expired/not renewed professional design firm license.

Professional Engineering

James Zografos, 061018265

Enrolled professional engineer intern license suspended for failure to file and/or pay Illinois state income taxes.

July:

Unlicensed Activity

Malicoat-Winslow Engineers PC, Columbia, MO,

Ordered to cease and desist the unlicensed practice as a professional design firm and assessed a **\$10,000** civil penalty.

Architecture

Sung-Jin Byun, Chicago, 001019121

Architect license suspended for failure to file and/or pay Illinois state income taxes.

Professional Design Firm

RSI Architects International Ltd, South Barrington, 184000158

Professional design firm license placed in refuse to renew status for the advertise and offering of architectural services with a non-renewed PDF license.

Professional Engineering

Dibakar Sundi, Highland, IN, 062038979

Licensed professional engineer license suspended for failure to file and/or pay Illinois state income taxes.

August:

Unlicensed Activity

Stalworth Underground LLC, Chicago,

Ordered to cease and desist the unlicensed practice of land surveying.

Architecture

Daniel Delimata, New Lenox, 001012938

Architect license suspended for failure to file and/or pay Illinois state income taxes.

Bryan Hudson, Chicago, 001020747

Architect license suspended for failure to file and/or pay Illinois state income taxes.

Professional Engineering

Roger Blair, Nevada City, CA, 062067824

Professional engineer license placed on non-reporting probation to run concurrent with Texas probation period until November 16, 2019, for improperly sealing design plans without preparing the calculations required.

Todd Reyling, Smithton, 062064054

Professional engineer license placed on non-reporting probation for five (5) years and fined **\$5,000** because while he was still employed with Kaskaskia Engineering Corporation (KEG), respondent created a secret competing business to solicit work from clients of KEG.

Zeyn Uzman, Malvern, PA, 062043255

Professional engineer license fined **\$500** for improperly supervising an unlicensed employee for design plans sealed in Arizona.

Upcoming Board Meetings:

We invite the public to attend the [open session](#) of our Board Meetings to gain a better understanding of what current issues are prevalent in the respective professions as well as how the Board is working toward ensuring the Health, Safety and welfare of the public are being protected.

Note: As unforeseen issues may occur, always check the Department website to ensure that the Board is meeting and at what location.

November:

Land Surveyor – November 7, 2018 - Springfield

Architect – November 9, 2018 - Springfield

Structural Engineer – November 14, 2018 - Springfield

Professional Engineer – November 15, 2018 - Springfield

Important information regarding your LS, PE & SE license Professional Development/Continuing Education.

We routinely receive calls and emails from licensees inquiring about the acceptability of Project Management, MBA coursework or other business related courses.

The administrative rules for each profession states that the PDH/CE must be specific in terms of advancing the skills/knowledge for the profession you are licensed for. Business courses are incredibly beneficial for furthering your business knowledge, but they are not accepted for PDH/CE of the Land Surveyor, Professional Engineer or Structural Engineer license in Illinois.

LS rules - Section 1570.65 c) - [Section 1270.65 Professional Development](#)

PE rules – Section 1380.325 c) - [Section 1380.325 Professional Development](#)

SE rules – Section 1480.185 c) - [Section 1480.185 Continuing Education](#)

State of Illinois

Continuing Education / Professional Development Credit

Reading this newsletter is worth credit toward your Illinois Design Profession license renewal requirement of Illinois laws, statutes, rules and regulations.

This shall serve notice and certify that the person named below has earned .25 CE for Architects and Structural Engineers and .25 PDH for Professional Engineers and Professional Land Surveyors by thoroughly reading the October 2018 issue of the DesignTimes, Illinois DPR quarterly newsletter.

PRINTED NAME OF LICENSEE

ATTESTATION:

I attest, on my professional honor and by my signature below, that I have personally read and am familiar with the content of the October 2018 issue of DesignTimes, an Illinois DPR quarterly newsletter.

SIGNATURE OF LICENSEE

DATE

LICENSE NUMBER

NOTES:

- By claiming credit for reading this newsletter, you shall be required to produce the signed and dated certificate as documentation if required.
- You are responsible for maintaining a copy of this completed certificate in your file with your other supporting documentation.



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 [www.idfpr.illinois.gov](http://twitter.com/IDFPR)
<http://twitter.com/IDFPR>

 www.facebook.com/IDFPR

DESIGN Times
ISSUE 11 | October 2018

Printed by the Authority
of the State of Illinois.