



ISSUE 15 | WINTER 2020  
JB Pritzker, Governor  
Deborah Hagan, IDFPR Secretary

# DESIGN TIMES

State of Illinois, Division of Professional Regulation. Boards for: Architects, Land Surveyors, Professional and Structural Engineers.



## IMPLEMENTED CHANGES REDUCE LICENSURE DELAYS

Last year, the Department researched methods and processes that we could use to streamline the time it takes to license or provide certifications for most candidates. I am pleased to share that due to several implemented changes, we have been able to process most completed applications and license candidates more efficiently than ever before. **Here are a few changes we have implemented:**

Processing time for most design  
profession license applications.

**6-8 weeks**



**2-4 weeks**

Time to receive the status of an  
application after a board meeting.

**2-3 weeks**



**5-7 days**

Time to receive an examination  
and/or license certification.

**2-4 weeks**



**1-2 days**

Not all applications or certifications fall within these figures, as certain applications are required to be reviewed at Board meetings (which meet typically once every eight weeks) and some certifications must be mailed instead of sent electronically. That said, we believe this is a positive start to continue to provide more efficient and effective services. We continue to look for other ways to further expedite the process. As always, if there are ways that we can serve you better, please let us know. You may email your comments to us at: [fpr.prfgroup02@illinois.gov](mailto:fpr.prfgroup02@illinois.gov)

Sincerely,

**Kyle Lazell**  
Design Licensing Manager // Board Liaison

## ADMINISTRATIVE RULES AMENDMENTS

As shared in the previous newsletter, all four design professions Practice Acts were recently renewed for another 10 years. Part of the re-authorization of the Acts included several changes that now require amendments to the respective sections of the Administrative Rules.

The Department is working with each respective Board to draft the rule amendments to reflect those changes and hopes to have these amendments approved and adopted in the near future.

Once the Administrative Rules have been amended, we will share information regarding the changes in the next available newsletter at that time. Your respective Illinois state association or society may also provide you with the updated Administrative Rules once they are available.

## MONTHLY ENFORCEMENT ACTIONS TAKEN

Information regarding disciplinary actions taken by IDFPR 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. For many of these actions, it is the final outcome of what began as a complaint submitted to the Department.

Monthly Enforcement Actions are available here:

<https://www.idfpr.illinois.gov/News/Disciplines/DiscReports.asp>

## WHERE TO FIND IT ONLINE

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

**Update your mail & email address** (NOTE: this is our main way to contact you):

<https://www.idfpr.illinois.gov/applications/LicenseReprint/Verify.aspx>

**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://](https://www.idfpr.illinois.gov/Renewals/defaultSSL.asp)

[www.idfpr.illinois.gov/Renewals/defaultSSL.asp](https://www.idfpr.illinois.gov/Renewals/defaultSSL.asp)

**Download a license:**

<https://www.idfpr.illinois.gov/Applications/PrintMyLicense/select.asp>

**Review the Code Enforcement Manual:**

[http://www.idfpr.illinois.gov/forms/DPR/Design\\_Code\\_Manual.pdf](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>

**File a complaint:**

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

**Add or remove professional services from your firm:**

[Change of Services Request](#)

**Request a certification/verification:**

[Request Certification/Verification](#)

## FILE A COMPLAINT

Help us protect the public.

Complaints against any individual or entity regulated by the **Division of Professional Regulation** may be filed by contacting the Complaint Intake Unit. The complaint may be submitted anonymously if desired. Once the department receives the complaint, it will be submitted to our Enforcement Unit for investigation and prosecution if determined to be warranted.

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

**Have Questions?**

Call the Complaint Intake Unit at **312.814.6910**.

**Please note:** Pursuant to Illinois law (20 ILCS 2105/2105-117), all information collected by the Department during an examination or investigation of a licensee, registrant, or applicant is confidential and cannot be publicly disclosed. This includes complaints and any information collected during an investigation. Exceptions to this law exist only for law enforcement, other regulatory agencies with appropriate regulatory interest, or a party presenting a lawful subpoena.



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