

## Illinois Department of Financial & Professional Regulation

Responsive. Innovative. Transparent. Efficient.



### Agency Mission

The Illinois Department of Financial and Professional Regulation's mission is to utilize **responsive, innovative, transparent, and efficient** (R.I.T.E.) governance to create an ideal regulatory environment that (1) **allows economic growth to flourish**, and (2) **effectively optimizes consumer choice**.

### Strategic Vision

The IDFPR believes more can be done to ensure a faster, smarter and more accountable government — government that takes initiative to unite effective regulatory policy with exceptional service delivery. Uniting effective regulatory policy and exceptional service delivery allows the IDFPR to accomplish its primary objective as a regulator: mitigating the effects of negative market externalities. Effective management and consistent regulatory balance will benefit all Illinois citizens, making Illinois an ideal place to live and conduct business. By setting a clear strategic vision, the IDFPR will be better equipped to continuously track progress, and engage both its employees and customers in building a safe, accessible, and prosperous Illinois.

### Division of Professional Regulation

The Division of Professional Regulation licenses and regulates over 1 million professionals and firms in Illinois including a variety of healthcare related professions such as doctors, nurses, and veterinarian, as well as a variety of occupational professions such as CPAs, barbers, engineers, and detectives.

## Board Members to attend Regional and National Conferences.

Delegates from each of the four Design Profession Boards will be attending Regional and National conferences throughout this year to enable the members to meet with colleagues from across the country and discuss current national and state level issues regarding their respective professions.

Attending these conferences will enable the Illinois Board delegates to discuss topics that are timely, relevant and address the Division's goal - to regulate the professions of Architecture, Professional Engineering, Structural Engineering and Land Surveying and to protect the health, safety, and welfare of the public. Also, these conferences will provide strategies and tactics for the Division to be more effective in our roles as state regulators.

Delegates from the Architect Board will be attending the Regional and National NCARB Meetings.

Delegates from the Land Surveyor, Professional Engineer and Structural Engineer Boards will be attending the Central Zone and National NCEES Meetings.

Funding for these delegates is fully covered by the respective national association, no State funds will be utilized.

## Important Notice on Discontinuation of Certified Mail for DPR Licensees

Beginning on February 12, 2018, the Division of Professional Regulation (DPR) discontinued using certified/registered mail for notices sent to licensees (pursuant to [Public Act 100-0262](#)). DPR will notify licensees by either email or regular mail if the Department does not have an email address on record for the licensee.

Notices that were discontinued include, but are not limited to the following:

- Pleadings (complaint, notices of intent to deny, notice of intent to refuse to renew, rule to show cause, etc.
- Orders (Consent & Director's)
- DOR, ISAC, Child Support, and PERC notices & orders
- 20 Day Notices
- Notices of Preliminary Hearings
- Discovery
- Motions

## Newly licensed by Illinois?

Be sure to review the code enforcement manual to ensure that you and your Design Firm are in compliance with the current 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 chose. As long as it is a reproducible seal (non-embossed) it will be accepted.

**Code Enforcement Manual:** [http://www.idfpr.com/forms/DPR/Design\\_Code\\_Manual.pdf](http://www.idfpr.com/forms/DPR/Design_Code_Manual.pdf)

We also recommend that you review the Act and Administrative Rules for your profession. It is your requirement as a licensee to know the current Statutes for which you are licensed.

## 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. 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>

### January:

Design Firm

CB and I Nuclear Technology Solutions LLC, Canton, MA, (unlicensed)

Ordered to cease and desist the unlicensed practice as a professional engineering design firm for compensation.

Architect

Robert Heidrich, Chicago - 001013143

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

Architect

Anne Nicklin, Chicago - 001024034

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

### February:

Professional Engineer

Darien Daniel Black - 061032321

Enrolled Engineer Intern, suspended for failure to file and/or pay Illinois state income taxes.

## 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.

**To file a complaint, please use:**

[Online Complaint Form](#)

Have Questions?

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

## 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](#)

## Continuing Education

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

### Architecture

[www.aiail.org](http://www.aiail.org)

[www.alatoday.org](http://www.alatoday.org)

### Professional Land Surveyor

[www.iplsa.org](http://www.iplsa.org)

### Professional Engineering

[www.illinoisengineer.com](http://www.illinoisengineer.com)

### Structural Engineering

[www.seaoi.org](http://www.seaoi.org)

## FOR YOUR REFERENCE:

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/>

## Frequently Asked Questions:

To assist potential applicants for examinations and/or licensure, the Department has created an F.A.Q. document for each design profession to address the most common questions the Department receives.

**Architecture** : click [here](#)

**Professional Land Surveyor** : click [here](#)

**Professional Engineering** : click [here](#)

**Structural Engineering** : click [here](#)

## 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 through the Illinois Direct Registration Program.

## Cancellation and Refunds for NCEES exams:

*(Taken from NCEES.com)*

You may cancel your exam registration through your [MyNCEES](#) account any time before the NCEES registration deadline. Refunds will include exam fees paid to NCEES during the registration process, minus a \$50 processing fee.

Funds may not be transferred to a later exam administration date. After the NCEES registration deadline, registrations may not be canceled and fees will not be refunded.

If, on the day of the exam, you are unable to attend for one of the following reasons, you may submit documentation to request a refund of your fees (less the \$50 processing fee). Documentation must be submitted to NCEES within 30 days of the exam date.

- Illness, either yourself or immediate family member who requires your care
- Death of an immediate family member
- Disabling traffic accident
- Court appearance or jury duty
- Military duty

## REGISTERING FOR NCEES EXAMINATIONS?

BEFORE you register for NCEES exams under the Illinois jurisdiction, you must meet Illinois educational requirement. Regardless of the exam you are applying to sit for, the educational requirement is always based on the BS degree, not a post-graduate degree. Foreign educated applicants may have additional requirements to complete - refer to the current requirements stated on the application instructions.

### Exams under the Professional Engineer Act: (FE and PE)

**ONLY** approved program applicants may directly register with NCEES and CTS —the test administrator. All non-approved applicants **MUST** apply to the Department for review of your education and approval to sit for any exam BEFORE you register with NCEES or CTS. We recommend that you review the Professional Engineering Practice Act and Administrative Rules here: <https://www.idfpr.com/profs/ProfEngineer.asp>

- To sit for the FE exam in Illinois, the approved education is a graduate of (or a senior in) a US ABET-EAC BS program, pursuant to Section 1380.210 of the Administrative Rules.
- To sit for the PE exam in Illinois, the approved education is a graduate of a US ABET-EAC BS program, pursuant to Section 1380.210 of the Administrative Rules.
- The PE Board will also accept non-approved engineering and Related Science degree's if they meet the requirements pursuant to Section 1380.220 of the Administrative Rules.

### Exams under the Structural Engineer Act: (FE and 16-hour SE)

**ALL** applicants **MUST** apply to the Department for review of your education and approval to sit for any exam BEFORE you register with NCEES or CTS. We recommend that you review the Structural Engineering Practice Act and Administrative Rules here: [www.idfpr.com/profs/se.asp](http://www.idfpr.com/profs/se.asp)

- The approved education is a BS degree in Engineering or Architecture with 18 semester hours of Structural Design/Analysis coursework, pursuant to Section 1480.120 of the Administrative Rules.
- The SE Board will also accept certain ABET BS degree's and Related Science degree's, if they meet the requirements pursuant to Section 1480.120 of the Administrative Rules.

### Exams under the Land Surveyor Act: (FS, PS and IL Jurisdictional)

**ALL** applicants **MUST** apply to the Department for review of your education and approval to sit for any exam BEFORE you register with NCEES or CTS. We recommend that you review the Professional Land Surveyor Practice Act and Administrative Rules here: <https://www.idfpr.com/profs/LandSurv.asp>

- To sit for the FS exam in Illinois, the approved education is a BS degree in in Land Surveying from an accredited US University or an applicant in their senior year of said program (the degree must be conferred within 12 months of taking the FS exam).
- To sit for the PS and IL Jurisdictional exam in Illinois, the approved education is a BS degree in in Land Surveying from an accredited US University.
- The LS Board will also accept any BS degree that has 24 semester hours of Land Surveying coursework, if they meet the requirements pursuant to Section 1270.15 of the Administrative Rules.

## IMPORTANT NOTE:

**NCEES has directed that the Software Engineering exam be discontinued subsequent to the April 2019 exam administration.**

The news release is posted online at <https://ncees.org/ncees-discontinuing-pe-software-engineering-exam/>.

## DID YOU KNOW?

Any design firm of company offering Professional Services in Illinois must be registered as a Professional Design Firm (PDF) with this Department. Failure to register as a PDF is a violation of each four Design Profession Acts.

You may review the requirements here:

[Registration Requirements for Professional Design Firms](#)

## NOTICE:

**The NCARB ARE 4.0 exam will retire and no longer be offered as of July 1, 2018.**

**If you need assistance or have questions in regard to transitioning to the ARE 5.0, please contact NCARB at:**

[communications@ncarb.org](mailto:communications@ncarb.org)



## Who is the Design Unit?

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 that only qualified persons shall be authorized to engage in the practice of that profession in the State of Illinois.

### The Design Unit oversees the Licensing and Registration for:

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

We routinely receive calls or emails from individuals who preface their question with, “my friend, co-worker, or I’ve heard...” 99% of these questions invariably do not have a positive outcome for the applicant as they were given incorrect, false or misleading information.

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



Over the last few months, the Design Unit has implemented a new electronic review process of applications that we are hopeful it will expedite the review of applications and enable applicants to be licensed sooner. This will be a “work in progress” while we make any necessary modifications, however I am confident that once we have the process in place for some time, everyone will agree it will be a smooth transition from paper based review to electronic review.

Not only will this expedite the review of applications, it will also cut down on the amount of copies required to be made for review by the Board.

It is my goal to ensure that each applicant and potential licensee receives the best, most accurate answers the first time they contact the Department. More than that, it is my sincere hope that each person will find the process to be quick and efficient. Please know that we do hear feedback and are working toward providing a positive user experience when dealing with the Department.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kyle'.

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.com/Apps/NewApplications.asp>

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

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

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

**Download a license:** <https://www.idfpr.com/Applications/GetMyLicense/select.asp>

**Review the Code Enforcement Manual:** [http://www.idfpr.com/forms/DPR/Design\\_Code\\_Manual.pdf](http://www.idfpr.com/forms/DPR/Design_Code_Manual.pdf)

**Registration for a Professional Design Firm:** <https://www.idfpr.com/Applications/GetMyLicense/select.asp>

**Add or remove professional services from your firm:** [Change of Services Request](#)

**File a complaint:** <https://www.idfpr.com/Admin/Complaints.asp>

## 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 and use.

Quite frequently, the Department receives correspondence from individuals who were unaware of the changes and as a result, are unable to be licensed or have 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 every 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.

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

### REMINDER:

**The Architect, Land Surveyor and Structural Engineer licenses will be in renewal this year (around mid-September) and will expire 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.

**You can locate your specific profession here:** <https://idfpr.com/>

## Current experience requirements.

- Under the Illinois Architecture Practice Act, applicants who have a NAAB degree may concurrently gain their AXP hours and sit for the ARE examination portions.
- Under the Illinois Professional Engineer Practice Act, applicants can sit for the Principles & Practice of Engineering exam prior to having the required experience for licensure. The required experience must be submitted with the application for licensure.
- Under the Illinois Structural Engineer Practice Act, all experience must be gained prior to applying for Board approval to sit for the 16-hour Structural Examination.
- Under the Illinois Professional Land Surveyor Practice Act, all experience must be gained prior to applying for Board approval to sit for the Principles & Practice of Surveying Examination or for the Illinois Jurisdictional examination.

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## 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.



## Differentiating between Structural and Professional Engineering.

A reoccurring question the Department receives is in regards to what Structural versus Professional Engineering and which license is required to offer certain services in Illinois.

### **Structural Engineering:**

To be licensed as a Structural Engineer in Illinois, you must meet the licensure requirements set forth in the Illinois Structural Engineering Practice Act and Administrative Rules.

Illinois is somewhat unique in regards to Structural Engineering as there is a separate Act that governs the practice of Structural Engineering. A Professional Engineer in Illinois cannot offer or perform any Structural services. Only an Illinois licensed Structural Engineer can perform Structural services in Illinois. There is no cross-over for licensures. The Structural Engineering Practice Act has no exemptions in terms of Industrial, Railroad, Manufacture, etc. as there are in the Professional Engineering Practice Act.

### **Structural Engineering services in Illinois may consist of, but not limited to:**

*Foundations, Bridges, Towers, Retaining Walls of any height, Wind/Seismic load calculations, Trusses, Failure analysis, Columns, Girders, Structures of any kind (permanent/temporary), Dams, Beams, etc.*

You may reference the Structural Engineering Practice Act and Administrative Rules here:

<http://www.idfpr.com/profs/se.asp>

### **Professional Engineering:**

To be licensed as a Professional Engineer in Illinois, you must meet the licensure requirements set forth in the Illinois Professional Engineering Practice Act and Administrative Rules.

Illinois is not a discipline specific State. Once an applicant is licensed as a Professional Engineer in Illinois, he/she is authorized by the Department to perform any type of engineering that they believe they have the knowledge, competency and ability to perform and maintain the Health, Safety and Welfare of the public.

The only exception to this is in regards to Structural Engineering, as a Professional Engineer in Illinois cannot offer or perform any Structural services. That requires a separate Structural Engineering license. Only an Illinois licensed Structural Engineer can perform Structural services in Illinois.

### **Professional Engineering services in Illinois may consist of, but not limited to:**

*Agricultural, Chemical, Civil, Electrical, Environmental, Geotechnical, Fire Protection, Mechanical, Mining, Naval, Software, etc.*

You may reference the Professional Engineering Practice Act and Administrative Rules here:

<http://www.idfpr.com/profs/ProfEngineer.asp>

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## Want to be on the list to receive this newsletter?

Send us an email at: [Fpr.prfgroup02@illinois.gov](mailto:Fpr.prfgroup02@illinois.gov)

## 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.*

### May/June:

Architect – May 11, 2018 – Chicago

Land Surveyor – June 1, 2018 – Chicago

Structural Engineer – May 31, 2018 – Chicago

Professional Engineer – May 30, 2018 – Chicago

### July:

Structural Engineer – July 10, 2018 – Springfield

Professional Engineer – July 11, 2018 – Springfield

Land Surveyor – July 13, 2018—Springfield

Architect – July 24, 2018 – Springfield

### September:

Architect – September 13, 2018 – Chicago

Land Surveyor – September 28, 2018 – Chicago

Structural Engineer – September 26-27, 2018 – Chicago

Professional Engineer – September 25, 2018 – Chicago

## *Want to serve on an Illinois Licensing Board?*

The office of citizen is the highest office in the land. One of the best ways to participate in our democracy is by serving on a state board, commission or committee. These groups advise Illinois' state agencies and organizations on a wide range of issues that affect public policy and welfare.

### Current Board Openings:

#### Professional Engineer Board

Licensed Member

### Link:

[Board Member Application Form](#)

# 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 April 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 April 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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