

# Qualifications and Online Application for:

## Architecture License



**IDFPR**

Illinois Department of  
Financial and Professional Regulation



Last updated: 12/2022

The Division of Professional Regulation hopes that you will find the below useful in successfully applying for licensure in the State of Illinois. Carefully review this information as it will assist you in applying for your license and eliminate any processing delays.

**Important:**

- We recommend that you review the Education, Examination and Experience requirements prior to applying, which can be found at: <https://www.idfpr.illinois.gov/profs/Architect.asp>
- An application is active for three years from the date of receipt by the Department.
- Before contacting the Department; please review our FAQ's (<http://www.idfpr.illinois.gov/About/FAQ.asp>) for answers to most questions. If not addressed in our FAQ's, please email us at [FPR.DesignUnit@Illinois.gov](mailto:FPR.DesignUnit@Illinois.gov)

**Abbreviations used in this document:**

- Architectural Registration Examination (**ARE**)
- Architect Experience Program (**AXP**)
- Canadian Architectural Certification Board (**CACB**)
- Education Alternative (**EA-NCARB**)
- Education Evaluation Services for Architects (**EESA-NCARB**)
- Foreign Architect Program (**FA-NCARB**)
- National Architectural Accrediting Board (**NAAB**)
- National Council of Architectural Registration Boards (**NCARB**)
- Test of English as a Foreign Language internet Based Test (**TOEFL-iBT**)

## LICENSE QUALIFICATIONS

**Education requirement:**

**Initial (first) licensure:**

- A NAAB Professional degree, CACB Accredited degree or EESA evaluation equivalency.

**Endorsement of your current license:**

- A NAAB Professional degree, CACB Accredited degree or NCARB evaluation equivalency via the EESA, EA or FA. You must meet the educational requirement in effect at the time of original licensure.

**Foreign Educated applicants:**

- All foreign educated applicants must either have an EESA evaluation of their degree (meeting NCARB requirements) or complete the FA Program through NCARB (accepted for Endorsement applicants only) to be accepted by Illinois.
- Foreign educated applicants must submit proof of passing the TOEFL-iBT exam; unless exempt, pursuant to Section 1150.30 of the Administrative Rules. **If you have a Post-Graduate Degree in Architecture from an accredited U.S. University, the exam is waived.** Contact the Educational Testing Service (ETS) at [www.ets.org](http://www.ets.org) to start the process to take that exam.

**Examination requirement:**

- Illinois utilizes the NCARB ARE exam for licensure as an Architect.
- All examinations must be taken through NCARB.

**Experience requirement:**

**Initial licensure:**

- Must meet the current NCARB AXP requirement to be licensed.
- All experience is required to be documented through NCARB via the AXP Program.

**Endorsement of license:**

- You must meet the experience requirement in effect at the time of original licensure.

# APPLICATION INSTRUCTIONS

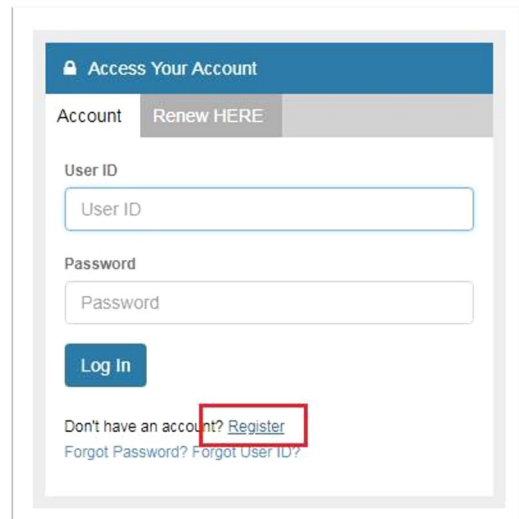
## NCARB Record holders:

Request your Record be sent to the Illinois Board PRIOR to applying for your license as it may take NCARB up to four weeks to transmit your Record.

## Step I - Create an Online account here:

<https://online-dfpr.micropact.com/>

- Select “**Register**” from the “**Access Your Account**” section.



Access Your Account

Account Renew HERE

User ID

User ID

Password

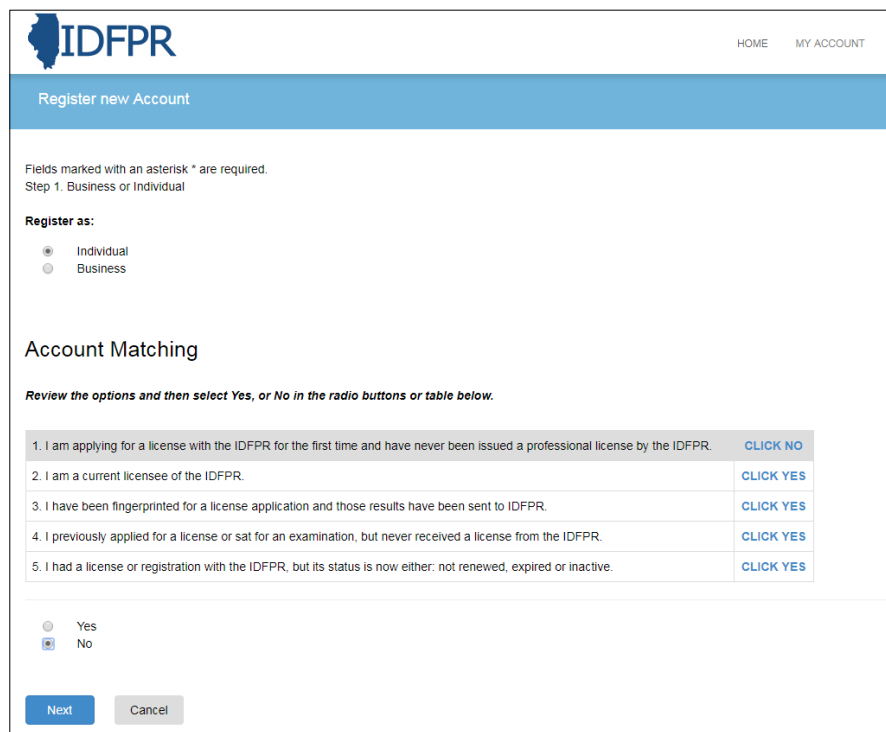
Password

Log In

Don't have an account? [Register](#)

[Forgot Password?](#) [Forgot User ID?](#)

- If you have **NOT** previously applied - On the Account Matching page select '**No**' and click '**Next**.'
- If you are a **previous applicant or an existing licensee of another profession**, please refer to the account creation guide for returning applicants in the online portal.



IDFPF

HOME MY ACCOUNT

Register new Account

Fields marked with an asterisk \* are required.  
Step 1. Business or Individual

Register as:

☒ Individual

☐ Business

Account Matching

Review the options and then select Yes, or No in the radio buttons or table below.

1. I am applying for a license with the IDFPF for the first time and have never been issued a professional license by the IDFPF.	CLICK NO
2. I am a current licensee of the IDFPF.	CLICK YES
3. I have been fingerprinted for a license application and those results have been sent to IDFPF.	CLICK YES
4. I previously applied for a license or sat for an examination, but never received a license from the IDFPF.	CLICK YES
5. I had a license or registration with the IDFPF, but its status is now either: not renewed, expired or inactive.	CLICK YES

☐ Yes

☒ No

Next Cancel



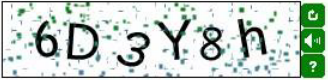
- Once you have created your account, you will need to set up your security questions.

### Secret Questions

Secret Question 1	In what city did you meet your spouse/significant other?	▼	Springfield
Secret Question 2	In what city does your nearest sibling live?	▼	Evanston
Secret Question 3	In what city or town was your first job?	▼	Peoria

### Captcha Verification


Please note that this code is case sensitive.



Enter Code\*

Create Account

- You will also need to verify your email address. An email will be sent to you for you to open and verify the email address (check your spam folder).



HOME MY ACCOUNT 1 ONLINE SERVICES ▾

User Account

Thank you for creating a new account.  
 You have been sent a confirmation e-mail.  
 You must click on the link in the e-mail  
 to activate your account and log into the system.

⚠ There is currently 1 issue with your account.  
 Please resolve it before going further.

Your email address has not been verified. If you have not yet received an email to do this, please follow the instructions below.

User ID:	Jane_Doe	Change User ID
E-mail:	test@illinois.gov	Change Email

Please verify your account.

- You have been sent a verification email by the system to the address listed above.
- Click the link provided in the email to verify your account.

If you have not received a verification email:

- Check your SPAM filter for the verification email.
- If you are still not able to find the verification email, click the *Generate E-mail* button below and a new email will be sent.

Please note the following:

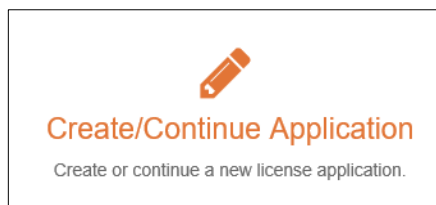
- Emails at time take up to 10 minutes to send
- After you click the *Generate E-mail* button all older verification emails will be invalid, so be sure to click the most recent link.

- When your account is set up, you are then ready to apply for licensure. *Note, this will be the same account you will use to request a license/exam certification to be sent to NCARB or another U.S. Jurisdiction.*



## Step 2 - Apply for licensure.

- From your account “Home” page, click on the “**Create/Continue Application**” option.



- Click the “**ARCHITECTURE BOARD**” and click on the “**START**” option.

Architecture Board		
Board	License	
<a href="#">Start</a>	Architect Licensing Board	LICENSED ARCHITECT

### **IMPORTANT NOTE:**

Due to a known system issue, all applicants are asked to select the **Acceptance of Exam** application type at this time. The **Endorsement** type currently has a “glitch” that our IT staff is working to resolve.

- ⇒ *If submitting an NCARB Record, when prompted to upload documents, simply upload a document stating “See NCARB Record.”*
- ⇒ *The Illinois Architecture Practice Act & Rules require all license candidates to certify that he or she has read and understands the Illinois Architecture Practice Act of 1989 and the Administrative Rules and understand that if found in violation, it is a known violation.*

You may review the Act and Rules here: <https://www.idfpr.illinois.gov/profs/Architect.asp>

## Step 3 - Wait.

- You can track the status using the “**License Application Status**” feature in your Online account.
- Please allow four business weeks from applying before making an inquiry concerning its status.
- Once your application and NCARB Record/support documents have been received and verified, they will be presented to the Board for review.
- If additional items are needed, you should receive an email notification of the outstanding item(s) needed to complete the requirements and issue your license.
- Upon satisfying the applicable requirements, your application will be approved and license issued.

## IMPORTANT INFORMATION ONCE LICENSED

- You will receive an email from the Department with a link to download your license.
- All Architect licenses expire on November 30th of even-numbered years, regardless of issuance date.
- It is your responsibility to update your contact information including email address with the Department to ensure that you receive all courtesy renewal email reminders and other notifications.
- We highly recommend that you review the Code Enforcement Manual as it will provide a sample of what your Illinois license seal/stamp should look like and other useful information regarding your profession.  
**You may access the manual here:** [https://www.idfpr.com/forms/DPR/Design\\_Code\\_Manual.pdf](https://www.idfpr.com/forms/DPR/Design_Code_Manual.pdf)

## PROFESSIONAL DESIGN FIRM REQUIREMENT

- All businesses 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 authorized by the Illinois Secretary of State to transact business in Illinois.
- Offering services without a PDF registration is a violation of each four design profession Acts and subject to disciplinary action and/or fines by the Department.
- Each office in Illinois that offers Architectural services must have a resident architect designated.
- You may review the requirements and apply here: [Application for Professional Design Firm](#)