



IDFPR

Illinois Department of
Financial and Professional Regulation
Division of Professional Regulation

STRUCTURAL ENGINEER

FREQUENTLY ASKED QUESTIONS

This document was designed to assist potential candidates for enrollment as an Structural Engineer Intern (SEI) or licensure as a Structural Engineer (SE) in the State of Illinois by addressing the most common questions the Department receives. If your question is not listed here, please contact the Department's Technical Assistance line at 1.800.560.6420.

STANDARD DEFINITIONS:

- **Structural Engineer or Professional Engineer:** Illinois licenses Structural Engineers (SE) and Professional Engineers (PE) separately. A PE in Illinois cannot perform or offer Structural services and an SE cannot perform or offer Professional Engineering services. For PE information and applications, visit the Professional Engineering Page of the Department's website.
- **Educational Requirement:** The educational requirements are based upon the Baccalaureate degree, not a post-graduate degree.
- **Approved program:** The approved program is a four (4) year Baccalaureate degree in Engineering with 18 semester hours of Structural Analysis and Design courses which may be gained by taking courses at the BS, MS or PhD level.
- **Non-approved program:** Applicants who do not hold a degree from an approved program must satisfy one of the educational options listed in Section 1480.120 of the Administrative Rules.
- **Foreign Applicants:** Must submit an NCEES credential evaluation of your Baccalaureate degree pursuant to Sections 1480.135, 1480.140 or 1480.170 of the Administrative Rules and submit proof of passing the TOEFL-iBT (if applicable), pursuant to Sections 1480.135, 1480.140 or 1480.170 of the Administrative Rules.
- **Experience requirement:** For licensure, applicants with an approved program must submit a minimum of four (4) years of acceptable structural engineering experience. Applicants with a non-approved program must submit a total of eight (8). The experience must be properly completed on the Department VE-SEG form or included with a submitted NCEES Record.
- **The Illinois SE Practice Act, Rules and application forms are here:** <https://idfpr.illinois.gov/profs/se.html>

QUICK LINKS

To better serve applicants and licensees, several important functions may be found on the Department website. A list of these services are below and on the next page to ensure a quick and accurate interaction with the Department. Additional answers to routine questions received follow afterwards.

Apply for a license: <https://idfpr.illinois.gov/newapplications.html>

License Look-up: <https://online-dfpr.micropact.com/lookup/licenselookup.aspx>

Download a license: <https://idfpr.illinois.gov/fpr-applications/getmylicense/loginprof.html>

Request a license and/or exam certification/verification:

<https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/forms/dpr/cert-req-design-2022.pdf>

Update your contact information: <https://online-dfpr.micropact.com/>

Review the Code Enforcement Manual:

<https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/forms/dpr/design-code-manual.pdf>

Registration for a Professional Design Firm:

<https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/renewals/apply/forms/f1419lt.pdf>

Add or remove services from your firm:

<https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/renewals/apply/forms/f2309.pdf>

File a complaint: <https://idfpr.illinois.gov/admin/complaints.html>

EXAMINATIONS

Question: Am I eligible to take the Fundamentals of Engineering (FE) Examination and/or the 16-hour Structural Examination (SE) Examination in Illinois?

Answer: Application to the Department is no longer required for exam approval. Candidates may register for the FE and/or SE exam at any time with NCEES at www.NCEES.org.

Once you have gained the required education, passed the applicable examination(s), and gained the applicable experience, submit your application to the Department for review by the Board.

Question: I registered with NCEES to take an examination in Illinois but my MyNCEES dashboard says PENDING BOARD APPROVAL? Now what?

Answer: This could be a result of two different situations.

- 1) If this is for the SE exam, to be approved, click VERIFY next to your education information and use the instructions in the right hand column to verify your education. Once verified by NCEES, your exam registration should be approved.
- 2) If this is for the SE exam and your MyNCEES dashboard does not show that you have passed the FE exam, you must contact the jurisdiction where you passed the exam and have an official exam certification completed and uploaded to your dashboard.

Question: I recently passed the FE or SE Examination. Now what?

Answer: Your exam certification will remain active on your NCEES Dashboard and can be used when you choose to apply for enrollment as an Structural Engineer Intern or for Licensure.

ENROLLMENT AS A STRUCTURAL ENGINEER INTERN

Question: Is enrollment as an Structural Engineer Intern required in Illinois?

Answer: No. Enrollment as a Structural Engineer Intern (SEI), is not a requirement of licensure in Illinois; however, many companies and design firms require it for employment or advancement opportunities.

Question: I want to be enrolled as an SEI. Now what?

Answer: To be enrolled as an SEI, review the current requirements and application below.

Applicants with a U.S. SSN or TIN: [Online Application](#)

Applicants without a U.S. SSN or TIN: [Paper Application](#)

Question: I took and passed the FE exam in another jurisdiction, will the Illinois Board accept my exam certification for enrollment?

Answer: Yes. Illinois would accept a passing FE exam certification for use with your SEI application.

INITIAL (FIRST) LICENSE

Question: I have passed both the FE and SE Examinations, but I am not licensed. Now what?

Answer: To be licensed as a Structural Engineer, review the current requirements and application below.

Applicants with a U.S. SSN or TIN: [Online Application](#)

Applicants without a U.S. SSN or TIN: [Paper Application](#)

Question: I have passed the SE Examination, but the FE exam was waived in another jurisdiction. Can I be licensed in Illinois?

Answer: Illinois law requires passage of both the FE and SE examinations for an initial license.

Question: I have an NCEES Record. May I submit my Record as supplemental documentation to the application in lieu of my transcripts, experience forms and exam certifications?

Answer: Yes. We encourage all applicants to use the NCEES Record as it is a valuable resource to the applicant and may shorten the processing time of the application.

ENDORSEMENT/COMITY/RECIPROcity OF LICENSE

Question: I am licensed as a Structural Engineer (or PE practicing structural) in another U.S. jurisdiction and want to be licensed in Illinois. Now what?

Answer: Illinois offers individuals to be licensed by **endorsement**, provided they meet Illinois specific requirements. (Referenced in the Illinois SE Rules Section 1480.170).

Note: The Civil/Structural Discipline of the PE exam, Western States exam or State Constructed Structural III exam does not meet the exam requirements in Illinois.

Applicants with a U.S. SSN or TIN: [Online Application](#)

Applicants without a U.S. SSN or TIN: [Paper Application](#)

Question: I have passed the SE Examination, but the FE exam was waived in another jurisdiction. Can I be licensed in Illinois?

Answer: Illinois law requires passage of both the FE and PE examinations for licensure; however, pursuant to Section 1480.180 of the SE Rules, a licensee applying by endorsement may submit a waiver request for review and consideration by the Board.

Question: I have an NCEES Record. May I submit my Record as supplemental documentation to the application in lieu of my transcripts, experience forms and exam certifications?

Answer: Yes. We encourage all applicants to use the NCEES Record as it is a valuable resource to the applicant and may shorten the processing time of the application.

RESTORE AN INACTIVE OR EXPIRED LICENSE

Question: My Illinois SE license is inactive or expired/not-renewed and I want to restore it to active status. Now what?

Answer: Applicants for restoration of their Illinois Structural Engineering license must meet the requirements of Section 1480.160 of the Administrative Rules at the time of application.

If your license has been inactive or expired for less than five (5) years, submit a written request to the Department and include the following:

- Name, License Number & Current Mailing Address
- Valid Email Address for department notifications, license download link and renewal notices.
- Proof (*in the form of certificates or other documents – a log by itself will not suffice*) of completion of 30 CEs within the last 24 months prior to your request to restore pursuant to Section 1480.160 of the Administrative Rules.
- Child Support Statement – which can be one of the following (with your signature next to the statement):
 1. Child Support does not apply to me.
 2. I am current with Child Support
 3. I am not current with Child Support.
- **Fee due:**
 - Inactive: A U.S. check in the amount of \$60, payable to IDFPR.
 - Expired/Not-Renewed: A U.S. check totaling the amount of lapsed fees (\$60 renewal fee for each missed renewal period and a \$50 late fee), payable to IDFPR.

Send your request to:

Illinois Department of Financial and Professional Regulation
Division of Professional Regulation
3rd Floor/Licensure Maintenance Unit
320 West Washington St.
Springfield, IL 62786

IMPORTANT:

If your license has been inactive or expired/not-renewed for over five (5) years, please email the license maintenance unit at: FPR.LMU@Illinois.gov for instructions and forms to restore your license.

PROFESSIONAL DESIGN FIRM REGISTRATION

Question: My Professional Design Firm is planning to do business in Illinois. Now what?

Answer: Offering or performing work in Illinois without proper license and authorization is a violation of each Design Profession Act. All firms 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 must also be authorized by the Illinois Secretary of State (IL SOS) to transact business in Illinois.

You must have an individual who is licensed in Illinois who will be dedicated as a managing agent-in-charge for each profession that you wish to offer (Professional Engineering and Structural Engineering are licensed separately in Illinois and neither can offer the other's services). If offering Land Surveying, each office in Illinois must have a resident Land Surveyor, licensed in Illinois. If offering Architecture, each office in Illinois must have a resident Architect, licensed in Illinois. For an Architect, that individual must be a Director/Member/Partner and 2/3rds of the firm's collective total number of Director/Member/Partners must be a licensed design professional with one being a licensed Illinois Architect.

Please review the requirements and Professional Design Firm application forms here: [Design Firm Registration](#)

Question: Our Professional Design Firm is authorized for multiple professions by the Department but a Managing Agent for one of the professions is no longer with the firm or failed to renew his/her license. Now what?

Answer: The firm is required by law to notify the Department of any change in managing agent status within 10 business days and will need to appoint a new Managing Agent for the respective profession within 30 days after notifying the Department in order to continue offering services in Illinois.

Please review the requirements and change of managing agent form here: [Change of Managing Agent](#)

Important Note: If one profession of the firm's offering is not active, the entire firm license is automatically placed into INOPERABLE status. Offering or performing work in Illinois without an ACTIVE license is a violation of each Design Profession Act.

Question: Our Professional Design Firm would like to add OR remove a profession from our current offering. Now what?

Answer: Please use the instructions and form here: [Add/Remove a profession from your Design Firm](#)

Question: Our Professional Design Firm is currently NOT-RENEWED. Now what?

Answer: Please use the instructions and form here: [Professional Design Firm Reinstatement Request](#)