

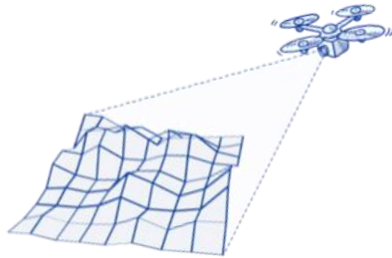


DESIGN Times

A quarterly publication from the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation



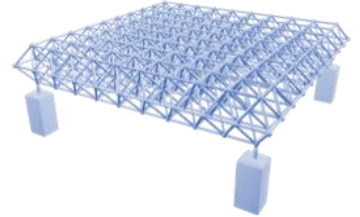
ARCHITECTURE



LAND SURVEYING



PROFESSIONAL ENGINEERING



STRUCTURAL ENGINEERING

Illinois Department of Financial and Professional Regulation

Issue 27 | Summer 2023

LAW ENFORCEMENT PROCESS

The Division of Professional Regulation (DPR) is legislatively mandated to administer and enforce 59 separate legislative acts that regulate the conduct of many professions in Illinois.

Responsibility for the enforcement of these acts rests with the Statewide Enforcement Section. The Division of Statewide Enforcement is responsible for the investigation of alleged violations of any regulatory statutes under the Division's jurisdiction and subsequent prosecution of these Acts.

Functionally, the Investigations Unit compiles facts of the allegation and the Prosecutions Unit seeks to prove the validity of the complaint. Substantiated allegations are presented to the Director for appropriate discipline.

Professional complaints against any individual or business regulated by the DPR may be filed with the Department by contacting the Complaint Intake Unit. Sources of complaints include members of the public (can be made anonymously), other licensees, law enforcement agencies, and other governmental agencies. Irregularities also are discovered by the agency during the course of enforcement activities, special enforcement programs, and other routine inspections.

The disciplinary process begins when DPR becomes aware of a complaint against a licensee or individual/business offering professional services in Illinois without a license.

After initial review, complaints are assigned to a lead investigator. The investigator is responsible for determining if DPR has (1) legal jurisdiction and/or (2) adequate evidence to proceed with any potential violation of a licensing law. After developing facts in cases where there appears to be a proper legal jurisdiction and adequate evidence, the investigator presents the case to the Design Complaint Review subcommittee for the respective professional board for its consideration.

[Continued on page two.](#)

WHAT'S INSIDE:

- [Point of Interest](#)
- [NCARB Annual Meeting](#)
- [PE License Renewal](#)
- [Quick Links](#)
- [Board Meeting Dates](#)
- [Code Enforcement Link](#)
- [NCEES PAKS Study](#)



CONTINUED FROM PAGE ONE.

The board recommendation, after thorough review, is then given to the Investigator. If there is insufficient evidence to indicate a violation of the particular licensing statute; the investigative file is closed, however, the investigator also may discover facts that indicate criminal activity which can lead to referral to a county State's Attorney or the Illinois Attorney General.

If the subcommittee for the respective professional board determines that there is sufficient evidence of a violation, the findings are forwarded to DPR's prosecuting attorneys staff for review. After review by a prosecuting attorney, it may be determined that further investigative evidence is needed. If the staff attorney concludes that the matter has been sufficiently investigated and there is evidence supporting the complaint, formal charges are filed. Depending upon the contextual circumstances of the case, DPR and the licensee may enter into a negotiated agreement regarding the level of discipline to be imposed and presented to the Director of Professional Regulation for consideration and approval.

In instances where a formal disciplinary hearing is necessary, a formal complaint is drafted and filed. The hearing is held before the Department's Administrative Law Judge. The hearing is an administrative law proceeding conducted pursuant to the Illinois Civil Administrative Code and other relevant statutes and rules. After the hearing, the prosecuting attorney delivers the findings, conclusions, and recommendations to the Director of Professional Regulation.

Disciplinary action resulting from any enforcement action varies by violation and severity and can include: **termination of license, revocation, suspension, probation, reprimand, and censure.** The license may also be ordered to remain in good standing. In addition, Illinois law allows for the imposition of fines up to **\$10,000 per offense** for any of the professions regulated by the Division.

Following a final decision by the Director, the licensee has 35 days to make an appeal in circuit court under the Illinois Administrative Review Act. Investigations referred for criminal prosecution have resulted in numerous criminal convictions. Criminal violations include unlicensed practice of various professions, theft, forgery, unlawful use of weapons, diversions of controlled substances to illegal use and other related offenses.

HOW TO FILE A COMPLAINT

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**.

POINT OF INTEREST

Routine violations investigated & prosecuted by the Department:

- Unlicensed Practice
- Unlicensed Design Firm
- Design Firm offering services outside the scope of license
- Professional Engineer performing Structural services
- Structural Engineer performing Professional services
- Sister-state discipline
- Non-compliance on continuing education audit
- Identity/seal theft
- Aiding in violating the Practice Act
- Professional Negligence or incompetence
- Misrepresentation
- Unprofessional conduct
- Non-payment of state taxes
- Default on state loans
- Delinquency in child-support



BOARD NEWS

NCARB Annual Business Meeting

Delegates from the Illinois Architecture Licensing Board attended the 2023 NCARB Annual Business Meeting on June 15-17, 2023 in Tampa, Florida.

During this meeting, the delegates conducted regional business, participated in national elections of NCARB officers and listened to sessions pertaining to the future of architectural practice & how regulatory boards can keep pace with evolving technology, and the current regulatory environment and what boards can do to ensure they are communicating the important work they do to protect the health, safety, and welfare of the public.



Pictured left to right are:

E. William Reichert, Board Chair
Michelle Gillette-Murphy, Board Vice-Chair

Did someone say Renewal time?

The Professional Engineer license will be in renewal this Fall. Renewal is required for all licensees, regardless of when the license is issued. On or near September 1st, all active professional engineer licensees should receive an email with instructions on how to renew the license through the online portal.

Unless renewed, the license will expire on 11/30/2023.

You may review the renewal requirements at the below sections of the rules for the administration of the Professional Engineering Practicing Act.

[Section 1380.310 Renewals](#)

[Section 1380.325 Professional Development](#)

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

A reminder, the Rules were recently updated to allow for carryover of acceptable excess PDHs. A maximum of 15 hours gained between June 1st and November 30th that will not be used for the 2023 renewal may be carried over toward the 2025 renewal. Hours must be documented and maintained on the carryover form.

[PDH Carryover Form](#)



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 for your convenience to ensure a quick and accurate interaction with the Department.

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

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

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

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>

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:

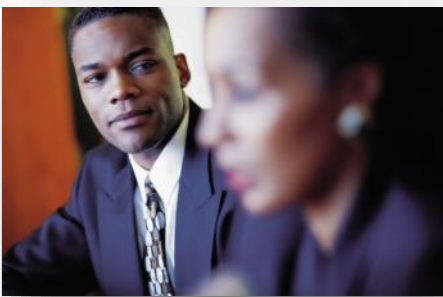
<https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/renewals/apply/forms/f1419lt.pdf>

Add or remove services from your firm:

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



UPCOMING BOARD MEETINGS



Members of the public are invited to attend the open session of Board Meetings to gain a better understanding of the current topics and issues prevalent in the respective professions as well as how the Board is working to ensure 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.

July/August

Architect Board, 7/21/2023

Professional Engineering Board, 7/27/2023

Professional Land Surveyor Board, 7/28/2023

Structural Engineering Board, 8/2/2023

September

Architect Board, 9/22/2023

Structural Engineering Board, 9/27/2023

Professional Engineering Board, 9/28/2023

Professional Land Surveyor Board, 9/29/2023

NEWLY LICENSED?

We recommend that you review the code enforcement manual to ensure that you and your Professional 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 approve any vendors. You may purchase your seal at a vendor of your choice.

As long as it is a reproducible seal (non-embossed) it will be accepted.

Code Enforcement Manual: [Manual for Code Enforcement Officials and Design Professionals](#)

PE MINING/MINERAL PROCESSING PAKS SURVEY

NCEES is currently seeking mining and/or mineral processing engineers to participate in a professional activities and knowledge study, or PAKS, for the PE Mining and Mineral Processing exam. The results of this online survey will be used to update the specifications for the exam, which is a process that occurs every six to eight years.

NCEES requires a cross section of licensed professional engineers practicing mining and or mineral processing engineering -including those working in industry, consulting, the public sector, and academia-to complete the survey, which will take 20-45 minutes. **The survey will be open until August 9, 2023.**

For more information, contact NCEES Exam Development Engineer Sonya Dawson, P.E., at sdawson@ncees.org.

The survey link is: <https://www.surveymonkey.com/r/>

CE/PDH CREDIT

State of Illinois

Continuing Education / Professional Development Credit

Reading this newsletter is worth credit toward your Illinois Design Profession license renewal requirement of Illinois state statutes and rules. This shall serve notice and certify that the person named below has earned 0.25 Continuing Education for Architects and Structural Engineers and 0.25 Professional Development for Professional Engineers and Professional Land Surveyors.

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 this issue of DesignTimes, an Illinois DPR quarterly newsletter and will maintain a copy of this for my records.

SIGNATURE OF LICENSEE

DATE

LICENSE NUMBER

NOTE:

By claiming credit for reading this newsletter, I understand I will produce the signed and dated certificate as documentation if required.

DID YOU MOVE? CHANGE JOBS?

CHANGE EMAIL ACCOUNTS?

It is your responsibility as a professional to make sure that your contact information is up to date to receive all department notifications and courtesy renewal reminder notices.

Update your contact information by accessing your online account at <https://online-dfpr.micropact.com> or by calling 1.800.560.6420



Did you know IDFPR is comprised of four Divisions?

In addition to the Division of Professional Regulation that oversees design professions, there are also the Division of Banking, Division of Financial Institutions, and Division of Real Estate.

Learn more about IDFPR – and the resources for licensees and consumers on our website idfpr.illinois.gov

*Please let us know how we can serve you better by
emailing your comments and suggestions to us at: FPR.DesignUnit@Illinois.gov*



IDFPR

Illinois Department of
Financial and Professional Regulation
Division of Professional Regulation



320 West Washington St.
Design Unit - 3rd FL Springfield, IL 62786
Email: fpr.DesignUnit@Illinois.gov
Web: www.idfpr.illinois.gov
<http://twitter.com/IDFPR>
www.facebook.com/ILDFPR

Printed by the Authority of the State of Illinois IOCI 21-1040 07-23 Web

The material and information contained in this newsletter is for general information purposes only and should not be considered legal advice. You should not rely upon the material or information in the newsletter as a basis for making any business, legal, or other decisions. Information contained herein may not constitute the most up-to-date information. Please consult an attorney to obtain legal advice or interpretation of any applicable laws.