

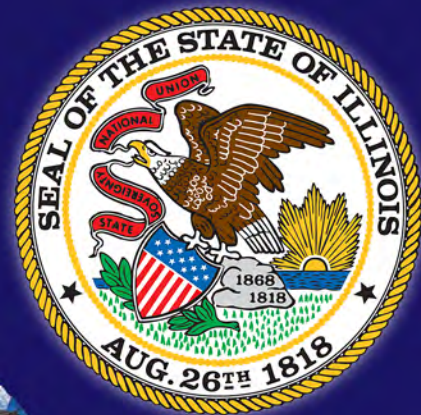
# Qualifications and Online Application for:

Engineer Intern Enrollment  
Professional Engineer License



**IDFPR**

Illinois Department of  
Financial and Professional Regulation



Last updated: 1/2023

The Division of Professional Regulation hopes that you will find the below information useful in successfully applying for enrollment or licensure in the State of Illinois.

Carefully review this information as it will assist you in applying and eliminate processing delays.

## READ ME FIRST

- **DO NOT COMPLETE THIS APPLICATION, if you wish to apply for licensure as a Structural Engineer or sit for any examination under the Structural Engineering Act. Illinois licenses Professional Engineers (PE) and Structural Engineers (SE) separately.**

Review and apply for the SE profession here: [www.idfpr.illinois.gov/profs/se.asp](http://www.idfpr.illinois.gov/profs/se.asp)

- **If submitting an NCEES Record/Evaluation as part of your application**, when prompted to upload documents, simply upload a document stating "See NCEES Record/Evaluation."
- **A U.S. Social Security Number (SSN) or a Taxpayer Identification Number (TIN) is required to apply online.** If you do not have an SSN or TIN, you must apply using the paper application available here: <https://www.idfpr.illinois.gov/profs/ProfEngineer.asp>
- 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/ProfEngineer.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)

## PROFESSIONAL DESIGN FIRM REQUIREMENT

- Any company that offers professional services in Illinois must be registered as a Professional Design Firm (PDF) with this Department. Professional services include: Architecture, Professional Engineering, Structural Engineering, and/or Land Surveying. **Offering services without a PDF registration is a violation of each of the four design profession Acts and subject to discipline by the Department.**
- Applicants are encouraged to advise a company principal of this requirement. You may review the requirements and apply here: [Application for Professional Design Firm](#)

## EXAM APPROVAL PROCEDURES

- Application to the Department is no longer required for exam approval. All applicants may register for the FE and/or PE exam at any time with NCEES at [www.NCEES.org](http://www.NCEES.org).
- Once an applicant has gained the required education, passed the applicable examination(s), and gained the applicable experience, then the applicant shall submit the application to the Department for review by the Board.

# QUALIFICATIONS

## **EDUCATION:**

There are two (2) types of Baccalaureate degrees that are accepted under the Professional Engineering Practice Act. Note, the educational requirement is based upon a Baccalaureate degree, not a post-graduate degree. One of the following must be met.

- **Approved Program:** Baccalaureate degree from an EAC/ABET or CEAB program.  
(Refer to Section 1380.210 of the Administrative Rules)
- **Non-Approved Program:** Baccalaureate degree meeting the NCEES Engineering Education Standard.  
(Refer to Section 1380.220 of the Administrative Rules) Applicants applying under this option must submit an NCEES credential evaluation to the Illinois PE Board through their MyNCEES Dashboard. Here is the link to start the process: <http://ncees.org/credentials-evaluations/>

### **Additional requirement for foreign educated applicants:**

- **TOEFL-iBT Exam.**  
If the baccalaureate courses were not taught in English; as shown on the NCEES evaluation, the applicant is required to provide proof of passage of the TOEFL-iBT, pursuant to Sections 1380.240, 1380.250 and 1380.280 of the Administrative Rules. Here is the link to take the TOEFL exam: <http://www.ets.org> **This exam is waived if the applicant has a Post-Graduate Degree in Engineering from an accredited U.S. University.**

## **EXAMINATION:**

Pursuant to Section 1380.260 of the Administrative Rules, there are two examinations administered and accepted for the PE profession:

- **For enrollment as an Engineer Intern:** NCEES - FE Examination
- **For licensure as a Professional Engineer:** NCEES - FE & PE Examinations

## **EXPERIENCE:**

Review Section 1380.230 of the Administrative Rules for acceptable experience.

### **Engineer Intern Enrollment:**

- **Four (4) years** of professional (non-structural) engineering experience is required for all non-approved program graduates.

### **Professional Engineer License:**

- **Four (4) years** of professional (non-structural) engineering experience is required for approved program graduates.
- **Eight (8) years** of professional (non-structural) engineering experience is required for all non-approved program graduates. If you are currently enrolled as an Illinois EI, only **four (4) years** of additional professional (non-structural) engineering experience is required.

# APPLICATION INSTRUCTIONS

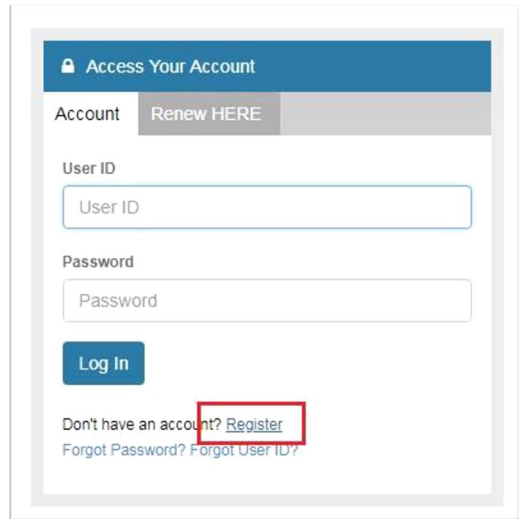
## NCEES Record holders:

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

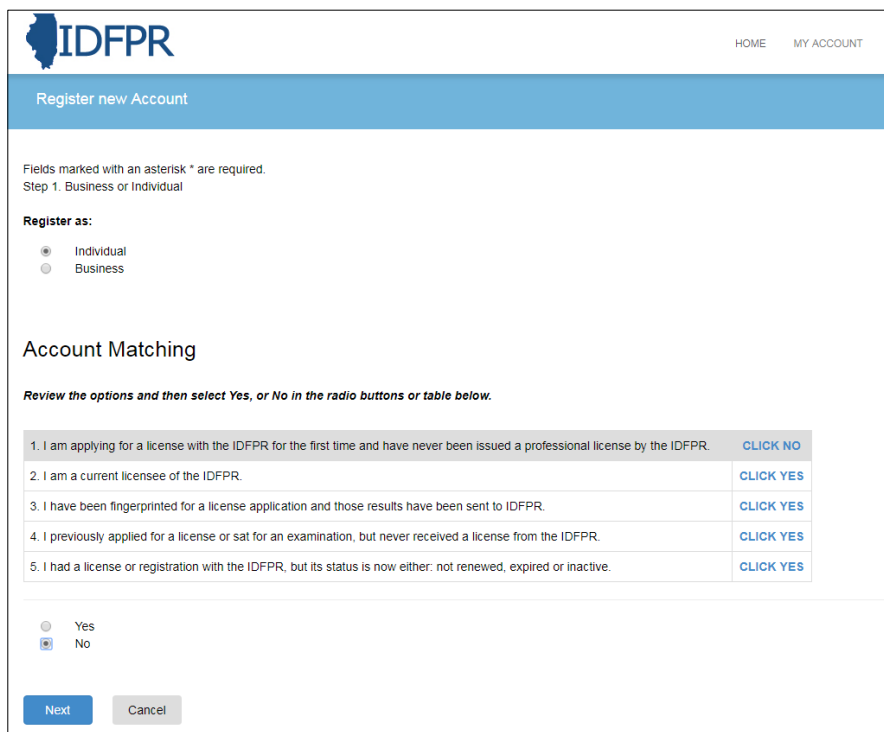
## Step I - Create an Online account here:

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

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



- If you have **NOT** previously applied - On the Account Matching page simply 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.



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

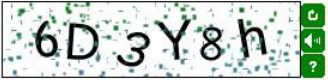
- Once you have created your account, you will need to set up your security questions.

### Secret Questions

Secret Question 1	In what city did you meet your spouse/significant other? <span style="float: right;">▼</span>	Springfield
Secret Question 2	In what city does your nearest sibling live? <span style="float: right;">▼</span>	Evanston
Secret Question 3	In what city or town was your first job? <span style="float: right;">▼</span>	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.**

<b>User ID:</b>	Jane_Doe	<span style="background-color: #0070c0; color: white; padding: 2px 5px; border-radius: 3px; cursor: pointer;">Change User ID</span>
<b>E-mail:</b>	test@illinois.gov	<span style="background-color: #0070c0; color: white; padding: 2px 5px; border-radius: 3px; cursor: pointer;">Change Email</span>

Please verify your account.

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

If you have not received a verification email:

1. Check your SPAM filter for the verification email.
2. 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.

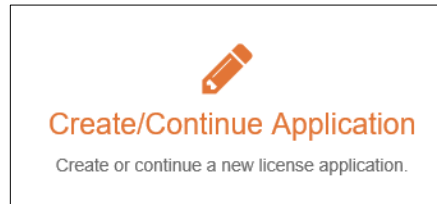
Please note the following:

- 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 NCEES or another U.S. Jurisdiction or if you apply for licensure in another profession.*

## Step 2 - Apply.

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



- Select “PROFESSIONAL ENGINEER BOARD” and click on “START” for the option you desire: “ENROLLED PROFESSIONAL ENGINEER INTERN” OR “LICENSED PROFESSIONAL ENGINEER.”  
Note - If you start an application but do not complete it at that time, when you come back to continue the application, your application will be at the top of your application list with “IN PROGRESS” next to it.

⇒ **License applicants:** Select Acceptance of Exam (first license) or Endorsement of License (currently licensed elsewhere).

Professional Engineering Board	
Board	License
Start	State Board of Professional Engineers ENROLLED PROFESSIONAL ENGINEER INTERN
Start	State Board of Professional Engineers LICENSED PROFESSIONAL ENGINEER

## REQUIRED SUPPORTING DOCUMENTS

### NCEES RECORD HOLDERS:

⇒ If you are submitting an NCEES Record as supplemental documentation to your application, you are not required to submit transcripts, exam certifications or experience forms as they should be contained within the Record. The Board may still require additional documents if clarification is needed for any reason. We highly encourage all applicants to submit an NCEES Record as it will streamline the review process for your application.

### NON-NCEES RECORD HOLDERS:

⇒ If not submitting an NCEES Record, the following items must be submitted:

- OFFICIAL TRANSCRIPTS:**

- ⇒ Approved program graduates must submit official conferred Baccalaureate transcripts for any degree you wish to claim. Have your University use their respective electronic service to send the transcript directly to: [FPR.DesignUnit@illinois.gov](mailto:FPR.DesignUnit@illinois.gov)
- ⇒ Non-approved program graduates must request their NCEES Credential Evaluation to be submitted to the Illinois PE Board. The evaluation will contain your baccalaureate transcripts and any other degree transcripts you have submitted to NCEES.
- ⇒ *If you are enrolled as an Illinois Engineer Intern (EI), a Baccalaureate transcript is not required for license application as you have met the educational requirement.*

- **EXAM/LICENSE CERTIFICATION:**

- ⇒ An official exam certification/verification must be sent to the Illinois PE Board through your MyNCEES account OR via email to [FPR.DesignUnit@illinois.gov](mailto:FPR.DesignUnit@illinois.gov) if the state you passed the exam from does not use the NCEES system. Note: An NCEES score report is not acceptable.
- ⇒ If you are currently licensed as a PE in another jurisdiction, an official license certification from the jurisdiction you are licensed in must be sent to the Illinois PE Board through your MyNCEES account OR via email to [FPR.DesignUnit@illinois.gov](mailto:FPR.DesignUnit@illinois.gov) if the state you are licensed in does not use the NCEES system.

- **VERIFICATION OF EMPLOYMENT / EXPERIENCE:**

- ⇒ If you do not submit an NCEES Record, you must submit the VE-PNG form for your experience. The form is available here: [VE-PNG form for experience](#)
- ⇒ A separate form for each supervisor/place of employment must be completed by the supervisor and emailed directly to [FPR.DesignUnit@illinois.gov](mailto:FPR.DesignUnit@illinois.gov)
- ⇒ If you are currently licensed in the U.S. and not submitting an NCEES Record, the Board allows for self-verification of professional (non-structural) engineering experience under the applicant's own license. Complete the VE-PNG form as your own supervisor from the date of your initial licensure date.
- ⇒ Acceptable experience may be found in Section four (o) of the PE Act. All experience must be gained under the supervision of a licensed professional (non-structural) engineer or someone who is legally practicing professional engineering by means of one of the exemptions listed in Section three (e) of the Act.  
If an exemption is being claimed, a letter citing the specific exemption must be submitted with the application.

## Step 3 - Sit back and wait.

- Once your application and NCEES 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 items needed to complete.
- 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.

## IMPORTANT INFORMATION ONCE LICENSED

- Upon satisfying the applicable requirements, your application will be approved and you will receive an email notification that your license has been issued and will include a link to download your license.
- All Professional Engineer licenses expire on November 30th of odd-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://idfr.illinois.gov/forms/DPR/Design\\_Code\\_Manual.pdf](https://idfr.illinois.gov/forms/DPR/Design_Code_Manual.pdf)