

Illinois Department of Financial & Professional Regulation

Responsive. Innovative. Transparent. Efficient.

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Bruce Rauner, Governor

Bryan A. Schneider, Secretary



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New Design Licensing Manager for Illinois.

After the retirement of M. David Brim in December of 2016, the Design Licensing Manager / Board Liaison position has been filled.

Kyle Lazell, who has been the Assistant Design Licensing Manager with the Department for about four years, was promoted to the Design Licensing Manager position as of November 1, 2017.

Prior to working with the Illinois Department of Financial & Professional Regulation, he worked at the Illinois Capital Development Board for seven years in various capacities as well as working in the private sector as a Marketing Manager for a moveable & glass wall manufacturing company for several years, worked in the PR office at an international racetrack, is a freelance graphic designer and video producer and is also an ordained minister.

Kyle stated that, "I look forward to working more closely with the four design profession boards as well as the professional societies and proponents for licensure to promote positive changes that will streamline the exam and licensure process in Illinois while maintaining the safety of the public, which is one of the Department's chief concerns."

He also said, "We are looking at ways to enhance the online user experience and enable many functions currently being done in paper format to be completed online and paid for electronically which will significantly increase the processing time for many requests that are time sensitive."

Complaints and Violations.

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. 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

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POINT OF INTEREST

Practice Act & 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.

All too often, 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.

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>

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.

Like the old saying from our friend Smokey the Bear— "only YOU can prevent danger to the public."

Even with a dedicated investigative team and top-notch prosecuting attorneys, the most valuable asset the Division has against violations is YOU.

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**

Have Questions about filing a complaint?

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

To file a complaint online: [Online Complaint Form](#)

You may remain anonymous if you prefer.

The Enforcement Report is updated monthly and is available here:

<http://www.idfpr.com/News/Disciplines/DiscReports.asp>

REMINDER:

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

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

Want to be on the list to receive this newsletter?

Send us an email at:

Fpr.prfgroup02@illinois.gov

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.

Continued NCEES exam transition to computer-based testing:

(Taken from NCEES.com)

NCEES began the process of transitioning exams to computer-based testing (CBT) in 2011. CBT offers many benefits, such as enhanced security for exam content and more uniformity in testing conditions. For most exams, it also provides greater scheduling flexibility.

All CBT exams are offered at approved [Pearson VUE test centers](#). For more information on registering for a CBT exam, download the [NCEES Examinee Guide](#) and watch a [video series](#) about the exam-day experience.

For a detailed timeline as to when each discipline will be transitioned to CBT, please visit: <https://ncees.org/cbt>

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

- 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.

DID YOU KNOW?

All Professional Design Firms (PDF) must list their Illinois PDF registration number on the title block of plans, pursuant to State Statute?

Now you know!

REMINDER:

The Architect, Land Surveyor and Structural Engineer licenses will be in renewal this year 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.

Continuing Education

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

Architecture

www.aiaill.org
www.alatoday.org

Professional Land Surveyor

www.iplsa.org

Professional Engineering

www.illinoisengineer.com

Structural Engineering

www.seaoi.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

Interesting Fact.

Illinois licenses Professional Engineers and Structural Engineers separately. There is no overlap of licensure. Each profession has separate and distinct requirements for education, examination and experience.

A Professional Engineer in Illinois cannot offer or perform any Structural Engineering services and a Structural Engineer can only offer Structural Engineering services.

Design Licensing Manager's Corner



The Design Unit staff is responsible for reviewing applications to verify that each application component has been received and is completed in entirety for administrative or Board review as well as providing specific information about exam and licensure requirements.

Each Design Professional Licensing Board is tasked with ensuring that the regulatory requirements are being met by each candidate for licensure as well as advising the department on current or future trends in the industry, changes to standards or educational requirements, etc.

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

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>



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](#)

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.

January:

Structural Engineer – January 23, 2018 – Springfield
Professional Engineer – January 24, 2018 – Springfield

March:

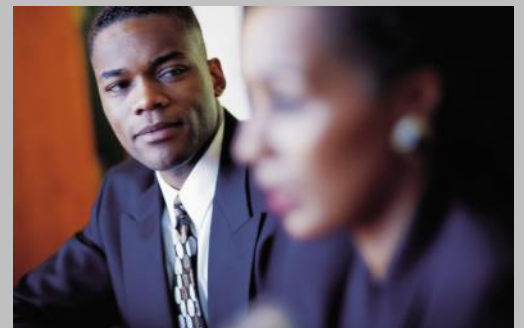
Architect – March 16, 2018 – Chicago
Land Surveyor – March 30, 2018 – Chicago
Structural Engineer – March 29, 2018 – Chicago
Professional Engineer – March 28, 2018 – Chicago

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

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 January 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 January 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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