



# STRUCTURAL ENGINEERING 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 (BS) degree, not a post-graduate degree. Approved programs are a domestic four (4) year Baccalaureate degree with 18 semester hours of Structural Analysis and Design courses. Applicants with a Related Science curriculum may apply for examination or licensure approval under Section 1480.120 of the Administrative Rules. All applicants must apply to the Department for Board approval, prior to taking any examination under the Illinois SE Act.
- **Engineering Technology Degree:** Pursuant to Section 1480.120 of the Administrative Rules, coursework leading to a Degree in Engineering Technology does not meet the educational requirements for licensure in Illinois.
- **Non-US citizen:** If you do not have a US Social Security Number, contact the Department for the appropriate affidavit form.
- **Foreign Applicants:** Must submit a credential evaluation of your BS degree from an approved provider pursuant to Section 1480.135, 1480.140 or 1480.170 of the Administrative Rules and submit proof of passing the TOEFL-iBT (if applicable), pursuant to Section 1480.135, 1480.140 or 1480.170 of the Administrative Rules.
- **Experience requirement:** For licensure as a SE, all applicants must submit a minimum of four (4) years of acceptable structural engineering experience, properly completed on the Department VE-SEG form. 24 months of the overall experience must be in responsible charge.

### **Question: Am I eligible to take the Fundamentals of Engineering (FE) Examination in Illinois under the SE Act?**

**Answer:** To take the FE exam and be enrolled as a SEI, you must have a four (4) year BS degree with 18 semester hours of Structural Analysis and Design courses or a four (4) year Related Science curriculum. Submit an application, fee and Official Transcript (s) and the required experience for Board approval to take the FE exam under the SE Act. [See foreign applicant requirements above.](#)

### **Question: I am approved to take the Fundamentals of Engineering (FE) Examination in Illinois under the SE Act and registered with NCEES for the exam, but MyNCEES says pending Board approval. Now what?**

**Answer:** To be fully registered, you must register with both National Council of Examiners for Engineering and Surveying (NCEES) ([www.ncees.org](http://www.ncees.org)) and CTS ([www.continentaltesting.net](http://www.continentaltesting.net)) to take the FE exam.

### **Question: I passed the Fundamentals of Engineering (FE) Examination in Illinois under the PE Act. Can I be enrolled as an SEI?**

**Answer:** No. The PE Act and SE Act are separate and have distinct requirements for education, examination and experience. The SE Act requires that the FE exam be taken after graduation and approval of the SE Board. There is no process for the Board to review an applicant's information after they have passed the FE exam.

### **Question: I passed the Fundamentals of Engineering (FE) Examination in a different US Jurisdiction. Can I be enrolled as an SEI in Illinois?**

**Answer:** No. The SE Act requires that the FE exam be taken after graduation and approval of the SE Board. There is no process for the Board to review an applicant's information again after they have passed the FE exam.

**Question: Am I eligible to take the 16 Hour Structural (SE) Examination in Illinois and become licensed as an SE?**

**Answer:** If you are enrolled as an SEI in Illinois and have a four (4) year BS degree with 18 semester hours of Structural Analysis and Design courses or a four (4) year Related Science curriculum, you may submit an application, fee, Official Transcript(s) and required experience for Board approval to take the SE exam for licensure as an SE in Illinois. *See experience and foreign applicant requirements on page 1.*

**Question: I passed the Fundamentals of Engineering (FE) Examination in a different US Jurisdiction and want to take the 16 Hour Structural (SE) Examination in Illinois and become licensed as an SE. Now what?**

**Answer:** If you have a four (4) year BS degree with 18 semester hours of Structural Analysis and Design courses or a four (4) year Related Science curriculum, you may submit an application, fee, Official Transcript(s), required experience and certification from the US jurisdiction that you passed the FE exam in for Board approval to take the SE exam for licensure as an SE in Illinois. The certification must be completed on the Department CT-ENG form or submitted electronically through the NCEES Verification process and must originate from the licensing jurisdiction. The certification must contain the exam score information and the exam date. The Department does not accept MyNCEES score reports from a candidate as meeting the requirements for certification. *See experience and foreign applicant requirements on page 1.*

**Question: I am approved to take the 16 Hour Structural (SE) Examination in Illinois and registered with NCEES for the exam, but MyNCEES says pending Board approval. Now what?**

**Answer:** To be fully registered, you must register with both NCEES (www.ncees.org) and CTS (www.continentaltesting.net) to take the SE exam.

**Question: I passed the 16 Hour Structural (SE) Examination in a different US jurisdiction but I am not licensed and want to be licensed as an SE in Illinois. Now what?**

**Answer:** Illinois does not have a method to license applicants as an SE if they are not licensed as an SE (or a PE practicing Structural) from a different US jurisdiction. You must become licensed in that jurisdiction and then apply to Illinois for licensure as an SE by Endorsement.

**Question: I am licensed as a Structural Engineer (or Professional Engineer practicing structural) in a different US jurisdiction and want to be licensed in Illinois. Now what?**

**Answer:** Illinois does not offer Comity or Reciprocity licensure. You must meet Illinois requirements for licensure at the time you were originally licensed. Submit the current application for licensure as a Structural Engineer by Endorsement (available on the Department's website), the fee of \$100 payable to IDFPR, request your NCEES Record to be transmitted to the Illinois jurisdiction and submit the VE-SEG form for the required experience. The SE Board does not accept the NCEES Record in terms of experience as the record does not detail the required structural experience. *See experience and foreign applicant requirements on page 1.*

If you do not submit an NCEES Record, you must submit the following:

- Official transcript(s) of your BS degree showing the conferral date to the Department
- The required years of acceptable structural engineering experience as noted on page 1, the experience must be properly completed on the Department VE-SEG form.
- Certification from the US jurisdiction where you passed the FE and 16 Hour (SEI & SEII prior to 2011) SE exams as well as the jurisdiction where you were originally licensed and your current jurisdiction of licensure. The certification(s) must be completed on the Department CT-SEG form or submitted electronically through the NCEES Verification process and must originate from the licensing jurisdiction(s). The certification(s) must contain the exam score information and the exam date. The Department does not accept NCEES score reports as meeting the requirements for certification. *Note: The State Constructed Structural III examination does NOT meet the examination requirements in Illinois. Nor does the Structural Discipline of the PE exam.*

**Question: My Illinois SE license is 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 expired for less than five (5) years, submit a written request to the Department and include the following:

- Name
- License Number
- Current Address
- Valid Email Address for department notifications, license download link and renewal notices.
- A US check totaling the amount of lapsed fees (current renewal fee for each missed renewal period and a \$50 late fee), payable to IDFPR.
- Proof (*in the form of certificates or other documents – a log will not suffice*) of completion of 30 CE's 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.

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

If your SE license has been expired/not-renewed for over five (5) years, contact the Department for instructions and forms to restore your license.

**Question: My Illinois SE license is currently in inactive status 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 for less than five (5) years, submit a written request to the Department and include the following:

- Name
- License Number
- Current Address
- Valid Email Address for department notifications, license download link and renewal notices.
- A US check in the amount of the current renewal fee, payable to IDFPR.
- Proof (*in the form of certificates or other documents – a log will not suffice*) of completion of 30 CE's 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.

Send your request to:

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If your SE license has been inactive for over five (5) years, contact the Department for instructions and forms to restore your license.

**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 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 the firm must meet the 2/3rds requirements of the Act.

**Steps:**

1. Submit the individual's applications for licensure for each profession.
2. At the same time as #1 above, submit an application to the Illinois Secretary of State for the Authority to Transact Business in Illinois. The following is a link to the SOS website: <http://www.cyberdriveillinois.com/>. All foreign (non-domestic to Illinois) firms must have a resident financial agent to handle the paperwork (SOS can recommend some services that offer resident financial agents – not to be confused with the managing agent-in-charge of professional services). The purpose clause(s) MUST meet the following criteria: One for each profession that your firm will be offering and all requirements of that particular Act and Administrative Rules. *Samples below.*
3. Once the individual(s) are licensed, submit the Professional Design Firm application ([Design Firm Registration](#)) with the filed papers from the Illinois SOS, the resolution of the Board/Members/Partners designating the managing agent(s), copies of the Illinois license and seal and signature, and the fee.
4. Board Resolutions (one for each profession) from the Directors/Members/Partners, stating that the individual (with license number) is designated as the managing agent. For the Architect, it must also state that the individual is a Director/Member/Partner of the Firm which must meet the 2/3rds requirement of the Architecture Act. *Sample below.*

**Sample Purpose Clauses:**

1. To practice Land Surveying; provided that the managing agent in charge of the land surveying activities in Illinois is a Licensed Land Surveyor, licensed pursuant to the Illinois Land Surveying Practice Act.
2. To practice Professional Engineering; provided that the managing agent in charge of the professional engineering activities in this State is a registered professional engineer, licensed pursuant to the Illinois Professional Engineering Practice Act.
3. To practice Structural Engineering; provided that the managing agent in charge of the structural engineering activities in this State is a registered structural engineer, licensed pursuant to the Illinois Structural Engineering Practice Act.
4. To practice Architecture: provided that 2/3rds of the (Board of Directors/Members/Partners) are licensed design professionals and the managing agent in charge of the architectural activities in this State is a (Director/Member/Partner) and is a registered architect, licensed pursuant to the Illinois Architecture Practice Act.

**Sample Board Resolution Reference:**

If the firm's practice includes architecture, the design professional designated as the managing agent for architecture must be a member of the board of directors, full partner, or member of LLC or LLP.

The corporate resolution should include the managing agents Member/Director/Partner information as well.

The corporate resolution must be an original.

A written statement must be made for each managing agent/profession.

**RESOLUTION**

***The (Board of Directors/Members/Partners) of (Name of Firm), designates (Name of design professional) who is licensed in Illinois as a (Profession), (License number)(Member of the Board of Directors/Members/Partners – for architects ONLY), and a full time employee, as the managing agent in charge of all the (Profession) activities in Illinois.***

\_\_\_\_\_ **(DATE)**

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The Illinois Structural Engineering Practice Act and Administrative Rules and application forms are available here:  
<http://www.idfpr.com/profs/se.asp>