

# INSTRUCTION SHEET

## Professional Engineer

Fundamentals of Engineering - Examination

Enrolled Engineer Intern - Acceptance of Examination

● Principles and Practice - Examination

Licensure - Acceptance of Examination

Endorsement

Restoration

### Do NOT Use This Application:

- To apply for licensure as a structural engineer **OR**
- To take the Fundamentals of Engineering examination after graduating with a baccalaureate degree from an ABET-EAC accredited engineering program **OR**
- To take the Fundamentals of Engineering examination if you are in the final year of a baccalaureate degree program from an ABET-EAC accredited engineering program **OR**
- If your degree is a Technology degree. A degree in engineering technology does not meet the educational requirements in Illinois.

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### Abbreviations Used Throughout this Document:

- National Council of Examiners for Engineering and Surveying (**NCEES**)
- Accreditation Board for Engineering technology (**ABET**)
- Engineering Accreditation Committee (**EAC**)

**NOTE:** If you graduated with a baccalaureate degree from an (**ABET-EAC**) accredited engineering program **DO NOT USE THIS APPLICATION to register or for approval to take any NCEES engineering examination**; proceed directly to the website of **Contintal Testing Services, Inc.** to register for the engineering examinations.

**NOTE:** The Division licenses **Professional Engineers** in Illinois pursuant to the provisions of the Professional Engineering Practice Act of 1989 and Administrative Rules. The Division licenses **Structural Engineers** pursuant to the provisions of the Structural Engineering Practice of 1989. The regulations are independant and unique, and each requires a unique and separate: Application, supporting documents, and fee.

**Additional application forms can be downloaded from the IDFPR Web site at [www.idfpr.com](http://www.idfpr.com).**

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**Use This Application:**

- For approval to take the **Fundamental of Engineering** and/or the **Principles and Practice of Engineering** examination(s) - **ALL APPLICANTS** who graduated with a baccalaureate degree from a non-approved engineering program or a related science curriculum **OR**
- To apply for **ENROLLMENT** as a **Engineer Intern** - **ALL APPLICANTS** who graduated with a baccalaureate degree from a non-approved engineering program or a related science curriculum **and** have passed the Fundamentals of Engineering examination. **OR**
- To apply for **LICENSURE** by acceptance of examination - **ALL APPLICANTS** who have satisfied the education, experience, and examination requirements **and** are not licensed in another state or territory **OR**
- To apply for **LICENSURE** by Endorsement **OR**
- To apply for **RESTORATION** of licensure.

**ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED**  
***with the required fee unless otherwise directed.***

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**Firm Registration Required**

Any corporation, professional service corporation, partnership, limited liability partnership, or limited liability company which includes in its stated purposes, practice, or holds itself out as available to practice professional engineering is required by Illinois statute to register as a Professional Design Firm with the Department. Authority to transact business in Illinois must be obtained from the Illinois Secretary of State's office prior to registering with the Department.

Any sole proprietorship owned by an Illinois licensed professional engineer and conducting business under an assumed name (a name other than the real name of the sole proprietor) shall register as a Professional Design Firm.

Any general partnership which includes in its stated purpose, practice, or holds itself available to practice professional engineering shall register as a Professional Design Firm.

A separate application and fee is required.

<b>GENERAL INFORMATION</b>
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To apply under the provisions of the **Illinois Professional Engineering Practice Act of 1989**, read and follow each of the steps in the order they are listed. This will aid you in accurately completing your application and thus, eliminate delays in processing. The application which you submit is valid for 3 years from date of receipt. If you are issued a license, please be advised your license will expire on November 30 of each odd-numbered year and must be renewed at that time.

Note: The Division licenses **Professional Engineers** in Illinois pursuant to the provisions of the **Professional Engineering Practice Act of 1989 and Administrative Rules**. The Division licenses **Structural Engineers** pursuant to the provisions of the **Structural Engineering Practice Act of 1989**. The regulations are independent and unique, and each requires a unique and separate application, supporting documents, and fee.

**Applicants must complete the 4-page Application for Licensure/Examination** and submit it with the supporting documents required by the method under which application is being made.

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**Step I** - Complete the **four-page Application for Licensure/Examination** as follows:

**Part 1A** - Application Category Information - Select method of application and complete Part 1A as indicated below:

<b>Profession Name:</b> Professional Engineer <i>OR</i> Engineer Intern	<b>Profession Code</b>	<b>Licensure Method</b>	<b>Fee</b>
Fundamental of Engineering	061	Examination	\$20 *
Enrolled Engineer Intern	061	Acceptance of Examination	\$20
Principles and Practices of Engineering	062	Examination	\$100 *
Fundamental of Engineering AND Principles and Practices of Engineering Examinations (FULL)	062	Examination	\$100 *
Professional Engineer	062	Acceptance of Examination	\$100
Professional Engineer	062	Endorsement of License	\$100
Professional Engineer	062	Restoration of License	**

\*See attached Reference Sheet for filing deadline

\*\*See Supporting Document **RS** for fee amount.

**Part 1B** - Check the box indicating the appropriate information regarding your application.

Part II - Applicant Identifying Information - Enter all applicable information requested. You must include your social security number in Part II, box number three (3).

Part III - Education Information:

- Numbers 1 through 5 - Enter all applicable information requested.
- Number 6 - Indicate all post secondary education. Please indicate beginning and ending dates by month/year.

Part IV - Record of Licensure Information - Enter all applicable information requested if you have ever held a license as a professional engineer, engineer intern, or a related license.

Part V - Record of Examination - Enter dates (month/year) that you passed the Fundamentals and/or Principles and Practice of Engineering examinations or any other licensing examination in Illinois or any other jurisdiction, indicate this in Part V (page three) of the application.

Part VI - Personal History Information - **Must** be completed by all applicants.

Part VII - Examination Coding Information - **DO NOT COMPLETE PART VII** (page four) of the Application for Licensure and/or Examination.

Part VIII - Child Support & Student Loan Information - **Must** be completed by all applicants.

Part IX - Certifying Statement - Read the certifying statement then **sign and date your application**.

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## Step II - Supporting Documents

All **foreign-educated applicants** (*except those licensed prior to January 1, 1996 applying for licensure*) must provide:

- A course-by-course evaluation report of your foreign educational credentials from the NCEES Credentials Evaluation **or** the Engineering Credentials Evaluation International (ECEI) or the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Official transcripts must be forwarded directly to the NCEES or the AACRAO from the educational institution.

**Note:** The Board has only approved the NCEES Credentials Evaluation and the ECEI, a division of the Accreditation Board for Engineering and Technology (ABET) for evaluation of foreign engineering baccalaureate degrees; AACRAO for related science or non-approved baccalaureate degrees.

- Proof of completion of the Test of English as a Foreign Language internet Based Test (TOEFL-iBT) with a minimum integrated score of 88 and a minimum score of 26 on the speaking module, or the Test of English as a Foreign Language (TOEFL) with a score of 550 for the paper-based examination or 213 for the computer based test, AND the Test of Spoken English (TSE) with a score of 50 for all applicants who graduated from an engineering program outside the United States or its territories and whose first language is not English. In order to determine countries whose first language is English, the applicant shall submit verification form from the college or university that the engineering program from which the applicant graduated was taught in English.

**NCEES Credentials Evaluation – [www.ncees.org](http://www.ncees.org)**

**OR**

**The Engineering Credentials Evaluation International (ECEI).**

Engineering Credentials Evaluation International  
111 Market Place #1050  
Baltimore, MD 21202  
Ph – (410) 347-7700; FAX – (410) 625-2238; E-mail: [info@ecei.org](mailto:info@ecei.org);  
Website: [www.ecei.org](http://www.ecei.org)

*Although ECEI no longer accepts new applications for evaluations, if you previously obtained an ECEI evaluation, you may contact them to request a duplicate evaluation to be submitted to:*

The Department of Financial & Professional Regulation  
320 West Washington Street, 3<sup>rd</sup> Fl /Design Unit  
Springfield, IL 62786

To obtain an evaluation for a related science or a non-engineering baccalaureate degree contact -  
**American Association of Collegiate Registrars & Admissions Officers (AACRAO):**

American Association of Collegiate Registrars & Admissions Officers  
One DuPont Circle NW, Suite 520  
Washington, DC 20036-1110  
Telephone: 202-293-9161  
Website: [www.aacrao.org](http://www.aacrao.org)

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## Step II - Supporting Documents *continued*

To obtain information about TOEFL-iBT, TOEFL, and TSE testing contact:

TOEFL Services Educational Testing Service P.O. Box 6151 Princeton, NJ 08541-6151 USA Telephone: (609) 771-7100 or (877) 863-3546 Fax: (610) 290-8972	<b>OR</b>	TOEFL Services (25Q-310) Distribution and Receiving Center 225 Phillips Boulevard Ewing, NJ 08628-7435 USA
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The Department will ONLY accept TOEFL and TSE or TOEFL-iBT. Other services for a test of English are not acceptable.

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### Education qualifications are based upon the 4-year baccalaureate degree.

**Note:** Applicant's engineering experience will be evaluated by the Board/Department if submitted in conjunction with the application for examination, enrollment, or licensure.

Experience credit may be given for completion of:

- Qualifying graduate study **AND/OR**
- Participation in a cooperative program **AND/OR**
- Teaching professional engineering courses at a college or university.

An applicant claiming experience credit for graduate study must submit:

- Official transcripts showing all coursework, with school seal affixed.

An applicant may receive **one year of experience credit** for:

- Completion of a **master's degree in engineering OR**

An applicant may receive **two years of experience credit** for:

- A **doctor's degree in engineering** if the coursework is not applied to satisfy the minimum requirements of a basic engineering or related science degree. **Maximum credit given for graduate study is two years.**

***Overlapping experience and education will be credited to one or the other, not both.***

An applicant claiming one year experience credit for participation in a co-operative program must provide:

- An **official transcript** which reflects one calendar year of co-op and
- A **VE-PNG** form completed by supervisor.

An applicant claiming experience credit for teaching professional engineering courses must submit:

- **VE-PNG** form completed by the university identifying the engineering courses the applicant taught and dates of employment.
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## Step III - Fee - Payment must be in the form of a check or money order made payable to :

**Department of Financial and Professional Regulation**

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**Step IV - Mail Application** - Forward 4-page application, supplemental documents, and fee payment to:

Illinois Department of Financial and Professional Regulation  
ATTN: Division of Professional Regulation, Design/PSS4  
P.O. Box 7007  
Springfield, Illinois 62791

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**Step V - Need Assistance**

Ph (217) 782-8556  
TDD (217) 524-6735

Please allow 3 weeks from mailing your application before making an inquiry concerning its status.

<b>FUNDAMENTALS OF ENGINEERING – EXAMINATION</b>
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**ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED**  
***with the required fee unless otherwise directed.***

**Do not use this form if you are:**

- In the senior year of an ABET (EAC) accredited baccalaureate curriculum **OR**
- A graduate with an ABET (EAC) accredited baccalaureate degree **OR**
- Applying to retake an examination

☞ For those in the categories above, apply directly to Continental Testing Services, Inc.

**Use this form if you are:**

A graduate of a non-approved engineering baccalaureate curriculum or a related science baccalaureate curriculum **OR**  
A graduate whose baccalaureate degree was granted from outside the United States or a territory of the United States.

To qualify for the examination you must satisfy the education requirements **PRIOR TO REVIEW BY THE BOARD**. In addition to the 4-page Application for Licensure/Examination mentioned in Step 1 and the fee amount as indicated in STEP I PART 1A of the general information found on page 3, you must comply with one of the following to substantiate your qualifications:

If you graduated with a baccalaureate degree in a non-approved engineering curriculum or a related science degree curriculum, the following documents must accompany your application and fee;

- An original official transcript indicating conferral of the baccalaureate degree and listing all course work completed for your degree with school seal affixed.

If you are a foreign-educated graduate (baccalaureate degree), submit the supporting documents required in Step II, page 4 with your application and fee.

## ENROLLED ENGINEER INTERN – ACCEPTANCE OF EXAMINATION

**ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED**  
***with the required fee unless otherwise directed.***

### **Do Not Use This Form If You:**

Passed the Fundamentals of Engineering examination during the senior year at an ABET (EAC) program. Complete and submit the Notification of Exam Score, mailed to you from Continental Testing Service, pursuant to the instructions on the form.

### **Use This Form If You:**

- 1) Are a graduate of an ABET (EAC)-approved program and have passed the Fundamentals of Engineering in another jurisdiction, the following documents must accompany your application and fee:
  - An original official transcript indicating conferral of the degree and listing all coursework completed for your baccalaureate degree with school seal affixed.
  - Supporting document CT-ENG must be completed by the jurisdiction where you passed the Fundamentals of Engineering exam, along with all pertinent examination information. The CT-ENG form may be submitted with your application, or request the agency/board to mail the document directly to this Department.
- 2) Are a graduate of a non-approved engineering curriculum or a related science baccalaureate degree and were approved by the Department to sit for the Fundamentals examination under Section 1380.240 of the Rules and have completed 4 years of engineering experience subsequent to the conferral of baccalaureate degree. The following documents must accompany your application:
  - An original official transcript indicating conferral of the degree and listing all coursework completed for your baccalaureate degree with school seal affixed.
  - Supporting Document VE-PNG must be completed to provide verification of your employment/experience and must document at least 4 years experience in engineering work subsequent to receipt of baccalaureate degree. A separate VE-PNG must be submitted for each employer. This document must be completed by your supervisor/employer and returned to the Department from the supervisor/employer.
  - Supporting documentation of graduate study or co-op as set forth in Step II, page 5 of general instructions.
- 3) Are a foreign educated graduate (baccalaureate degree), and you have completed the 4 years of engineering experience since the conferral of the baccalaureate degree. The following documents must accompany your application and fee:
  - Evaluation of baccalaureate degree as stated in Step II, page 4.
  - Proof of TOEFL-iBT as stated in Step II, page 4.
  - Supporting Document VE-PNG must be completed to provide verification of your employment/experience and must document at least 4 years experience in engineering work subsequent to the conferral of baccalaureate degree. A separate VE-PNG must be submitted for each employer. This document must be completed by your supervisor/employer and returned to you in a sealed envelope and included with the application.

## PRINCIPLES & PRACTICE OF ENGINEERING – EXAMINATION

### **ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED** ***with the fee unless otherwise directed.***

#### **Do Not Use This Form If You:**

- Graduated from an ABET(EAC) baccalaureate curriculum **OR**
- Are enrolled as an Illinois Engineer Intern **OR**
- Were previously approved by the Department on the basis of education to take the Fundamentals of Engineering or the Principles and Practice examination.

**Note:** The above applicants can sit for the Principles and Practice of Engineering examinations; and if qualified by education and experience may then apply for licensure in Illinois by Acceptance of Examination.

#### **Use This Form If You:**

- Graduated from a non-approved engineering baccalaureate curriculum or a related science baccalaureate curriculum **OR**
- Graduated with a baccalaureate degree from outside the United States or a territory of the United States.

**Note:** Applicants will be notified by the Department regarding examination eligibility after review by the Board.

To qualify for the examination you must satisfy the education requirements **PRIOR TO REVIEW BY THE BOARD**. In addition to the four-page written application and fee, submit the following documentation:

Supporting documents(s) for education – You must comply with one of the following to substantiate your engineering education qualifications:

You are a graduate with a baccalaureate degree from a non-approved engineering program or a related science curriculum:

- An original official transcript indicating conferral of the baccalaureate degree and listing all course work completed for your degree with school seal affixed. It is suggested that you also submit official transcripts of all post-baccalaureate level course work, since course work may be applicable to substantiate your eligibility. **OR**

If you are a foreign-educated graduate (baccalaureate degree), the following documents must accompany your application and fee:

- A course by course evaluation as stated in Step II, page 4
- TOEFL-iBT as stated in Step II, page 4.
- Supporting document CT-ENG is required if you hold a certificate of enrollment as an Engineer Intern or licensure as a professional or a structural engineer in another state or territory of the United States, The supporting document must be completed by the jurisdiction where you passed the Fundamentals of Engineering exam, along with all pertinent examination information. The CT-ENG form may be submitted with your application, or request the agency/Board to mail the document directly to this Department.

**Note:** If you are enrolled as an **Engineer Intern**, or licensed as a Structural Engineer in the State of Illinois, you must indicate this licensure in **PART IV** (page three) of the **Application for Licensure and/or Examination** for it to be considered. Supporting Document **CT-ENG** from Illinois is not required.

## LICENSURE – ACCEPTANCE OF EXAMINATION

**ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED**  
***with the required fee unless otherwise directed.***

Do **NOT** submit a new application to the Department unless your previous application has expired. If your previous application has expired, you are required to submit all documents listed below and satisfy the requirements in force at the time of reapplication.

To qualify for **licensure** you must satisfy the experience requirements **PRIOR TO REVIEW BY THE BOARD.**

You must submit the following documents:

- Application for Licensure or Examination.
- Supporting Document VE-PNG must be completed to provide verification of your employment/experience and must document at least four (4) years or eight (8) years experience in engineering work subsequent to the conferral of baccalaureate degree. A separate VE-PNG must be submitted for each employer. This document must be completed by your supervisor/employer and returned to you in a sealed envelope and included with the application.
- Supporting documentation of graduate study or co-op as set forth is Step II, page 5 of general instructions.
- Supporting document CT-ENG must be completed by the jurisdiction(s) where you passed the Fundamentals of Engineering exam and the Principles and Practice exam, along with all pertinent examination information. The CT-ENG form may be submitted with your application, or request the agency/board to mail the document directly to this Department. A CT-ENG must be submitted from each jurisdiction where an exam was passed. (If you passed either or both the exams in Illinois, this is not required).
- Fee in the form of a check or money order made payable to the Illinois Department of Financial and Professional Regulation. Fee amount is indicated in STEP I - PART 1A of general information.

## ENDORSEMENT OF LICENSURE

**ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED**  
***with the required fee unless otherwise directed.***

Illinois issues separate licenses for Professional Engineer and Structural Engineer. A structural engineer license is required to practice structural engineering in Illinois. (Separate application and examination is required.)

To apply for licensure by endorsement, you **MUST** hold an **ACTIVE** license/registration as a Professional Engineer in another U.S. jurisdiction and must have met Illinois requirements at the time of original or subsequent licensure.

The following documents must be submitted:

- Properly completed 4-page Application for Licensure/Examination (See page 2). Do not state "See NCEES Record" on the application form.
- Supporting documentation of graduate study or co-op as set forth in Step II, page 5, of the general instructions

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## ENDORSEMENT OF LICENSURE CONTINUED

- Foreign-educated applicants licensed in another jurisdiction must submit a course-by-course evaluation report of their foreign education credentials, and TOEFL-iBT as stated in Step II, page 4.
  - NCEES Council Record issued by and forwarded directly to the Department by the NCEES **OR** the documents listed in (a) (b) and (c) below. **(NOTE: If you submit an NCEES Council Record, you may be required to submit additional documents).**
- a. You must comply with one of the following to substantiate your professional engineering education qualifications:
- You are a graduate with a baccalaureate degree from an ABET (EAC) approved engineering program and have acquired a minimum of four (4) years of engineering experience subsequent to the conferral of baccalaureate degree; an official transcript indicating baccalaureate degree awarded and conferral date **with school seal affixed**.
  - You are a graduate of a non-approved engineering program or related science curriculum and have acquired a minimum of eight (8) years of engineering experience subsequent to the conferral of baccalaureate degree; an official transcript indicating all course work completed for your baccalaureate degree from the college/university attended, with school seal affixed. It is suggested that you also submit official transcripts of all post-baccalaureate level coursework, since this coursework may be applicable to substantiate your eligibility.
  - You are a graduate of an institution located outside the United States and have acquired eight (8) years of engineering experience after conferral of your baccalaureate degree. A course-by-course evaluation of your foreign educational course work (if applicable) or an official transcript must be submitted.
- b. Supporting Document **VE-PNG** must be completed to provide verification of your employment/experience.
- The **VE-PNG** form must be completed by your supervisor/employer and returned to you in a sealed envelope to be submitted with your application. A separate **VE-PNG** form is required for each employer.
- c. Supporting Document **CT-ENG** is required if you hold a certificate of enrollment as an Engineer Intern or registration as a Professional Engineer or Structural Engineer in another state(s) or territory(ies) of the United States.
- The supporting document **CT-ENG** must be completed by the jurisdiction of original licensure **and** the jurisdiction of current licensure where you predominately practice. If examinations were passed in different jurisdictions, verification from each jurisdiction is required. If an examination was passed in Illinois, a **CT-ENG** from Illinois is not required. You must, however, indicate the same in Part IV of the application. You are authorized to photocopy this document if necessary. The licensing agency/board can return the completed document to you in a sealed envelope to be submitted with your application or sent directly to this Department.

Fee in the form of a check or money order made payable to the Illinois Department of Financial and Professional Regulation. Fee amount is indicated on Reference Sheet - Non-examination.

## RESTORATION

**ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED**  
***with the required fee unless otherwise directed.***

To restore your Illinois Professional Engineer license which has expired more than five years, you must submit the application, supporting documents and fee as listed below. Based on the Illinois State Board of Professional Engineers' evaluation of your application, you may be required to submit additional documentation or appear for a personal interview.

The following documents must be submitted:

- Properly completed 4-page Application for Licensure/Examination (see page 3).
- Supporting Document **CT-ENG** must be completed by the jurisdiction of current licensure where you have most recently been practicing. You are authorized to photocopy this document, if necessary. The licensing agency/board can return the completed document to you in a sealed envelope to be submitted with your application or sent directly to this Department.
- Supporting Document **RS** must be completed. If this form was not included in the application packet, you must obtain one by contacting the Department of Financial and Professional Regulation at 217-782-0458.
- Supporting Document **VE-PNG** must be completed to provide verification of your employment/professional experience for at least the last 2 years, or other evidence of continued competency in professional engineering which may include:
  - a) Proof of passage of the Principles and Practice of Engineering examination within the last 5 years;
  - b) Lawfully practicing professional engineering as an employee of a governmental agency;
  - c) Teaching professional engineering in a college or university;
- If restoring after active military service, submit a copy of DD214.
- All applicants for restoration of a professional engineer license in Illinois must submit proof of having completed 30 professional development hours in accordance with Section 1380.325 of the Rules for Administration of the Professional Engineering Practice Act of 1989 within 24 months prior to restoration. This must be verified by the submission of certificates of attendance provided by acceptable providers of structured educational programs.
- Fee in the form of a check or money order made payable to the Department of Financial and Professional Regulation. Fee amount is indicated in the Official Use only Box of Supporting Document **RS**.

### ~ IMPORTANT NOTICE ~

These Restoration Instructions apply only to those professional engineers whose licenses have been on inactive status, or in not-renewed status, for five or more years.

**If your license has been inactive, or in not-renewed status, for less than five years, you should contact the Department of Financial and Professional Regulation at 217-782-8556 for detailed instructions on how to restore it to active status.**

## Study Materials And Refresher Courses

Examination specifications (content and format) for the Fundamentals of Engineering Examination and the various engineering disciplines for the Principles and Practice of Engineering Examination are available from the NCEES web site at [www.ncees.org](http://www.ncees.org).

The National Council of Examiners for Engineering and Surveying (NCEES) has prepared study guides for the Fundamentals of Engineering Examination and for the Principles and Practice of Engineering Examination. To order these study guides, contact NCEES at:

National Council of Examiners for Engineering and Surveying  
P.O. Box 1686  
Clemson, SC 29633-1686  
Telephone Number: 864-654-6824 or  
Toll-free Telephone Number: 800-250-3196  
FAX: 864-654-6966  
Website: [www.ncees.org](http://www.ncees.org)

For information regarding refresher courses, contact:

Illinois Society of Professional Engineers, Inc. (ISPE)  
100 East Washington Street  
Springfield, Illinois 62701  
Phone: 217-544-7424  
Fax: 217-528-6545  
Email: [info@IllinoisEngineer.com](mailto:info@IllinoisEngineer.com)  
Website: [www.illinoisengineer.com](http://www.illinoisengineer.com)

## REFERENCE SHEET ~ EXAMINATION - A

ALL FEES ARE NONREFUNDABLE

Department reserves the right to change examination dates, filing deadlines, and fees if prevailing circumstances necessitate such action.

### CHART I - PROFESSION NAME, PROFESSION CODE, LICENSURE METHOD & FEE

*This chart contains fee information for the examination only. If you require the application fee for licensure by endorsement of a license issued in another jurisdiction, contact the Department.*

<u>PROFESSION NAME</u>	<u>PROFESSION CODE</u>	<u>LICENSURE METHOD</u>	<u>APPLICATION FEE</u>
Engineer Intern - Fundamentals of Engineering	061	Examination	\$20.00
Professional Engineer - Principles and Practice of Engineering	062	Examination	\$100.00
Professional Engineer - Fundamentals <u>and</u> Principles	062	Examination	\$100.00

***An application submitted without the application fee will be returned for resubmission with the appropriate fee.***

### CHART II - EXAMINATION CODES AND FEES

Application for examination is a dual process. Beginning with the October 2010 examination, all applicants must register with NCEES at [www.ncees.org](http://www.ncees.org) in order to obtain an ID number. After you have received your ID number from NCEES and register for the examination with NCEES, proceed to apply with Continental Testing Service (CTS) at [www.continentaltesting.net](http://www.continentaltesting.net). You **will not** be scheduled for an examination until you have received your unique NCEES ID number and have completed registration with both NCEES and CTS.

### CHART III - EXAMINATION DATES AND FILING DEADLINES

If you **do not** have an ABET-EAC BS Degree, you must be approved by the Department in order to sit for the examination. The deadlines for receiving these applications in the Department are:

May 15 = October examination  
November 15 = April examination

If you **do** have an ABET-EAC BS Degree, you may register directly with NCEES and CTS for the examination. The deadline for receiving these applications is:

August 24, 2012 = October examination

#### PROFESSION

Engineer Intern  
(Fundamentals of Engineering)  
Professional Engineer  
(Principles and Practice of Engineering)  
Professional Engineer  
(Fundamentals and Principles)

#### EXAMINATION DATES

October 27, 2012  
October 26, 2012  
October 26-27, 2012

***APPLICATION FILING DEADLINES WILL BE STRICTLY ENFORCED, NO EXCEPTIONS.***

If the examination final filing dates provided have expired, you may call the Department of Financial and Professional Regulation at 217-782-8556 for updated examination/administration dates and applicable final filing dates.

**SEE REVERSE SIDE FOR CHART IV - SCHOOL CODES**

## CHART IV - SCHOOL CODES

### APPROVED ILLINOIS ENGINEERING PROGRAMS

#### BRADLEY UNIVERSITY

- 061008001- Civil Engineering
- 061008002- Electrical Engineering
- 061008003- Industrial Engineering
- 061008004- Mechanical and Materials Engineering
- 061008005- Manufacturing Engineering

#### ILLINOIS INSTITUTE OF TECHNOLOGY

- 061001001- Chemical Engineering
- 061001002- Civil Engineering
- 061001003- Electrical Engineering
- 061001004- Mechanical Engineering
- 061001005- Materials Science and Engineering
- 061001006- Aerospace Engineering
- 061001007- Computer Engineering
- 061001008- Architectural Engineering
- 061001009- Biomedical Engineering

#### UNIVERSITY OF ILLINOIS - CHICAGO

- 061002001- Bioengineering
- 061002002- Chemical Engineering
- 061002003- Civil Engineering
- 061002004- Computer Engineering
- 061002005- Electrical Engineering
- 061002008- Industrial Engineering
- 061002010- Mechanical Engineering

#### UNIVERSITY OF ILLINOIS - URBANA

- 061003001- Aerospace Engineering
- 061003002- Agricultural Engineering
- 061003004- Chemical Engineering
- 061003005- Civil Engineering
- 061003006- Computer Engineering
- 061003007- Electrical Engineering
- 061003008- Engineering Mechanics
- 061003009- General Engineering
- 061003010- Industrial Engineering
- 061003011- Mechanical Engineering
- 061003013- Nuclear Engineering
- 061003014 - Materials Science and Engineering

#### WESTERN ILLINOIS UNIVERSITY - MACOMB

- 061012001- General Engineering

#### NORTHWESTERN UNIVERSITY

- 061004001- Biomedical Engineering
- 061004002- Chemical Engineering
- 061004003- Civil Engineering
- 061004004- Electrical Engineering
- 061004005- Environmental Engineering
- 061004006- Industrial Engineering
- 061004007- Materials Science and Engineering
- 061004008- Mechanical Engineering
- 061004009 - Computer Engineering
- 061004010- Manufacturing Engineering

#### PARKS COLLEGE OF ST. LOUIS UNIVERSITY

- 061005001- Aerospace Engineering
- 061005002- Electrical Engineering
- 061005003 - Mechanical Engineering
- 061005004 - Bio Medical

#### SOUTHERN ILLINOIS UNIVERSITY - CARBONDALE

- 061006001- Electrical Engineering
- 061006003- Mining Engineering
- 061006005- Civil Engineering
- 061006006- Mechanical Engineering
- 061006007 - Computer Engineering

#### SOUTHERN ILLINOIS UNIVERSITY - EDWARDSVILLE

- 061007001- Civil Engineering
- 061007002- Electrical Engineering
- 061007003- Industrial Engineering
- 061007004- Mechanical Engineering
- 061007005- Computer Engineering
- 061007006- Manufacturing Engineering

#### NORTHERN ILLINOIS UNIVERSITY - DEKALB

- 061009001- Electrical Engineering
- 061009002- Industrial Engineering
- 061009003- Mechanical Engineering

#### OLIVET NAZARENE UNIVERSITY

- 061011001 - Engineering

#### ALL OTHER PROGRAMS COLLEGES AND UNIVERSITIES

- 061999999

### REQUEST FOR ASSISTANCE

If assistance is needed, direct your request to one of the following telephone numbers:

**217-782-8556**

Telecommunication Device for the Deaf (TDD) - **217-524-6735**

Please allow 3 weeks from mailing your application before making an inquiry concerning its status.

# Illinois Department of Financial and Professional Regulation

## Division of Professional Regulation

### Application Checklist for Professional Engineers

*In order for your application to be processed,  
**ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED**  
 with the application and required fee unless otherwise directed in the instructions.*

Before you mail your application, check the following items to make sure your application is complete!

FOUR-PAGE APPLICATION REVIEW	COMPLETED
Application Fee	
SUPPORTING DOCUMENTS	SUBMITTED
<b>NCEES</b> Council Record <b>or</b> (education, employment and licensure as noted below)	
Proof of Education (official transcripts)	
Verification of Employment ( <b>VE-PNG</b> ) Form from:	
Certification of Licensure/Examination ( <b>CT-ENG</b> ) from <b>original</b> state of licensure and <b>current</b> state of licensure, including <b>each</b> state where examinations were passed:	
<b>TOEFL</b> and <b>TSE or TOEFL-iBT</b> examination results	
<b>NCEES</b> Credentials Evaluation, <b>ECEI</b> (engineering degree) <b>or AACRAO</b> (non-engineering degree) evaluation of foreign educational credentials	
Form <b>RS</b> , if applicable. (NOTE: If restoring, verification of at least the last 2 years of engineering experience must be submitted on VE-PNG.)	
Copy of <b>DD214</b> if restoring license from active military service	

**All supporting documents may not be required. Please refer to application instructions for your specific method of licensure.**





**PART IV: Record of Licensure Information**

*If you have ever been licensed to practice the profession for which you are now making application, or held a related license, complete the information requested below. If you have ever held a temporary, trainee or apprenticeship license, or a permit, it must be listed here also. In addition, the INSTRUCTION SHEET enclosed with this Application package may instruct you to have Certification(s) of Licensure in other state(s) prepared and submitted in support of your application (contact other state(s) regarding possible fee). You must also list all other licenses held in Illinois, however, certification of licensure from Illinois is not required. Failure to disclose all licenses held may result in denial of your application or other appropriate action.*

STATE	PROFESSION NAME	LICENSE NUMBER	DATE OF ISSUANCE	LICENSE STATUS (Active, Lapsed, etc.)
State of Original Licensure				
State of Current Licensure where you most recently have been practicing.				
Other States of Licensure				

**(If additional space is needed, attach a separate sheet.)**

**PART V: Record of Examination**

*If you have ever taken a licensure examination in Illinois or any other state for the profession for which you are now making application, you must complete the information requested below. EACH EXAMINATION ATTEMPT MUST BE SHOWN. Failure to disclose an examination attempt may result in the denial of your application or other appropriate action.*

NAME OF EXAMINATION	STATE	MONTH/YEAR	EXAM RESULTS
			(Passed, Failed, Absent)

**(If additional space is needed, attach a separate sheet.)**

PART VI: Personal History Information (This part must be completed by all applicants)		YES	NO
1. Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)? <i>If yes, attach a certified copy of the court records regarding your conviction, the nature of the offense and date of discharge, if applicable, as well as a statement from the probation or parole office.</i>			
2. Have you been convicted of a felony?			
3. If yes, have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board? <i>If yes, attach a copy of the certificate.</i>			
4. Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition, that presently interferes with your ability to practice your profession? <i>If yes, attach a detailed statement, including an explanation whether or not you are currently under treatment.</i>			
5. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere? <i>If yes, attach a detailed explanation.</i>			
6. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? <i>If yes, attach a detailed explanation.</i>			

**PART VII: Examination Coding Information (This part is for examination applicants only)**

Refer to the REFERENCE SHEET enclosed with this application package and complete the following:

a) CHART II - Select examination(s) you desire and enter Test Codes.

b) CHART III - Select the examination site you desire and enter Test Center Code:

c) CHART IV - Find your School of Graduation and enter school code:

d) Record the number of times you have taken this exam in Illinois or any other state:

**PART VIII: Child Support and/or Student Loan Information (Every applicant is required by law to respond to the following questions)**

1. In accordance with 5 Illinois Compiled Statutes 100/10-65(c), applications for renewal of a license or a new license shall include the applicant's Social Security number, and the licensee shall certify, under penalty of perjury, that he or she is not more than 30 days delinquent in complying with a child support order. **Failure to certify shall result in disciplinary action, and making a false statement may subject the licensee to contempt of court.**

Are you more than 30 days delinquent in complying with a child support order? Yes  No   
 (NOTE: If you are not subject to a child support order, answer "no.")

2. In accordance with 20 Illinois Compiled Statutes 2105/2105-(5), "The Department shall deny any license or renewal authorized by the Civil Administrative Code of Illinois to any person who has defaulted on an educational loan or scholarship provided by or guaranteed by the Illinois Student Assistance Commission or any governmental agency of this State; however, the Department may issue a license or renewal if the aforementioned persons have established a satisfactory repayment record as determined by the Illinois Student Assistance Commission or other appropriate governmental agency of this State." (Proof of a satisfactory repayment record must be submitted.)

Are you in default on an educational loan or scholarship provided/guaranteed by the Illinois Student Assistance Commission or other governmental agency of this State? Yes  No

**PART IX: Certifying Statement**

Under penalties of perjury, I declare that I have examined the application and all supporting documents submitted by me in connection therewith, and to the best of my knowledge, they are true, correct, and complete.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

**I UNDERSTAND THAT FEES ARE NOT REFUNDABLE.** My signature above authorizes the Department of Financial and Professional Regulation to reduce the amount of this check if the amount submitted is not correct. I understand this will be done only if the amount submitted is greater than the required fee hereunder, but in no event shall such reduction be made in an amount greater than \$50.

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 ILCS 340/1 et. seq. (Illinois Compiled Statutes). Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

## CERTIFICATION BY LICENSING AGENCY/BOARD

SUPPORTING DOCUMENT

# CT-ENG

**APPLICANT:** Complete the applicant section of this form then forward this form to the state or territory in which you are requesting certification of your examination status, license or examination scores. Contact the certifying jurisdiction for appropriate fee. Photocopying this form is permissible.

1. NAME LAST                      FIRST                      MIDDLE	2. DATE OF BIRTH ____ / ____ / ____ Month      Day      Year	3. SOCIAL SECURITY NUMBER - - - - -
4. ADDRESS STREET, CITY, STATE, ZIP CODE	5. REFER TO REFERENCE SHEET. Record profession name and three digit profession code for which you are making Illinois application.  <div style="text-align: right; margin-right: 50px;">____</div> <div style="text-align: right; margin-right: 50px;">Profession Name</div> <div style="text-align: right; margin-right: 50px;">____</div> <div style="text-align: right; margin-right: 50px;">Profession Code</div>	
6. MAIDEN OR GIVEN SURNAME	7. APPLICANT TELEPHONE NUMBER  Area Code ( _ _ _ )    -    _ _ _ _	

8. COMPLETE THE FOLLOWING INFORMATION REGARDING YOUR REQUEST, INDICATE ALL PROFESSIONS FOR WHICH A CERTIFICATION IS BEING REQUESTED.

<input checked="" type="checkbox"/>	PROFESSION	LICENSE NUMBER	ISSUANCE DATE
<input type="checkbox"/>	Engineer Intern		
<input type="checkbox"/>	Professional Engineer		
<input type="checkbox"/>	Structural Engineer		

I hereby authorize \_\_\_\_\_ to furnish to the Illinois Department of Financial and Professional Regulation or its designated testing service, the information requested below.  

Name of Licensing Agency or Board

  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**LICENSING AGENCY:** The Illinois Department of Financial and Professional Regulation will accept other forms of certification provided all applicable information requested on this form is contained in the Certification. Please record N/A in areas which are not applicable. Return the completed form to the applicant in a sealed envelope to be submitted with the application.

**PART I. - CERTIFICATION OF LICENSURE**

A. Record the following License Information.

PROFESSION	LICENSE NUMBER	ISSUANCE DATE	EXPIRATION DATE
Engineer Intern			
Professional Engineer			
Structural Engineer			

B. LICENSURE METHOD

<input type="checkbox"/> Examination (Administered in Your State) <input type="checkbox"/> National (Name) _____ <input type="checkbox"/> State Constructed _____ <input type="checkbox"/> Other (Name) _____ <input type="checkbox"/> Endorsement of License (State) _____ <input type="checkbox"/> Acceptance of Examination Results (Administered in Another State) _____	<input type="checkbox"/> Reciprocity with (State) _____ <input type="checkbox"/> Education and Experience (If less than 8 years experience including graduation from ABET engineering curriculum, detail facts in Part VI on reverse side.) <input type="checkbox"/> Other (Detail facts in Part VI on reverse side.)
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C. CURRENT LICENSE STATUS

- Active
- Inactive
- Lapsed
- Other (Explain) \_\_\_\_\_

D. IF LICENSED BY EXAMINATION, INDICATE EXAMINATION METHOD

- Written
- Practical
- Oral
- Essay

PART II. - CERTIFICATION OF EXAMINATION SCORES

SUBJECT	HOURS OF EXAMINATION	DATE OF EXAMINATION	SCORE
Engineer Intern: NCEES Fundamentals of Engineering Other: _____			
Professional Engineering: NCEES Principles and Practice <u>Discipline</u> Other: _____			
Structural Engineering: NCEES Structural I NCEES Structural II State Constructed Structural Examination			

PART III. - FORMAL ACTIONS

Have there ever been any formal sanctions imposed against the applicant as a matter of public record including but not limited to fine, reprimand, probation, censure, revocation, suspension, surrender, restriction or limitation? **(If yes, attach a certified copy of disciplinary action.)**      Yes      No

PART IV. - DETAILED FACTS OF PART III OF THIS FORM

I certify that the information contained herein is true and correct according to the official records of the State.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Title

\_\_\_\_\_

Signature

SEAL

\_\_\_\_\_

Agency/Board Street Address

\_\_\_\_\_

Date

\_\_\_\_\_

City, State, ZIP Code

\_\_\_\_\_

Area Code (    ) Telephone Number