



ISSUE 12 | January 2019
JB Pritzker, Governor
Jessica A. Baer, Acting Secretary

DESIGN TIMES

State of Illinois, Division of Professional Regulation. Boards for: Architects, Land Surveyors, Professional and Structural Engineers.



HAPPY NEW YEAR!

With the start of a new year; the Design Unit at IDFPR is already hard at work, continuing to improve how we communicate and disseminate general information and exam/license requirements for the design professions to candidates, licensees and other interested parties. Part of this process will be to review and revamp several of our forms including our applications and instructions, and looking for ways on how we can make the application process easier. Additionally, we will be working on implementing a qualifications “checklist” for each profession as an additional resource that we hope will enable applicants to ensure that they meet the requirements prior to application.

If there are ways that we can serve you better, please let us know. As an “umbrella” department, there are many aspects that are out of our direct control, however if there are ways that we can improve how we communicate and operate, we would sincerely like to hear about it.

You may email your comments to us at: fpr.prfgroup02@illinois.gov

Sincerely,

A handwritten signature in black ink, appearing to read "Kyle".

Kyle Lazell
Design Licensing Manager // Board Liaison

PROFESSIONAL DESIGN FIRM - RENEWAL REMINDER

The Professional Design Firm registration is set to expire on **April 30, 2019**.

Renewal notices will start being sent in early February via **EMAIL** to the Design Firm email address on file with the Division.

Note: If the managing agent for the firm did not renew his/her individual license, the Design Firm registration is automatically placed into INOPERATIVE status. The firm registration cannot be renewed/reinstated unless a new managing agent is appointed OR the current managing agent reinstates his/her license prior to submitting the firm registration renewal/reinstatement.

DID YOU FORGET TO RENEW YOUR LICENSE?

The Architect, Land Surveyor and Structural Engineer license renewal expired November 30, 2018.

If you did not renew your license online or submit your paper renewal form and fee postmarked by that date, your license is now NOT-RENEWED. To reinstate your license to active status, (if your license has been NOT-RENEWED for less than three (3) years), you will need to submit a reinstatement request to the Department with the following:

- Name
- License Number
- Current Address
- Valid Email Address
- A US check totaling the amount of lapsed fees (current renewal fee of \$60 for each missed renewal period and a \$50 late fee), payable to IDFP.
- Proof of completing the required CE/PDHs for your profession. (a log does not suffice)
- Child Support Statement – which must be one of the following:
 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 signed and dated request to:

Illinois Department of Financial and Professional Regulation
FPR— 3rd Floor/Licensure Administration Maintenance Unit
320 West Washington St.
Springfield, IL 62786

FILE A COMPLAINT WITH THE DEPARTMENT

Help us protect the public.

Each licensee has a responsibility to report violations of your respective practice Act when discovered.

This is not an easy task, nor should it be.

It is an ethical obligation to report; especially violations that jeopardize the health, safety, and welfare of the public.

Complaints against any individual or entity regulated by the **Division of Professional Regulation** may be filed by contacting the Complaint Intake Unit. The complaint may be submitted anonymously if desired. Once the department receives the complaint, it will be submitted to our Enforcement Unit for investigation and prosecution if determined to be warranted.

To file a complaint, please use: [Online Complaint Form](#)

Have Questions about submitting a complaint or status of your complaint?

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

BOARD CHAIRS TO ATTEND NCEES MEETING

The Board Chairs for the Professional Engineer, Structural Engineer and Land Surveyor professions will attend the NCEES Board Presidents' Assembly meeting on February 9th in Atlanta, GA.

They will be joining Board Chairs from other jurisdictions to share ongoing initiatives within each jurisdiction. They will also be given updates from NCEES about; engineering and surveying examination issues, NCEES Records, Credential Evaluations, and threats to licensure, among other items.

HAVE YOU REVIEWED YOUR ACT AND RULES LATELY?



We encourage you to review your profession's Practice Act and 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 in a timely manner.

It is important that each applicant and active licensee reviews the current Practice Act and Administrative Rules each 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>

Did you know that changes were made to the Land Surveyor Practice Act in 2017?

The main changes were updating the name to Surveyor Intern and modifying the educational requirements.

Did you know that the Architecture, Land Surveyor, Professional and Structural Engineer Acts will sunset in 2020?

At the end of each 10 year period, the license law (statute) for a profession is reviewed and updated by the Department. The Department in connection with input from each profession advisory board and working with the respective Illinois association or society, will be introducing legislative bills this year to enact changes to the statutes.

What does that mean for you?

It means that any changes made to the Act (statute) will take effect on January 1, 2020. Once in effect, the Department will put forth changes in the Administrative Rules to update any changes that took effect in the respective Act.

A REMINDER ABOUT THE APPLICATION TIME LIMIT

Pursuant to Section 11.5 of the Illinois Architecture Practice Act of 1989, an applicant has one year from the date of notification of successful completion of all the examination and experience requirements to apply to the Department for a license. If an applicant fails to apply within one year, the applicant shall be required to again take and pass the examination, unless the Department, upon recommendation of the Board, determines that there is sufficient cause for the delay that is not due to the fault of the applicant.

NCARB RECORD FEE REDUCED

(From NCARB.org)

“NCARB will lower the fee for transmitting an NCARB Record from \$400 to \$385 on January 3, 2019. The \$15 reduction is the first stage in a multi-year effort to gradually lower transmittal fees for architects seeking reciprocal licensure.

As professional mobility becomes increasingly important in the regulatory environment, reducing the transmittal fee over the next several years should help make this important benefit of the NCARB Certificate more accessible to our customers and highlight architecture’s existing mobility pathway. With more than 125,000 reciprocal licenses issued in the United States—far more than the number of residential licenses—reducing the financial burden of holding multiple licenses is an essential step toward enabling regulation to meet the needs of the evolving profession.”

IDFPR TO ATTEND THE IPLSA ANNUAL CONFERENCE

The Department will be in attendance during the Illinois Professional Land Surveyor Association (IPLSA) Annual conference on February 6th, 2019 in Springfield, IL at the Crowne Plaza Hotel.

We will take part in a Panel discussion providing a brief overview of the Land Surveyor license and various initiatives the Department is working on to streamline the application and licensure process. The bulk of our time will be spent providing general information on the license complaint intake process, investigations and prosecutorial matters the Division deals with for the Land Surveyor profession. Time permitting, we will be happy to answer attendee questions.

We would like to sincerely thank the IPLSA for allowing us the ability to attend the conference.

ILLINOIS JURISDICTIONAL EXAM TO BE UPDATED

The Illinois Jurisdictional (ILJ) examination is in the process of being updated to reflect the recent changes made by the IPLSA and the newly published 2018 Compiled Statutes which is available on the IPLSA website - www.iplsa.org

The exact test cycle for which the new material will be incorporated into the examination is not yet know, however applicants will be given notice of the effective date when the current information in the 2012 Compiled Statute will no longer be valid.

BOARD MEMBER CHANGES

IDFPR and the Illinois Land Surveyor Licensing Board wishes to thank Edward Clancy for his dedication and service to the Board since 2011. He has been an invaluable resource for the Department and will be missed.

IDFPR and the Illinois Land Surveyor Licensing Board welcomes Kimberly Lyons to the Board and we look forward to her thoughts and insight on the profession and how best to ensure the continued protection of the public.

NCEES PRINCIPLES AND PRACTICE OF SURVING EXAM

Effective January 1, 2019, the specifications below will be used for the PS exam:

- The PS exam is computer-based. It is closed book with an electronic reference.
- Examinees have 7 hours to complete the exam, which contains 100 questions. The 7-hour time also includes a tutorial and an optional scheduled break.
- The exam uses the U.S. Customary System (USCS) of units.
- The exam is developed with questions that will require a variety of approaches and methodologies, including design, analysis, and application.

BOARD MEMBER CHANGES

IDFPR and the Illinois Professional Engineer Licensing Board wish to thank outgoing board members Benjamin Miller and Charles Rayot for their dedication and service to the Professional Engineer Board. Mr. Miller served on the Board since 2004 and Mr. Rayot since 2007. Both of these members provided invaluable knowledge and expertise for the profession and will be missed.

We welcome incoming board members Sean Middleton and Christina Crites to the Board and look forward to their thoughts and insight on the profession and how best to ensure the continued protection of the public.

DREAM BIG



The American Society of Civil Engineers (ASCE) with generous support from the United Engineering Foundation (UEF) has set an ambitious goal: to put a copy of the Dream Big film and educational toolkit in every school in America.

You can help by putting a DVD toolkit in the school of your choice.

<https://www.engineersdreambig.org/>

16-HOUR STRUCTURAL ENGINEER EXAM REMINDER

As we begin 2019, a reminder to all applicants who are or will be applying to sit for one or both of the 16-hour SE exam portions.

Pursuant to Section 1480.150 b) 2) of the Administrative Rules, you may sit for each eight (8) hour component (lateral & vertical) at different exam administrations, however both components must be passed within five (5) years of each other in order to be accepted toward meeting the licensure requirements.

If both are not passed within the five (5) year mark, the first component passed will be voided and you will be required to re-take that component.

You may review the Administrative Rules here: [Structural Engineer Rules](#)

DID YOU MOVE? CHANGE JOBS? CHANGE EMAIL ACCOUNTS?

It is your responsibility as a professional 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](#)

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.

NCEES EXAMINATIONS



NCEES develops and scores the Fundamentals of Engineering (FE), Principles & Practice of Engineering (PE), and 16 hour Structural Engineering (SE) exams for engineering licensure and the Fundamentals of Surveying (FS) and Principles & Practice of Surveying (PS) exams for land surveying.

The FE exam is your first step in the process to becoming a licensed professional engineer (P.E.) or structural engineer (S.E.). It is designed for recent graduates and students in their senior year of an undergraduate engineering degree from an EAC/ABET- accredited program.

The PE exam is designed to test for a minimum level of competency in a particular engineering discipline. It is designed for engineers who have gained a minimum of four years of work experience in their chosen engineering discipline.

The Structural Engineering (SE) exam tests for a minimum level of competency in structural engineering. It is designed for engineers who practice in jurisdictions that license structural engineers separately from other professional engineers. This 16-hour exam uses separate vertical and lateral components to test your ability to safely design buildings or bridges, especially in areas of high seismicity and high wind.

The FS exam is generally your first step in the process to becoming a professional licensed surveyor (P.S.). It is designed for recent graduates and students who are close to finishing an undergraduate surveying degree from an ABET accredited program. The FS exam is a computer-based exam administered year-round in testing windows at NCEES-approved Pearson VUE test centers.

The PS exam tests your ability to practice the surveying profession competently. It is designed for surveyors who have gained at least four years of professional experience.

NCARB EXAMINATIONS

The Architect Registration Examination® (ARE®) is a multi-division exam used to assess your knowledge and skills regarding the practice of architecture. Developed by NCARB, the exam is accepted by all U.S. jurisdictions and is a key step on the path to earning a license.

The ARE is designed to assess aspects of architectural practice that affect the integrity, soundness, and health impact of a building. The exam also assesses an architect's responsibilities within firms, such as managing projects and coordinating the work of other professionals.

NCEES SPRING 2019 EXAM CHANGES

Below are the changes set in place by NCEES for the April 2019 examinations.

- **Principles and Practice of Surveying**—The PS exam has new specifications starting in January 2019. The specifications are attached and are posted on the NCEES website.
- **PE Environmental**—The PE Environmental exam had its last paper administration in October 2018. Since November 26, 2018, examinees have been able to register and schedule CBT appointments, which are available year-round starting on April 1, 2019.
- **PE Software Engineering**—The PE Software Engineering exam will have its last administration in April 2019.
- **PE Industrial and Systems**—The PE Industrial and Systems exam will have its last pencil-and-paper administration in April 2019 and transition to CBT in October 2020.

Note that there will be 18 months between these two administrations.

NCEES EXAM REGISTRATION IN ILLINOIS

Registering for an NCEES examination in Illinois is a dual registration process. You **MUST** register with **BOTH** NCEES and Continental Testing Services (CTS).

If you do not register with CTS, your exam registration is not complete and your registration will be cancelled by NCEES. **If your NCEES portal says “pending board approval” it most likely means that you have not fully registered with CTS.** There is nothing that this Department can do, you must contact CTS and verify that you are properly registered.

Contact CTS here: <http://continentaltestinginc.com/state-of-illinois/>

IMPORTANT TIPS WHEN APPLYING TO THE DEPARTMENT

- If you have questions regarding the application process, we recommend that you contact the Department yourself and not a friend, spouse, mother/father, etc. This will enable you to receive direct information from the Department.
- We recommend that you pay your application fee by personal or business check. That way you can track when the payment has been processed by the Department. Typically our unit will receive your application for initial review 2-4 business days after the payment has been processed by our accounting unit.
- If you are applying for your initial license with this Department and have submitted any supporting documents to Continental Testing Services (CTS) for exam registration— official transcripts for your BS degree (showing conferral date), name change documents, exam verifications, etc., the department should receive those documents from CTS for use with your license application. You do NOT need to submit additional copies of documents unless requested by the Department.
- Applicants applying for licensure for the Professional Engineer, Structural Engineer or Land Surveyor profession may submit an NCEES Record as supplemental documentation to the required license application. Illinois accepts the NCEES record for the education and examination scores. The experience aspect of the record is not accepted in Illinois as each profession requires the respective VE (verification of employment) form to be completed.
- Applicants applying for licensure as an Architect are required to read the Act and Rules and sign/ date a self-written affidavit attesting that he/she has read and understands the Illinois Architecture Practice Act and Administrative Rules. This requirement is the most overlooked item when initially sending an application to the Department.
- If you are applying for licensure by Endorsement of license from another U.S. jurisdiction, Illinois allows for self-verification of your experience on the respective VE form if you were operating under your own license.
- The most important tip is to read the application instructions for the license you are applying for. The instructions will give you precise information on how to properly complete the application and apply for your license.

NEWLY LICENSED BY ILLINOIS?

We recommend that you review the code enforcement manual to ensure that you and your Design Firm are in compliance with all applicable requirements as well as find an example to use when you purchase your Illinois seal.

Illinois does not supply a seal or approves any vendors.
You may purchase your seal at any vendor you choose.
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

NEED AN EXAM/LICENSE CERTIFICATION?

The Department has implemented an Electronic Exam/License Certification process through the online portal system.

Note: You will receive a courtesy copy of your current license information typically within 30 minutes of processing, however the intended licensing jurisdiction, NCEES or NCARB will additionally receive an official license certification with scores for any exam passed in Illinois.

To request a license certification, log into or create an account on the Department's Online Portal:

<https://ilesonline.idfpr.illinois.gov/DFPR/Default.aspx>

NEED CONTINUING EDUCATION FOR YOUR LICENSE?

Visit the following sites for resources on available continuing education courses for your renewal requirements.

Architecture

www.aiaill.org

www.alatoday.org

Professional Engineering

www.illinoisengineer.com

Professional Land Surveyor

www.iplsa.org

Structural Engineering

www.seaoi.org

MONTHLY ENFORCEMENT ACTIONS TAKEN

Information regarding disciplinary actions taken against unlicensed individuals, licensed professionals and businesses, including the date(s) of discipline and a brief synopsis are public record and available on our website. With regard to the design professions, the following enforcement actions were taken in the past few months by the Director of Professional Regulation, Jessica Baer.



Note: For the current status of any license, please visit the department's license look-up feature at:

<https://ilesonline.idfpr.illinois.gov/DFPR/Lookup/LicenseLookup.aspx>

September:

Professional Engineering

Matthew Misiaveg, 061029962

Enrolled professional engineer intern suspended for failure to file and/or pay Illinois state income taxes.

Rizaldie Nicolas, 061026305

Enrolled professional engineer intern suspended for failure to file and/or pay Illinois state income taxes.

October:

Unlicensed Activity

Stalworth Underground LLC, Chicago,

Ordered to cease and desist the unlicensed practice of land surveying.

Architecture

Paul Glenn, 001014816

Architect license suspended for failure to file and/or pay Illinois state income taxes.

Victor Mercer, 001012944

Architect license suspended for failure to file and/or pay Illinois state income taxes.

Professional Engineering

Kevin Garnett, 062057955

Professional Engineer license suspended for failure to file and/or pay Illinois state income taxes.

Sara Hutson, 062060364

Professional Engineer license suspended for failure to file and/or pay Illinois state income taxes.

November:

Professional Engineering

Douglas Weinkauff, 062052237

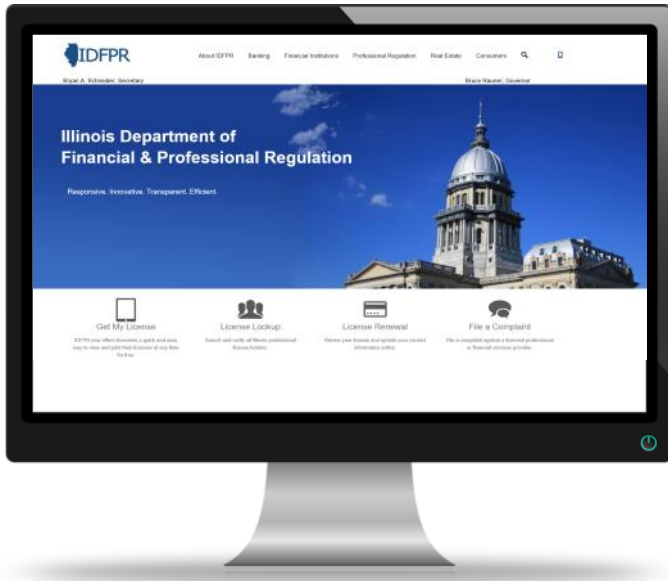
Professional Engineer license revoked for a minimum of three years due to his Class B Felony conviction for Bank Fraud in the state of Wisconsin.

Land Surveying

Hylton Donaldson, 035022819

Land Surveyor license placed on two-year non-reporting probation and fined \$5,000 for producing surveys which failed to meet the minimum standards for boundary surveys.

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.

<https://idfpr.com/>

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>

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.



UPCOMING BOARD MEETINGS:

January:

Land Surveyor – January 22, 2019 - Springfield

Structural Engineer – January 23, 2019 - Springfield

Professional Engineer – January 24, 2019 - Springfield

March:

Architect – March 21, 2019 - Chicago

Structural Engineer – March 27, 2019 - Chicago

Professional Engineer – March 28, 2019 - Chicago

Land Surveyor – March 29, 2019 - Chicago

Note:

As unforeseen issues may occur, always check the Department website to ensure that the Board is meeting and at what location.

WANT TO SERVE ON A DESIGN LICENSING ADVISORY BOARD?

The office of citizen is the highest office in the land.

One of the best ways to participate in our republic is by serving on a state licensing board.

These groups advise the Department on a wide range of issues that affect public policy and welfare.

There are no current vacancies on the design profession boards at this time, however we always accept applications for future openings as board member appointment terms expire.

Application 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 state statutes, rules, professional conduct and ethics.

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 2019 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 2019 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.



320 West Washington St
Design Unit - 3rd FL
Springfield, IL 62786

Email: fpr.prfgroup02@illinois.gov
Web: www.idfpr.com

 <http://twitter.com/IDFPR>

 www.facebook.com/ILDFPR