



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Professional Regulation

FREQUENTLY ASKED QUESTIONS FOR:

PROF. LAND SURVEYING

This document was designed to assist potential candidates for enrollment as an Surveyor Intern (SI) or licensure as a Professional Land Surveyor (PLS) 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:

- **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 in Land Surveying from an accredited school. Applicants with any other BS degree with 24 semester hours of Land Surveying courses may apply for examination approval under Section 1270.15 of the Administrative Rules. All applicants must apply to the Department for Board approval, **prior** to taking any examination under the Illinois PLS Act.
- **Non-U.S. citizen:** If you do not have a U.S. Social Security Number, contact the Department for the appropriate affidavit form.
- **Foreign Applicants:** Must submit An NCEES credential evaluation of your BS degree pursuant to Sections 1270.05, 1270.10 or 1270.30 of the Administrative Rules and submit proof of passing the TOEFL-iBT (if applicable), pursuant to Sections 1270.05, 1270.10 or 1270.30 of the Administrative Rules.
- **Experience requirement:** For licensure as a Professional Land Surveyor, all applicants must submit a minimum of four (4) years of acceptable land surveying experience pursuant to Section 1270.13 gained after passage of the FS exam, properly completed on the Department VE-LSR form or contained in the NCEES Record. All four (4) years of the experience must be in responsible charge.
- **The Illinois PLS Act and Administrative Rules and application forms are available here:**
<http://www.idfpr.com/profs/LandSurv.asp>

QUICK LINKS

To better serve applicants and licensees, several important functions may be found on the Department website. A list of these services are below to ensure a quick and accurate interaction with the Department. Additional answers to routine questions received follow afterwards.

Apply for a license: <https://www.idfpr.com/Apps/NewApplications.asp>

License Look-up: <https://ilesonline.idfpr.illinois.gov/DPR/Lookup/LicenseLookup.aspx>

Download a license: <https://www.idfpr.com/Applications/PrintMyLicense/select.asp>

Request a license and/or exam certification/verification: https://www.idfpr.com/Forms/Design_Req_cert.pdf

Update your contact information: <https://www.idfpr.com/applications/LicenseReprint/Verify.aspx>

License Renewal (during renewal window): <https://www.idfpr.com/Renewals/defaultSSL.asp>

Review the Code Enforcement Manual: http://www.idfpr.com/forms/DPR/Design_Code_Manual.pdf

Registration for a Professional Design Firm: <http://www.idfpr.com/Renewals/apply/forms/f1419lt.pdf>

Add or remove professional services from your firm: <https://www.idfpr.com/Renewals/Apply/Forms/F2309.pdf>

File a complaint: <https://www.idfpr.com/Admin/Complaints.asp>

EXAMINATIONS & ENROLLMENT AS A SURVEYOR INTERN

Question: Am I eligible to take the Fundamentals of Surveying (FS) Examination in Illinois?

Answer: To take the FS exam and be enrolled as a SI, you must either be a senior in an approved Land Surveying BS Program, have a four (4) year BS degree in Land Surveying from an accredited school or have a BS degree with 24 semester hours of Land Surveying courses. Regardless of the degree, all applicants must apply to the Department for Board approval. Submit an application, fee and Official Transcript(s) for Board approval to take the FS exam and be enrolled as an SI. See foreign applicant requirements above.

Question: I am approved to take an 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 National Council of Examiners for Engineering and Surveying (NCEES) (www.ncees.org) and CTS (www.continentaltestinginc.net) to take the FE exam.

Note: Registration for the IJ examination is only done through CTS.

Question: How long is my FS exam score active?

Answer: Pursuant to changes in the Act that took effect January 1, 2018, scores for the FS exam do not expire.

INITIAL (FIRST) LICENSE

Question: Am I eligible to take the Principles and Practice of Surveying (PS) and the Illinois Jurisdictional (IJ) examinations in Illinois and become licensed as a PLS?

Answer: If you have passed the FS examination, you may submit an application, fee, Official Transcript(s) and required experience for Board approval to take the PS and IJ examinations for licensure as a PLS in Illinois.

See experience and foreign applicant requirements on page 1.

Question: I passed the Fundamentals of Surveying (FS) Examination in a different U.S. Jurisdiction and want to take the Principles and Practice of Surveying (PS) and the Illinois Jurisdictional (IJ) Examinations in Illinois and become licensed as a PLS. Now what?

Answer: If you passed the FS exam in a different U.S. jurisdiction, you may submit an application, fee, Official Transcript(s), required experience and certification from the U.S. jurisdiction that you passed the FS exam in. The certification must be submitted through your NCEES account or sent directly to the Department from the respective state board on their official certification form. The Department does not accept NCEES score reports as meeting the requirements for certification. See experience and foreign applicant requirements on page 1.

Question: I passed the FS and PS examinations in a different U.S. jurisdiction, but I am not licensed and want to be licensed as an PLS in Illinois. Now what?

Answer: If you passed the FS and PS exams in a different U.S. jurisdiction, you may submit an application, fee, Official Transcript(s), required experience and certification from the U.S. jurisdiction that you passed the FS & PS exams in. The certification must be submitted through your NCEES account or sent directly to the Department from the respective state board on their official certification form. The Department does not accept NCEES score reports as meeting the requirements for certification. See experience and foreign applicant requirements on page 1.

ENDORSEMENT/COMITY/RECIPROCITY OF LICENSE

Question: I am licensed as a Professional Land Surveyor in a different U.S. jurisdiction and want to be licensed in Illinois. Now what?

Answer: You must meet Illinois requirements for licensure at the time you were originally licensed. Submit the current application for licensure as a Professional Land Surveyor by Endorsement (available on the Department's website), the fee of \$150 payable to IDFP and request your NCEES Record to be transmitted to the Illinois jurisdiction. If approved by the Board, you will be authorized to take the Illinois Jurisdictional Examination and upon passing, be licensed as a PLS. 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 experience as noted on page 1.
- Certification from the U.S. jurisdiction where you passed the FS and PS exams as well as the jurisdiction where you were originally licensed and your current jurisdiction of licensure. The certification must be submitted through your NCEES account or sent directly to the Department from the respective state board on their official certification form. The Department does not accept NCEES score reports as meeting the requirements for certification.

RESTORE AN EXPIRED LICENSE

Question: My Illinois PLS license is expired/not-renewed and I want to restore it to active status. Now what?

Answer: Applicants for restoration of their Illinois Professional Land Surveyor license must meet the requirements of Section 1270.40 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 U.S. check payable to IDFP totaling the amount of lapsed fees (current renewal fee for each missed renewal period and a \$50 late fee).
- Proof (*in the form of certificates or other documents – a log will not suffice*) of completion of 20 PDH's within the last 24 months prior to your request to restore pursuant to Section 1270.40 of the Administrative Rules.
- 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 request to:

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

If your PLS 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 PLS license is currently in inactive status and I want to restore it to active status. Now what?

Answer: Applicants for restoration of their Illinois Professional Land Surveyor must meet the requirements of Section 1270.40 of the Administrative Rules at the time of application.

RESTORE AN INACTIVE LICENSE

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 & Social Security Number
- Current Address
- Valid Email Address for department notifications, license download link and renewal notices.
- A U.S. check in the amount of the current renewal fee, payable to IDFP.
- Proof (*in the form of certificates or other documents – a log will not suffice*) of completion of 20 PDH's within the last 24 months prior to your request to restore pursuant to Section 1270.40 of the Administrative Rules.
- 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 request to:

Illinois Department of Financial and Professional Regulation
Division of Professional Regulation
3rd Floor/Licensure Administration Unit
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If your PLS license has been inactive for over five (5) years, contact the Department for instructions and forms to restore your license.

PROFESSIONAL DESIGN FIRM REGISTRATION

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. For Architects, a listing of the Directors/Members/Partners and their active license number (either in Illinois or in another jurisdiction) of each individual. *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 PLLC or LLP.

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

Question: Our Professional Design Firm is authorized for multiple professions by the Department but a Managing Agent for one of the professions is no longer with the firm or failed to renew his/her license. Now what?

Answer: The firm is required by law to notify the Department of any change in managing agent status within 10 business days and will need to appoint a new Managing Agent for the respective profession within 30 days after notifying the Department in order to continue offering services in Illinois.

To change the managing agent, use the form here: [Change of Managing Agent](#)

Important Note: If one profession of the firm’s offering is not active, the entire firm license is automatically placed into INOPERABLE status. Offering or performing work in Illinois without an ACTIVE license is a violation of each Design Profession Act.

Question: Our Professional Design Firm would like to add OR remove a profession from our current offering. Now what?

Answer: Please use the instructions and form here: [Add/Remove a profession from your Design Firm](#)