



## ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION FREQUENTLY ASKED QUESTIONS FOR: **STRUCTURAL ENGINEERING**

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 four (4) year Baccalaureate degree in Engineering 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 for enrollment as an SEI or for initial licensure, 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. As such, your application will be denied.
- **Foreign Applicants:** Must submit an NCEES credential evaluation of your BS degree pursuant to Sections 1480.135, 1480.140 or 1480.170 of the Administrative Rules and submit proof of passing the TOEFL-iBT (if applicable), pursuant to Sections 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 or contained in your NCEES Record. Twenty-four (24) months of the overall experience must be in responsible charge.
- **The Illinois SE Practice Act, Rules and application forms are here:** <http://www.idfpr.com/profs/se.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](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](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 STRUCTURAL INTERN

**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 Structural Engineer Intern, you must have a four (4) year BS degree in Engineering with 18 semester hours of Structural Analysis and Design courses or a four (4) year degree in a Related Science. Submit an application, fee and Official Transcript(s) showing conferral date of the BS degree for Board approval to take the FE exam under the SE Act. See foreign applicant requirements above.

**Question: I am approved to take an 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.

## INITIAL (FIRST) LICENSE

**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 OR have a four (4) year BS degree in Engineering 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. If you passed the FE exam outside of Illinois, an official exam certification from the jurisdiction that you passed the FE exam in must be sent through your NCEES account. The Department does not accept score reports from a candidate as meeting the requirements for certification. See experience and foreign applicant requirements on page 1.

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

**Answer: Answer:** If you have a four (4) year BS degree in Engineering 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 & SE exams in for Board approval of licensure as an SE in Illinois.

An official exam certification from the jurisdiction that you passed the FE and SE exams in must be sent through your NCEES account. The Department does not accept score reports from a candidate 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 Structural Engineer (or Professional Engineer practicing structural) 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 Structural Engineer by Endorsement (available on the Department's website), the fee of \$100 payable to IDFPR and request your NCEES Record to be transmitted to the Illinois jurisdiction.

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. Self-verification is accepted (from the date you were initially licensed).
- Certification from the U.S. jurisdiction where you passed the FE and 16 Hour SE exams (SEI & SEII prior to 2011) as well as the jurisdiction where you were originally licensed and your current jurisdiction of licensure. The certification(s) must be submitted from the state board where the exam was passed and sent directly to the Illinois Board. 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 Civil/Structural Discipline of the PE exam.**

## RESTORE AN EXPIRED LICENSE

**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 Mailing Address
- Valid Email Address for department notifications, license download link and renewal notices.
- A U.S. 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 CEs 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 Administration 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.

## RESTORE AN INACTIVE 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 U.S. 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 CEs 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.

## 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

