



ISSUE 16 | SPRING 2020  
JB Pritzker, Governor  
Deborah Hagan, IDFPR Secretary

# DESIGN TIMES

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



## DEPARTMENT RESILIENCE AMIDST COVID-19

Although our physical offices are closed to the public out of health and safety concerns due to the COVID-19 virus, Department personnel continue to work to ensure continuity during this time. Most are working remotely and rotating into the office to allow for proper safety measures to be observed. As a result of these changes, we appreciate your patience as many items may take longer to process than usual.

Below are a few of the process/procedural changes:

- Board meetings scheduled during this time have changed to a web-based platform, been postponed or have been cancelled if unavoidable.
- Personnel from multiple areas of the Professional Regulation Division, including personnel from the Design Unit have begun temporarily assisting with processing of health profession licensures and renewals due to the high demand and need for physicians, nurses, etc. at this time so these professionals can help those affected or potentially affected by COVID-19.
- Many professions regulated by the Department with a license renewal for April 30th, 2020 have been extended through July 2020 and also have had continuing education requirement changes as a result of certain in-person restrictions.
- Please note, at this time, no changes for renewals have been implemented for the Architect, Land Surveyor or Structural Engineer professions that are scheduled to renew this year on November 30, 2020.
- Design Profession license applications are being reviewed electronically by staff or the Board as required by the respective statute.
- Exam/license certifications are being processed, but may take additional time to complete if required to retrieve microfilm to determine exam information as personnel are not always in the office when the request is received.

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For the most up-to-date Department information pertaining to COVID-19, please visit: <https://www.idfpr.com/COVID-19.asp>

As always, please let us know how we can serve you better.  
You may email your comments to us at: [fpr.prfgroup02@illinois.gov](mailto:fpr.prfgroup02@illinois.gov)

Sincerely,  
**Kyle Lazell**  
Design Licensing Manager // Board Liaison

## NCEES OCTOBER EXAM SCHEDULE

As a result of the cancellation of the April exams administered by NCEES, procedures changes have been implemented by NCEES to accommodate those who were not able to sit for an exam this April. Please visit the NCEES website for the most up-to-date information here: <https://ncees.org/october-2020-exam-administration-updates/>

## MONTHLY ENFORCEMENT ACTIONS TAKEN

Information regarding disciplinary actions taken by IDFPR against unlicensed individuals, licensed professionals and businesses, including the date(s) of discipline including any associated fine, and a brief synopsis are public record and available on our website. For many of these actions, it is the final outcome of what began as a complaint submitted to the Department.

Monthly Enforcement Actions are available here:  
<https://www.idfpr.com/News/Disciplines/DiscReports.asp>

## WHERE TO FIND IT ONLINE

To better serve applicants and licensees, several important functions may be found on the Department website to ensure a quick and accurate interaction with the Department.

**Update your mail & email address** (NOTE: this is our main way to contact you):  
<https://www.idfpr.com/applications/LicenseReprint/Verify.aspx>

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

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

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

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

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

**Add or remove professional services from your firm:**  
[Change of Services Request](#)

**Request a certification/verification:**  
[Request Certification/Verification](#)

## FILE A COMPLAINT

Help us protect 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?

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

**Please note:** Pursuant to Illinois law (20 ILCS 2105/2105-117), all information collected by the Department during an examination or investigation of a licensee, registrant, or applicant is confidential and cannot be publicly disclosed. This includes complaints and any information collected during an investigation. Exceptions to this law exist only for law enforcement, other regulatory agencies with appropriate regulatory interest, or a party presenting a lawful subpoena.

## CE/PDH CREDIT

*Reading this newsletter provides 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/PDH by reading and comprehending this issue of the DesignTimes, Illinois DPR quarterly newsletter.*

Name \_\_\_\_\_



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