



ISSUE 17 | SUMMER 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.



## MOVING FORWARD FROM COVID-19

The Division continues to work as effectively and efficiently as possible while adhering to state and national health standards. Despite enhanced safety measures, the typical initial processing time for most paper-based applications continues to be well within our 2-4 week time period; however, we appreciate your continued patience and understanding during this time if your application takes longer to process than usual.

A few key items to be aware of:

- For the most up-to-date Department information pertaining to COVID-19, please visit: <https://www.idfpr.com/COVID-19.asp>
- Most design profession applications continue to be reviewed electronically by staff or the Board as mandated by the respective statute.
- Scheduled Board meetings continue to be held via a web-based platform or cancelled if unavoidable.
- PearsonVue and Prometric test centers are open and exams are being administered for all NCEES and NCARB exams. Each site may have additional restrictions in place so please consult the respective entity.
- At this time, no CE/PDH changes have been implemented for the Architect, Land Surveyor or Structural Engineer professions that are scheduled to renew this year on November 30, 2020.

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

## RENEWAL REMINDER

The Architect, Land Surveyor and Structural Engineer licenses are set to renew this year and will expire on November 30, 2020. We recommend that you ensure that your current email address is on file with the Department in order to receive the courtesy renewal reminders. The link to review and update your contact information is below.

In the beginning of September, all active licensees will receive an email from the Department with instructions on how to renew online.

You are required to submit proof of completion of your CE/PDH's **only** if any of the following apply to you: you submit a paper renewal form after the expiration date, you are restoring your license to active status or are requested to do so by the Department as part of a random audit.

Note: As a reminder, part of the CE/PDH requirement must include one hour of sexual harassment prevention training.

## MONTHLY ENFORCEMENT ACTIONS TAKEN

Information regarding disciplinary actions taken by IDFPR against unlicensed individuals and licensed professionals and businesses are public record and available on our website. Many of these actions are the final outcome of what began as a complaint submitted to the Department.

Recent monthly enforcement actions are available below:

[March 2020](#)

[April 2020](#)

[May 2020](#)

## WHERE TO FIND IT ONLINE

To better serve applicants and licensees, several important functions may be found on the Department website to find what you are looking for quickly.

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

## DID YOU KNOW?

By law, all documents/technical submissions prepared by the Professional Design Firm must contain the design firm registration number issued by the Division.

Failure to list this is a violation of each design profession statute.

### Frequently Asked Questions:

To assist potential applicants for examinations and/or licensure, the Department created an F.A.Q. document for each design profession to address the most common questions the Department receives.

**Architect:** click [here](#)

**Land Surveyor:** click [here](#)

**Prof. Engineer:** click [here](#)

**Structural Engineer:** click [here](#)

## 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.*

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