



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Professional Regulation

Qualifications and online application for:

**Structural Engineer Intern Enrollment
Structural Engineer License**

The Division of Professional Regulation hopes that you will find the below information useful in successfully applying for enrollment or licensure in the State of Illinois. Carefully review this information as it will assist you in applying and eliminate processing delays.

READ ME FIRST

- **If you are uploading files to an existing application, a new application is not needed.**
- **A U.S. Social Security Number (SSN) or a Taxpayer Identification Number (TIN) is required to apply online.**
If you do not have an SSN, you must apply using the paper application here: www.idfpr.illinois.gov/profs/se.html
- **DO NOT COMPLETE THIS APPLICATION, if you wish to apply for licensure as a Professional Engineer.**
Illinois licenses Professional Engineers (PE) and Structural Engineers (SE) separately.
Review and download a PE application here: <https://www.idfpr.illinois.gov/profs/ProfEngineer.html>
- **Have an engineering technology baccalaureate degree?** Pursuant to Section 1480.120 of the Administrative Rules, a degree in Engineering Technology, by itself, does not meet the educational requirements. If you have additional coursework or a degree beyond your ETAC degree, you may apply. Note: no Engineering Technology courses will be applied to the educational requirements.
- **If submitting an NCEES Record/Evaluation as part of your application**, when prompted to upload documents, simply upload a document stating "See NCEES Record/Evaluation."
- We recommend that you review the Education, Examination and Experience requirements prior to applying, which can be found at: www.idfpr.illinois.gov/profs/se.html
- An application is active for three years from the date of receipt by the Department.
- Before contacting the Department; please review our FAQ's (<http://www.idfpr.illinois.gov/About/FAQ.html>) for answers to most questions. If not addressed in our FAQ's, please email us at FPR.DesignUnit@Illinois.gov

PROFESSIONAL DESIGN FIRM REQUIREMENT

- Any company that offers professional services in Illinois must be registered as a Professional Design Firm (PDF) with this Department. Professional services include: Architecture, Professional Engineering, Structural Engineering, and/or Land Surveying. **Offering services without a PDF registration is a violation of each of the four design profession Acts and subject to discipline by the Department.**
- Applicants are encouraged to advise a company principal of this requirement. You may review the requirements and apply here: [Application for Professional Design Firm](#)

EXAM APPROVAL PROCEDURES

- Application to the Department is no longer required for exam approval. All applicants may register for the FE and/or SE exam at any time with NCEES at www.NCEES.org.
- Once an applicant has gained the required education, passed the applicable examination(s), and gained the applicable experience, then the applicant shall submit the application to the Department for review by the Board.

QUALIFICATIONS

EDUCATION:

There are two (2) types of degrees that are accepted under the Structural Engineering Practice Act.

- 1) **Approved Program:** A minimum of a Baccalaureate degree in Engineering and possession of 18 hours of SE coursework. (Refer to Section 1480.110 of the Administrative Rules).
- 2) **Non-Approved Program:** An EAC/ABET Baccalaureate degree, a NAAB Accredited Architecture degree or a Baccalaureate degree meeting the listed course requirements. (Refer to Section 1480.120 of the Administrative Rules).

Acceptable coursework to satisfy the 18 hour requirement may include, but is not limited to, structural analysis courses such as determinate and indeterminate structures, stability and finite element analysis, and structural design courses such as structural steel, reinforced concrete, prestressed concrete, foundation, masonry and wood engineering.

If you have a senior project course and functioned as the structural engineer on the project, include a course description for the course and a summary of your specific role on the project for Board review and possible acceptance.

Courses such as mechanics (statics and dynamics), mechanics of materials, properties of materials, and soil mechanics shall not be included in the minimum 18 semester hours.

Additional requirements for foreign educated applicants:

- **NCEES Credential Evaluation.** If the Baccalaureate degree was earned outside the United States, a course-by-course evaluation of the baccalaureate degree by NCEES is required, pursuant to Sections 1480.135, 1480.140 & 1480.170 of the Administrative Rules. The educational courses must meet Illinois specific requirements, which may differ from the NCEES standard. Here is the link to start the process: <https://ncees.org/ncees-services/credentials-evaluations/>
- **TOEFL-iBT Exam.** If the Baccalaureate courses were not taught in English; as indicated on your NCEES evaluation, you are required to provide proof of passage of the TOEFL-iBT, pursuant to Sections 1480.135, 1480.140 & 1480.170 of the Administrative Rules. Here is the link to take the TOEFL exam: <http://www.ets.org>
This exam is waived if you have a Post-Graduate Degree with an emphasis in Structural Engineering from an accredited U.S. University.

EXAMINATION:

Pursuant to Section 1480.150 of the Administrative Rules, there are two examinations that are currently administered and accepted for the Structural Engineer profession:

- **For enrollment as an Structural Engineer Intern:** NCEES - FE Examination
- **For licensure as a Structural Engineer:** NCEES - 16-hour SE Examination
(The SE I and SE II exams are accepted if both were taken prior to 2011)

EXPERIENCE:

Review Section 1480.130 of the Administrative Rules for acceptable experience for the Structural Engineer License.

- **Four (4)** years of structural engineering experience is required for approved program graduates.
- **Eight (8)** years of structural engineering experience is required for all non-approved program graduates.

APPLICATION INSTRUCTIONS

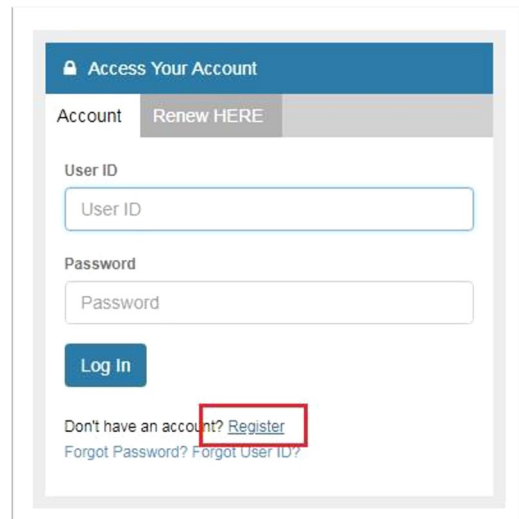
NCEES Record holders:

Request your Record be sent to the Illinois Board PRIOR to applying for your license as it may take NCEES up to four weeks to transmit your Record.

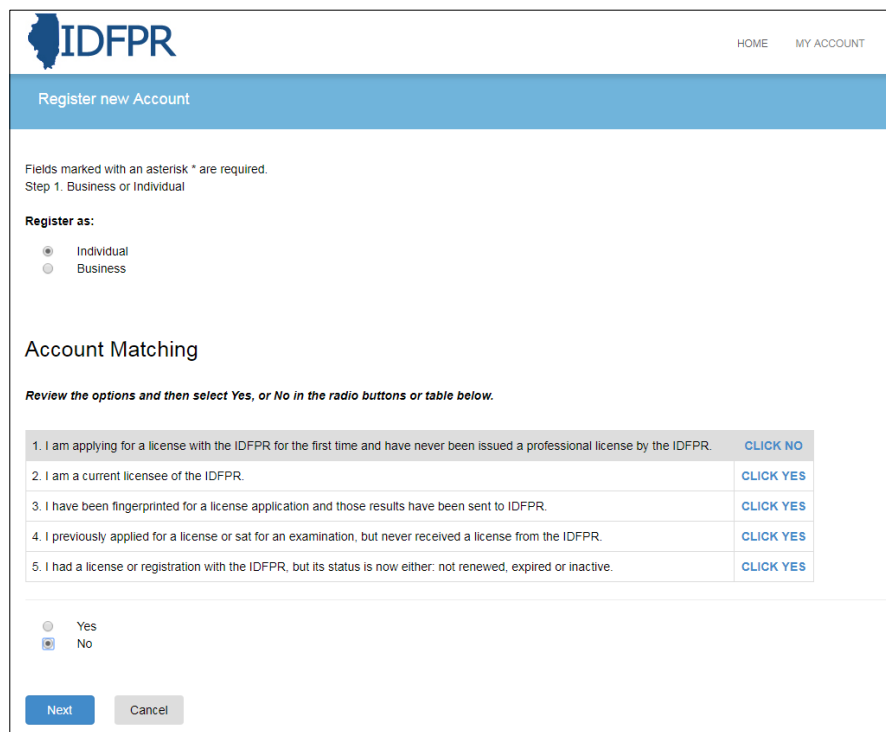
Step I - Create an Online account here:

<https://online-dfpr.micropact.com/>

- Select “**Register**” from the “**Access Your Account**” section.



- If you have **NOT** previously applied - On the Account Matching page select ‘**No**’ and click ‘**Next**.’
If you are a **previous applicant or an existing licensee of another profession**, please refer to the account creation guide for returning applicants in the online portal.



Fields marked with an asterisk * are required.
Step 1. Business or Individual

Register as:

☒ Individual
☐ Business

Account Matching

Review the options and then select Yes, or No in the radio buttons or table below.

1. I am applying for a license with the IDFP for the first time and have never been issued a professional license by the IDFP.	CLICK NO
2. I am a current licensee of the IDFP.	CLICK YES
3. I have been fingerprinted for a license application and those results have been sent to IDFP.	CLICK YES
4. I previously applied for a license or sat for an examination, but never received a license from the IDFP.	CLICK YES
5. I had a license or registration with the IDFP, but its status is now either: not renewed, expired or inactive.	CLICK YES

☐ Yes
☒ No

Next Cancel

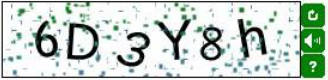
- Once you have created your account, you will need to set up your security questions.

Secret Questions

Secret Question 1	In what city did you meet your spouse/significant other?	▼	Springfield
Secret Question 2	In what city does your nearest sibling live?	▼	Evanston
Secret Question 3	In what city or town was your first job?	▼	Peoria

Captcha Verification


Please note that this code is case sensitive.



Enter Code*

Create Account

- You will also need to verify your email address. An email will be sent to you for you to open and verify the email address (check your spam folder).



HOME MY ACCOUNT 1 ONLINE SERVICES ▾

User Account

Thank you for creating a new account.
 You have been sent a confirmation e-mail.
 You must click on the link in the e-mail
 to activate your account and log into the system.

⚠ There is currently 1 issue with your account.
 Please resolve it before going further.

Your email address has not been verified. If you have not yet received an email to do this, please follow the instructions below.

User ID:	Jane_Doe	Change User ID
E-mail:	test@illinois.gov	Change Email

Please verify your account.

- You have been sent a verification email by the system to the address listed above.
- Click the link provided in the email to verify your account.

If you have not received a verification email:

- Check your SPAM filter for the verification email.
- If you are still not able to find the verification email, click the *Generate E-mail* button below and a new email will be sent.

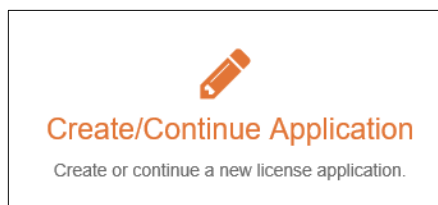
Please note the following:

- Emails at time take up to 10 minutes to send
- After you click the *Generate E-mail* button all older verification emails will be invalid, so be sure to click the most recent link.

- When your account is set up, you are then ready to apply for licensure. *Note, this will be the same account you will use to request a license/exam certification to be sent to NCEES or another U.S. Jurisdiction or if you apply for licensure in another profession.*

Step 2 - Apply.

- From your account “Home” page, click on the “**Create/Continue Application**” option.



- Select “**STRUCTURAL ENGINEERING BOARD**” and click on “**START**” for the option you desire: “**LICENSED STRUCTURAL ENGINEER**” OR “**ENROLLED STRUCTURAL ENGINEERING INTERN.**”
Note - If you start an application but do not complete it at that time, when you come back to continue the application, your application will be at the top of your application list with “IN PROGRESS” next to it.

License applicants: You will need to select either Acceptance of Exam (initial) or Endorsement of License.

<u>Structural Engineering Board</u>		
	Board	License
Start	Structural Engineering Board	LICENSED STRUCTURAL ENGINEER
Start	Structural Engineering Board	ENROLLED STRUCTURAL ENGINEERING INTERN

Step 3 - Sit back and wait.

- Once your application and NCEES Record/support documents have been received and verified, they will be presented to the Board for review.
- If additional items are needed, you should receive an email notification of the outstanding items needed to complete.
- You can track the status using the “**License Application Status**” feature in your Online account.
- Please allow four business weeks from applying before making an inquiry concerning its status.

REQUIRED SUPPORTING DOCUMENTS

STRUCTURAL ENGINEER INTERN ENROLLMENT:

- OFFICIAL TRANSCRIPTS:**
 - ⇒ Applicants from a U.S. university, have your university use their respective electronic service to send your transcript directly to you and upload the PDF version to your online IDFPR account. Unofficial copies are not accepted.
 - ⇒ Applicants from a non-U.S. university, request your NCEES Credential Evaluation to be submitted to the Illinois SE Board. The evaluation will contain your baccalaureate transcripts and any other degree transcripts you have submitted to NCEES. Additional copies are not needed.
- EXAM VERIFICATION:**
 - ⇒ An official exam certification/verification must be sent to the Illinois SE Board through your MyNCEES account OR via email to FPR.DesignUnit@illinois.gov If the state you passed the exam from does not use the NCEES system. Note: An NCEES score report is not acceptable.

STRUCTURAL ENGINEER LICENSE:

NCEES RECORD HOLDERS

- ⇒ If you are submitting an NCEES Record as supplemental documentation to your application, you are not required to submit transcripts, exam certifications or experience forms as they should be contained within the Record. The Board may still require additional documents if clarification is needed for any reason.
- ⇒ We highly encourage all applicants to submit an NCEES Record as it will streamline the review timeframe for your application.
- ⇒ If prompted to upload a VE-SEG form, upload a document stating "SEE NCEES RECORD" and you will be able to move to the next question.

NON-NCEES RECORD HOLDERS

If not submitting an NCEES Record, the following items must be submitted:

- **OFFICIAL TRANSCRIPTS:**

- ⇒ *If you are enrolled as an Illinois Structural Engineer Intern (SEI), a Baccalaureate transcript is not required for license application as you have met the educational requirement.*
- ⇒ Applicants from a U.S. university, have your university use their respective electronic service to send your transcripts directly to you and upload the PDF version to your online DPR account. Unofficial copies are not accepted.
- ⇒ Applicants from a non-U.S. university, request your NCEES Credential Evaluation to be submitted to the Illinois SE Board. The evaluation will contain your baccalaureate transcripts and any other degree transcripts you have submitted to NCEES. Additional copies are not needed.

- **EXAM/LICENSE CERTIFICATION:**

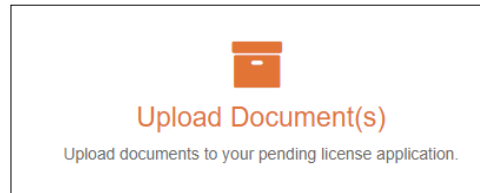
- ⇒ An official certification/verification showing active licensure and a certification/verification showing passage of the FE and SE exams (unless passed in Illinois) must be received. The exam certification/verification must be sent to the Illinois SE Board through your MyNCEES account OR have your state board use their respective electronic service to send the certification/verification directly to you and upload the PDF version to your online DPR account. Unofficial copies are not accepted.

- **VERIFICATION OF EMPLOYMENT / EXPERIENCE:**

- ⇒ If you do not submit an NCEES Record, you must submit the VE-SEG form for your experience. The form is available here: [VE-SEG form](#) A separate form for each supervisor/place of employment must be completed by the supervisor and emailed directly to FPR.DesignUnit@illinois.gov
- ⇒ If you are applying via Endorsement and currently licensed in the U.S., the Board allows for self-verification of structural engineering experience under the applicant's own license. Complete the VE-SEG form as your own supervisor from the date of initial licensure.
- ⇒ Acceptable experience may be found in Section five of the SE Act. All experience must be gained under the supervision of a licensed Structural Engineer (or PE practicing structural if outside Illinois).

HOW TO UPLOAD DOCUMENTS:

- To upload documents to your online DPR account, from your account home page, click the **“Upload Document(s)”** icon, select the appropriate profession application, and attach the document(s). Once uploaded, it will be logged by our system and unit staff will be notified that new information is available for review.



IMPORTANT INFORMATION ONCE LICENSED

- Upon satisfying the applicable requirements, your application will be approved and you will receive an email notification that your license has been issued and will include a link to download your license.
- All Structural Engineer licenses expire on November 30th of even-numbered years, regardless of issuance date.
- It is your responsibility to update your contact information including email address with the Department to ensure that you receive all courtesy renewal email reminders and other notifications.
- We highly recommend that you review the Code Enforcement Manual as it will provide a sample of what your Illinois license seal/stamp should look like and other useful information regarding your profession.

You may access the manual here: <https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/forms/dpr/design-code-manual.pdf>