



ARCHITECTURE

FREQUENTLY ASKED QUESTIONS



This document was designed to assist potential candidates for licensure as an Architect 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 accepted educational requirements are a National Architectural Accrediting Board (NAAB) accredited professional degree, Canadian Architectural Certification Board (CACB) accredited professional degree or an equivalent program verified via the National Council of Architectural Registration Boards (NCARB) Education Evaluation Services for Architects (EESA) program.
- **Pre-Professional Degree:** As of January 1, 2016, Illinois will no longer accept applicants for initial licensure with a Pre-Professional Degree, pursuant to Section 1150.10 of the Administrative Rules.
- **Non-US citizen:** If you do not have a US Social Security Number, contact the Department for the appropriate affidavit form.
- **Foreign Applicants:** Must submit proof of passing the TOEFL-iBT (if applicable), pursuant to Section 1150.30 of the Administrative Rules.

Question: Am I eligible to take the Architect Registration Examination (ARE) in Illinois?

Answer: If you have an NAAB degree, CACB degree or EESA equivalent, you may register with NCARB under the Illinois Direct Registration Program to take the ARE.

Question: I have a pre-professional degree. Am I eligible to take the ARE in Illinois?

Answer: As of January 1, 2016, Illinois will no longer accept applicants for initial licensure with a Pre-Professional Degree, pursuant to Section 1150.10 of the Administrative Rules.

As of January 1, 2016, if you have a Pre-Professional Degree, you have the following two options to become licensed in Illinois:

1. Return to school and acquire a NAAB accredited degree in Architecture. If you are licensed prior to the accredited degree, you would submit the application to the Department with the additional transcripts from the NAAB accredited program as your record from NCARB would still be a "Buff cover".
2. Become licensed in another jurisdiction and then acquire the Broadly Experienced Architect (BEA) designation from NCARB (which would change your NCARB record to a "Blue" or certificate record). Illinois will accept the BEA from NCARB as you will have been determined to have met NCARB specific requirements.

Question: I failed a portion of the ARE and want to have the Board review the exam portion. Now what?

Answer: The Illinois Architecture Licensing Board does not allow for review of ARE examinations. Illinois abides by the ruling and outcomes provided by Prometrics.

Question: I have passed all portions of the ARE in Illinois and completed my AXP. Now what?

Answer: To be licensed in Illinois as an Architect, you may submit your application, fee and required affidavit to the Board for review and request your NCARB record to be sent to the Illinois jurisdiction, pursuant to Section 1150.30 of the Administrative Rules. See the note above for foreign applicant requirements.

Question: I have passed all portions of the ARE in another US jurisdiction and completed my AXP. Now what?

Answer: If you are a graduate with an accepted degree or equivalent, you may submit your application, fee and required affidavit to the Board for review and request your NCARB record to be sent to the Illinois jurisdiction, pursuant to Section 1150.30 of the Administrative Rules. See the note above for foreign applicant requirements.

Question: I am licensed as an Architect in another US jurisdiction and want to be licensed in Illinois. Now What?

Answer: Illinois does not offer Comity or Reciprocity licensure. You must meet Illinois requirements for licensure at the time you were originally licensed, pursuant to Section 1150.60 of the Administrative Rules. To be licensed, submit the current application for licensure as an Architect by Endorsement (available on the Department’s website), the fee of \$100 payable to IDFPR, the required affidavit and request your NCARB Record to be transmitted to the Illinois jurisdiction. See foreign applicant requirements on page 1.

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

Answer: Applicants for restoration of their Illinois Architect license must meet the requirements of Section 1150.70 of the Administrative Rules at the time of application. If your license has been expired for less than three (3) 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 US check totaling the amount of lapsed fees (current renewal fee for each missed renewal period and a \$50 late fee), payable to IDFPR.
- Proof of completing 24 CE’s (including 16 HSW) within the last 24 months pursuant to Section 1150.105 of the Administrative Rules, prior to your request to restore. You must submit proof in the form of certificates or other documents (*an AIA log will suffice*).
- 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 Maintenance Unit
320 West Washington St.
Springfield, IL 62786

If your Architect license has been expired/not-renewed for over three (3) years, contact the Department for instructions/forms to restore your license pursuant to Section 1150.70 of the Administrative Rules.

Question: My Illinois Architect license is inactive and I want to restore it to active status. Now what?

Answer: Applicants for restoration of their Illinois Architect license must meet the requirements of Section 1150.70 of the Administrative Rules at the time of application. If your license has been expired for less than three (3) 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 US check totaling the amount of the current renewal fee, payable to IDFPR.
- Proof of completing 24 CE’s (including 16 HSW) within the last 24 months pursuant to Section 1150.105 of the Administrative Rules, prior to your request to restore. You must submit proof in the form of certificates or other documents (*an AIA log will suffice*).
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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 LLC or LLP.

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

The corporate resolution must be an original.

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)***

The Illinois Architecture Practice Act and Administrative Rules and application forms are available here: <http://www.idfpr.com/profs/Architect.asp>