



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Professional Regulation

PROFESSIONAL LAND SURVEYOR

FREQUENTLY ASKED QUESTIONS

This document was designed to assist potential candidates for enrollment as an Surveyor Intern (SI) or licensure as a Professional Land Surveyor (PLS) 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 educational requirements are based upon the Baccalaureate (BS) degree, not a post-graduate degree.
- **Approved Education:** The approved Land Surveying and Related Science Baccalaureate degree programs are listed in Section 1270.14 of the Administrative Rules.
- **Non-approved Education:** Applicants who did not graduate from an approved program and have a degree meeting the requirements under Section 1270.15 of the Administrative Rules.
- **Non-U.S. citizen:** If you do not have a U.S. Social Security Number, contact the Department for the appropriate affidavit form.
- **Foreign Applicants:** Must submit An NCEES credential evaluation of your BS degree pursuant to Sections 1270.05, 1270.10 or 1270.30 of the Administrative Rules and submit proof of passing the TOEFL-iBT (if applicable), pursuant to Sections 1270.05, 1270.10 or 1270.30 of the Administrative Rules.
- **Experience requirement:** For licensure as a Professional Land Surveyor, all applicants must submit a minimum of four (4) years of acceptable land surveying experience pursuant to Section 1270.13 gained after passage of the FS exam, properly completed on the Department VE-LSR form or contained in the NCEES Record. All four (4) years of the experience must be in responsible charge.
- **The Illinois PLS Act and Administrative Rules are available here:** <https://idfpr.illinois.gov/profs/landsurv.html>

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 and on the next page to ensure a quick and accurate interaction with the Department. Additional answers to routine questions received follow afterwards.

Apply for a license: <https://idfpr.illinois.gov/newapplications.html>

License Look-up: <https://online-dfpr.micropact.com/lookup/licenselookup.aspx>

Download a license: <https://idfpr.illinois.gov/fpr-applications/getmylicense/loginprof.html>

Request a license and/or exam certification/verification:
<https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/forms/dpr/cert-req-design-2022.pdf>

Update your contact information: <https://online-dfpr.micropact.com/>

Review the Code Enforcement Manual:
<https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/forms/dpr/design-code-manual.pdf>

Registration for a Professional Design Firm:
<https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/renewals/apply/forms/f1419lt.pdf>

Add or remove services from your firm:
<https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/renewals/apply/forms/f2309.pdf>

File a complaint: <https://idfpr.illinois.gov/admin/complaints.html>

EXAMINATIONS

Question: Am I eligible to take the Fundamentals of Engineering (FS) Examination and/or the Principles and Practice of Surveying (PS) Examination in Illinois?

Answer: Application to the Department is no longer required for exam approval. Candidates may register for the FS and/or PS exam at any time with NCEES at www.NCEES.org.

Question: I registered with NCEES to take an examination in Illinois but my MyNCEES dashboard says PENDING BOARD APPROVAL? Now what?

Answer: This could be a result of two different situations.

- 1) If this is for the PS exam, to be approved, click VERIFY next to your education information and use the instructions in the right hand column for how to have official transcripts sent to NCEES to verify this education. Once verified by NCEES, your exam registration should be approved.
- 2) If this is for the PS exam and your MyNCEES dashboard does not show that you have passed the FS exam, you must contact the jurisdiction where you passed the exam and have an official exam certification completed and uploaded to your dashboard.

Question: Am I eligible to take the Illinois Jurisdictional (IJ) examinations in Illinois to become licensed as a PLS?

Answer: Application to the Department is no longer required for exam approval. Candidates may register for the IJ exam at any time with CTS at the link below; however, please note that to be licensed, you must have gained four (4) years of experience after passing the FS exam when you apply.

IJ exam registration: <https://continentaltesting.org/product/illinois-035-professional-land-surveyor/>

Question: I recently passed an examination. Now what?

Answer: Your exam certification will remain active on your NCEES Dashboard and can be used when you choose to apply for enrollment as an Engineer Intern or for Licensure. After passing the IJ exam, you should receive a score report from CTS in the mail. When you are applying for your license, you will need to include a copy of that score report with the application.

ENROLLMENT AS A SURVEYOR INTERN

Question: Is enrollment as an SI required in Illinois?

Answer: No. Enrollment is not a requirement of licensure in Illinois; however, many companies and design firms require it for employment or advancement opportunities. Additionally, it can simplify the license process when you are ready to become licensed.

Question: I want to be enrolled as an Illinois Surveyor Intern. Now what?

Answer: To be enrolled as an Surveyor Intern (SI), review the current requirements and application below.
[Application for Surveyor Intern enrollment](#)

Question: I sat for the FS exam during my senior year of an approved program; however, my degree was not conferred within the required 12 months from the date of passing the exam. Now what?

Answer: You must submit a PDF letter via email timeframe to the Department for Board review and consideration, detailing the reason for failing to have the degree conferred within the specified timeframe. If accepted by the Board, your exam score will remain active. If the Board does not accept your reasoning, you may be required to re-take the examination. Send letter to: FPR.DesignUnit@Illinois.gov

Question: I am a foreign educated applicant and my NCEES evaluation shows that I have deficiencies, will the Illinois Board accept my evaluation with the deficiencies?

Answer: To be accepted, you must satisfy the requirements specified in Section 1270.15 of the Administrative Rules.

INITIAL (FIRST) LICENSE

Question: I have passed the FS, PS and IJ Examinations, but I am not licensed. Now what?

Answer: To be licensed as a Professional Land Surveyor, review the current requirements and application below.

[Application for Land Surveyor license](#)

Question: I have passed the PS and IJ Examinations, but the FS exam was waived in another jurisdiction. Can I be licensed in Illinois?

Answer: Illinois law requires passage of all examinations for an initial license.

Question: I have passed the FS and PS Examinations in another jurisdiction within the same year. Can I be licensed in Illinois?

Answer: Illinois law requires four (4) years of acceptable experience be gained after passage of the FS exam before an applicant is eligible for licensure.

Question: I have an NCEES Record. May I submit my Record as supplemental documentation to the application in lieu of my transcripts, experience forms and exam certifications?

Answer: Yes. We encourage all applicants to use the NCEES Record as it is a valuable resource to the applicant and may shorten the processing time of the application.

ENDORSEMENT/COMITY/RECIPROCITY OF LICENSE

Question: I have passed the FS, PS and IJ Examinations, and am actively licensed in another U.S. jurisdiction. Now what?

Answer: To be licensed as a Professional Land Surveyor, review the current requirements and application below.

[Application for Land Surveyor license](#)

Question: I have passed the PS and IJ Examinations, but the FS exam was waived in another jurisdiction. Can I be licensed in Illinois?

Answer: Illinois law requires passage of all examinations for an initial license; however, you could submit a waiver request to the Department for Board review and consideration of your reasoning for the request.

Question: I have passed the FS and PS Examinations in another jurisdiction within the same year. Can I be licensed in Illinois?

Answer: Illinois law requires four (4) years of acceptable experience be gained after passage of the FS exam before an applicant is eligible for licensure.

Question: I have an NCEES Record. May I submit my Record as supplemental documentation to the application in lieu of my transcripts, experience forms and exam certifications?

Answer: Yes. We encourage all applicants to use the NCEES Record as it is a valuable resource to the applicant and may shorten the processing time of the application.

RESTORE AN INACTIVE OR NOT-RENEWED LICENSE

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

Answer: Applicants for restoration of their Illinois Professional Land Surveyor license must meet the requirements of Section 1270.40 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 Address
- Valid Email Address for department notifications, license download link and renewal notices.
- Proof of completion of 20 PDH's within the last 24 months prior to your request to restore pursuant to Section 1270.40 of the Administrative Rules. A simple log will not suffice; however, an IPLSA log will be accepted, as will copies of certificates or other documents.
- Child Support Statement – which must be one of the following:
 1. Child Support does not apply to me.
 2. I am current with Child Support
 3. I am not current with Child Support.
- **Fee due:**
 - Inactive: A U.S. check in the amount of \$60, payable to IDFP.
 - Expired/Not-Renewed: A U.S. check totaling the amount of lapsed fees (\$60 renewal fee for each missed renewal period and a \$50 late fee), payable to IDFP.

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

IMPORTANT:

If your license has been inactive or expired/not-renewed for over five (5) years, please email the license maintenance unit at: FPR.LMU@Illinois.gov 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 (IL SOS) 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 2/3rds of the firm's collective total number of Director/Member/Partners must be a licensed design professional with one being a licensed Illinois Architect.

Please review the requirements and Professional Design Firm application forms here: [Design Firm Registration](#)

Question: Our Professional Design Firm is authorized for multiple professions by the Department but a Managing Agent for one of the professions is no longer with the firm or failed to renew his/her license. Now what?

Answer: The firm is required by law to notify the Department of any change in managing agent status within 10 business days and will need to appoint a new Managing Agent for the respective profession within 30 days after notifying the Department in order to continue offering services in Illinois.

Please review the requirements and change of managing agent form here: [Change of Managing Agent](#)

Important Note: If one profession of the firm's offering is not active, the entire firm license is automatically placed into INOPERABLE status. Offering or performing work in Illinois without an ACTIVE license is a violation of each Design Profession Act.

Question: Our Professional Design Firm would like to add OR remove a profession from our current offering. Now what?

Answer: Please use the instructions and form here: [Add/Remove a profession from your Design Firm](#)

Question: Our Professional Design Firm is currently NOT-RENEWED. Now what?

Answer: Please use the instructions and form here: [Professional Design Firm Reinstatement Request](#)