**Section 1480.190 Renewals**

a) Every license issued to an individual under the Act shall expire on November 30 of each even-numbered year. The holder of a license may renew the license during the month preceding the expiration date by completing the continuing education requirements in accordance with Section 1480.185 and paying the required fee set forth in Section 1480.195.

b) It is the responsibility of each licensee to notify the Division of any change of address. Failure to receive a renewal form from the Division shall not constitute an excuse for failure to pay the renewal fee or to renew one's license.

c) Every license issued to a professional design firm under the Act shall expire on April 30 of each odd-numbered year. The holder of the license may renew that license for a 2-year period during the month preceding the expiration date by paying the required fee. The holder shall certify that the firm still meets the requirements of the Act and is in good standing with the Illinois Secretary of State (when applicable) and has an active managing agent-in-charge.

d) Practicing or offering to practice on a license that has expired shall be considered unlicensed activity and shall be grounds for discipline under Section 20 of the Act.

e) It is the responsibility of each licensee to notify the Division of any discipline or conviction of or entry of a plea of guilty or nolo contendere to any crime that is a felony under the laws of the United States or any state or territory thereof, or that is a misdemeanor, an essential element of which is dishonesty, or any crime that is directly related to the practice of the profession of structural engineering since the last renewal.

(Source: Amended at 47 Ill. Reg. 946, effective January 5, 2023)