## **AXP Reporting Policy Extension Request**

professional's license number.



## Instructions

You can request an extension to the Architectural Experience Program® (AXP®) reporting policy for the birth or adoption of a child, serious medical conditions, active military service, natural disasters, or other like causes.

You must submit your request for a reporting policy extension directly to NCARB via email. Please email your completed form to <u>customerservice@ncarb.org</u> with the subject line "AXP Extension Request." You must submit the experience report for the experience in question prior to submitting this request to NCARB. To submit your request, complete and return this form along with any appropriate supporting documentation.

Experience	Report Information
Date: _	
Name: _	
NCARB Record Number:  Experience Report ID:	
other like of (listed belo	ndicate the specific reason (i.e., birth/adoption of child, active duty military, serious medical condition, auses) why an extension is being requested, along with the relevant required supporting documentation w) with this request form. Please check the type of extension being requested as well as the attached.
	Birth or Adoption of a Child
	Documentation Required: Official state-issued birth certificate or proof of adoption with date of adoption. Please note, hospital records are not accepted. Upon proper application, parents of newborn infants or newly adopted children are granted a six-month extension to the reporting requirement.
	Military Service
	Documentation Required: Official military documentation with dates of service.
	Serious Medical Condition
	Documentation Required: Current diagnosis of a serious, recently occurring, medical condition from an appropriately licensed medical professional indicating the specific nature of the condition, the approximate date the condition commenced, the probable duration of the condition, and the reason(s) why such a condition prevented you from submitting your experience report within the reporting

requirement. Please note, this documentation must be on official letterhead and include the medical

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	Exceptional Circumstances (please explain)	
	Documentation Required: Relevant documentation attested to by a credible third party with a specific explanation of the "other like cause," the date the cause commenced, its probable duration, and the reason the cause prevented you from being able to submit experience reports within the reporting policy time frame. NCARB intends that the burden will be on the applicant to show that any other cause is essentially the same as military service or a serious medical condition.	
Document	ation Attached:	
	Birth Certificate	
	Adoption Papers	
	Military Orders	
	Physician's Letter	
	Other	
Additional	Comments:	
Signature	Date	
J		

Please send completed form with all supporting documentation to <a href="mailto:customerservice@ncarb.org">customerservice@ncarb.org</a> with the subject line "AXP Extension Request."