

NCARB

GET AHEAD.
START.



GET STARTED WITH NCARB

You've decided you want to be an architect, and you are ready to start documenting your education and experience. Here's a handy guide to getting started:

ESTABLISH YOUR NCARB RECORD

Your NCARB Record keeps track of your education, Intern Development Program (IDP) experience, and exam progress. It will eventually be used to support your initial licensure. When you are ready to report your experience:

- 1 Go to my.ncarb.org.
- 2 Click "Establish Record."
- 3 Create and verify your free My NCARB account.
- 4 Add the "NCARB Record" service.
- 5 Follow the step-by-step instructions to fill in the required information.
- 6 Select and enter your payment method.
- 7 Click submit, and check your email. You will receive two emails:
 - The first confirms your payment.
 - The second contains your Record number, plus instructions for your next steps.

START REPORTING YOUR IDP EXPERIENCE

A step-by-step guide on reporting your experience can be found in the *IDP Guidelines*, available on ncarb.org.

Remember: Once you have graduated, fill out and send the Transcript Request Form to your school.

Questions? Contact NCARB Customer Relations at customerservice@ncarb.org or 202/879-0290.