



# Your Guide to the AXP<sup>®</sup>

[ncarb.org/axp](https://ncarb.org/axp)



# Your Guide to the AXP

## The experience you need to practice architecture.

Our goal is to help you through every stage of your career in architecture—and a big part of that is making sure you get real-world experience for any scenarios you could face as an architect.

That's where the Architectural Experience Program® (AXP®) comes in. The new AXP includes six broad experience areas that better reflect the current practice of architecture.

## Questions?

Here's everything you need to know about the AXP.

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# Understanding the Basics

The AXP, formerly called the Intern Development Program (IDP), provides a framework to guide you through earning and recording your professional experience. The program covers everything from site design to project management and prepares you to practice architecture independently. Through the AXP, you'll:

- Learn about the daily realities of architectural practice
- Acquire comprehensive experience in basic practice areas
- Explore specialized areas of practice
- Develop professional judgment
- Refine your career goals

Before you start the AXP, you must hold a high school diploma or an established equivalent. To complete the program, you'll need to demonstrate that you're able to competently perform the tasks identified across the six experience areas.

Keep in mind that each U.S. jurisdiction sets its own requirements for initial registration. While most accept the AXP, you should check with your jurisdiction to ensure you're getting the experience you need to earn your license.

For more information on the AXP, see our *AXP Guidelines*

# Experience Areas

The AXP identifies 96 tasks that fall into six practice areas:

- 1 Practice Management
- 2 Programming & Analysis
- 3 Project Management
- 4 Project Planning & Design
- 5 Project Development & Documentation
- 6 Construction & Evaluation

To demonstrate your ability to perform specific tasks, you'll need to report a total of 3,740 experience hours.

More about Experience Areas →

## Practice Management

🕒 160 Required Hours

This experience area is where you'll gain experience running an architecture firm—including the ins and outs of managing a business, marketing your firm, securing projects, working with clients, and sustaining a positive and professional work environment.

## Project Management

🕒 360 Required Hours

In Project Management, you'll learn how to deliver projects that meet your contractual requirements, so you'll be prepared to budget, coordinate, oversee, and execute a project.

## Programming & Analysis

🕒 260 Required Hours

This is the first phase of a project, often referred to as pre-design. You'll experience tasks related to researching and evaluating client requirements, building code and zoning regulations, and site data to develop recommendations on the feasibility of a project.

## Project Planning & Design

🕒 1,080 Required Hours

This experience area covers the schematic design phase of a project. You'll learn to layout the building design, review building codes and regulations, coordinate schematics with consultants, and communicate design concepts with your client.

## Project Development & Documentation

🕒 1,520 Required Hours

Here, you'll gain experience with projects after the schematic design has been approved—focusing on construction documents and coordinating with regulatory authorities to gain the necessary approvals for construction.

## Construction & Evaluation

🕒 360 Required Hours

In this experience area, you'll get involved with the construction administration and post-construction phases of a project—this includes being out on the job site; meeting with contractors, clients, and building officials; and punching lists, leading to the completion of your project.

## Experience Settings

Your AXP experience will fall under one of two experience settings: setting A or setting O. These settings identify the areas and opportunities where you can gain experience, and help define the type of work you're doing, who you're working for, and who's overseeing your experience.

### Setting A

This setting covers the experience you gain while employed by an architecture firm, working under an AXP supervisor who is licensed to practice architecture in the United States or Canada. In order to meet the AXP's requirements, you'll need to earn at least 1,860 hours in experience setting A.



**1,860**  
REQUIRED HOURS

### Setting O

This setting covers everything else, including some experiences that can be performed for other licensed professionals or gained while unemployed. Flip to the next page to see what these opportunities include.



**NO MIN.**  
REQUIRED HOURS

Experience Setting O  
Opportunities →

# Experience Setting Opportunities

There is **no minimum number of hours** required for this experience setting, although many of the opportunities have a maximum limit.

OPPORTUNITY	WHETHER OR NOT EMPLOYED?	WHO APPROVES	WHERE THE HOURS GO	HOURS
Other Work Experience Under Licensed Professionals	See employment requirements	AXP Supervisor	Any AXP experience area	Up to 1,860 hours
Design or Construction Related Employment	See employment requirements	AXP Supervisor	Any AXP experience area	Up to 320 hours
Community-Based Design Center/Collaborative	Yes	"Designated" AXP Supervisor	Any AXP experience area	Up to 320 hours
CSI Certification: CCCA	Yes	NCARB	Construction & Evaluation	40 hours
CSI Certification: CCS	Yes	NCARB	Project Planning & Design	40 hours
Design Competitions	Yes	Mentor	Any AXP experience area	Up to 320 hours
NCARB's Professional Conduct Monograph	Yes	NCARB	Practice Management	16 hours
Site Visit With Mentor	Yes	Mentor	Construction & Evaluation	Up to 40 hours
Construction Work	Yes	AXP Supervisor	Construction & Evaluation	Up to 320 hours
AIA Continuing Education for HSW	Yes	NCARB	Any AXP experience area	Up to 20 hours per area

## Reporting Your Hours

To log your experience hours in the AXP, you'll need three things:



**Experience**



**NCARB Record**



**Supervisor  
or Mentor**

## Starting Your NCARB Record

To report AXP experience, you'll have to create an NCARB Record. Through your Record, you can:

- **View your education**
- **Log your experience hours**
- **Track your progress with the Architect Registration Examination® (ARE®)**

Once you've completed your education, experience, and examination requirements, your jurisdiction will use your NCARB Record to verify that you're qualified for licensure.

You can start your NCARB Record in three simple steps:

- **Go to [www.myncarb.org](http://www.myncarb.org)**
- **Click “Establish Record” to create your account**
- **Add an “NCARB Record” to your account**

## Working With an AXP Supervisor

Different architecture firms will have different support systems for licensure candidates, so it's a good idea to ask for specifics during your interview.

Once you begin working in a firm, you'll be assigned an AXP supervisor. This is the person who maintains responsibility for your work, manages your daily work experience, and approves your experience reports.

AXP supervisors are usually registered architects; however, in certain experience opportunities, your AXP supervisor may be a professional from another discipline.

## Finding an AXP Mentor

Your mentor is someone who's there to offer you instruction, encouragement, and advice as you navigate the path to licensure. This person may change throughout your career, but must always be licensed to practice architecture in either the United States or Canada.

Mentors are not required as part of the AXP, but they can be helpful resources to you throughout your professional career.

# Reporting Experience

All your AXP experience must be logged and approved through your NCARB Record.

Once you start gaining qualified experience, you can report your hours online or through our My AXP mobile app—free for Apple and Android devices.

Each time you submit a report, your AXP supervisor receives an email notification with a link to review and approve your experience.

To earn full credit for experience, you must submit all experience in reporting periods of no longer than six months and within two months of completion of each reporting period. After the initial eight months, you'll have up to five years to report and receive half-credit toward your AXP requirements.

If you are experiencing extenuating life circumstances—such as a serious illness or the birth or adoption of child—you may qualify for a reasonable extension to the two-month filing period. For more information on the reporting requirements and extensions, visit our website.



# The New AXP Portfolio

Design professionals with more than five years of experience may be able to pursue licensure through our new AXP Portfolio option.

For professionals who put licensure on hold due to career, personal, or economic decisions, this option offers an opportunity to satisfy experience requirements through an online portfolio. To qualify for the portfolio, you must:

- Have at least two years of experience from over five years ago
- Have a current supervisor who is a licensed architect and willing to attest to your knowledge and experience
- Be unable to finish documenting the AXP through experience reports
- Maintain an active NCARB Record

Participants in the AXP Portfolio must demonstrate competency in each of the 96 AXP tasks through exhibits—documents, PDFs, images, or other files that can be associated with a specific task(s).

For more information on the AXP Portfolio, see our *AXP Guidelines*

# FAQs

## Why update the AXP?

NCARB re-evaluates and updates its experience requirements to ensure they continue to provide a guide to earn necessary experience for competent architectural practice. The AXP's new experience areas more closely align to modern practice and also with ARE 5.0.

## When can I start the AXP?

You can begin earning experience that qualifies for the AXP as soon as you've graduated high school or an established equivalent.

## What is an academic internship?

Many schools have programs where students are employed in firms as a part of their education. Any internship that is integrated into your academic program, whether as a requirement or an elective, is considered an academic internship. You can report any academic internships that meet the employment and other AXP requirements.

## What is the smallest denomination of hours I can enter in the online reporting system?

The smallest amount of hours the system will accept is .25 hours.

## I submitted my experience report online, but my supervisor didn't receive an email notice. Can it be resent?

First, please have your supervisor check his or her junk or spam filter. If the email is still missing, please contact NCARB Customer Service at 202-879-0520.

## What is the difference between "Saved," "Submitted," and "Approved" experience reports?

**"Saved"** experience reports are hours you have entered for a specific reporting period, but have not yet submitted to your AXP supervisor for approval. You may make changes to your "saved" experience any time until you submit your report.

**"Submitted"** experience reports are hours you have submitted to your supervisor, but have not yet been approved. You may not make changes to an experience report once you have submitted it to your AXP supervisor for approval and certification of its accuracy.

**"Approved"** experience reports are hours your supervisor has verified and are now included in your AXP hour totals. If you need to make adjustments to an experience report you have submitted for approval, you must have your supervisor select the "Return for Edits" option. This action will cause the experience report to be returned to you so you can correct and resubmit it.

## How does my AXP experience get verified using the online reporting system?

First, when adding a new employer or experience report, you are asked to identify your AXP supervisor and enter their email address. (Note: please review the *AXP Guidelines* for information about identifying your AXP supervisor.) After you've entered the information for the experience report, click "submit," and an email will be sent to your AXP supervisor asking him/her to review your submission. If your AXP supervisor approves the submission, the report is added to your NCARB Record and the hours are added to your totals; if he/she selects the "Return for Edits" option, the submission is returned to you for revision and resubmission.

## How long does it take for hours to appear in my Record after my supervisor approves my experience?

Approved experience hours are immediately viewable in your AXP hour totals. You may need to log out of your NCARB Record and log back in for the update(s) to appear.

For more information about the AXP, read the *AXP Guidelines* or visit:



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The National Council of Architectural Registration Boards protects the public health, safety, and welfare by leading the regulation of the practice of architecture through the development and application of standards for licensure and credentialing of architects.



LET'S GO FURTHER

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