

NCARB Certificate Portfolio Applicant Guide

The NCARB Certificate Portfolio allows you to meet the requirements of the [NCARB Education Standard](#) by demonstrating learning through your experience as a licensed architect. As you complete your NCARB Certificate Portfolio, please use this guide to understand the requirements and process for the preparation, submission, and review of your portfolio. You must include descriptions and documentation as evidence of learning in relation to the subject areas you are assigned. The *NCARB Education Standard* includes five subject areas:

1. Liberal Arts
2. History, Theory, and Human Behavior
3. Design Synthesis
4. Building Technology
5. Professional Practice

Your portfolio is customized per your education background and will identify subject area assignments based on your Education Evaluation Services for Architects (EESA) report. Applicants who choose not to obtain an EESA must complete all subject areas. Note: If you hold a U.S. or Canadian bachelor's degree or higher, you do not need to address the *Education Standard's* Liberal Arts subject area in your Certificate Portfolio, even if you do not obtain an EESA.

Once you have been made eligible to pursue NCARB certification through the NCARB Certificate Portfolio option, you may access the portfolio system by logging in to [My NCARB](#), selecting NCARB Record, going to the "Education" tab, and selecting the "NCARB Certificate Portfolio" link.

Requirements

You are required to provide evidence of learning through a recommended number of exhibits for each assigned category within the relevant subject area. An exhibit includes three critical elements:

1. Descriptions

You must describe how you gained learning through experience as a registered architect. These experiences must relate directly to the documentation submitted and your specific education deficiencies. Descriptions must also include your involvement, how decisions were made, challenges you faced, etc. It is important to tell the story for each exhibit to give the reviewer context and also to provide enough information to be able to make a proper assessment.

2. Documentation

There are a number of experiences that can result in learning at the appropriate level. These experiences may include but are not limited to various aspects of practice, architectural projects, professional responsibilities, seminars and training programs, continuing education, and professional volunteer and community activities. You may recreate missing steps in the design process for the purpose of telling the story—for example, a bubble diagram completed during the

schematic design phase that may have been thrown out or misplaced. Any recreation of documents must be identified/acknowledged as such in your annotations or descriptions.

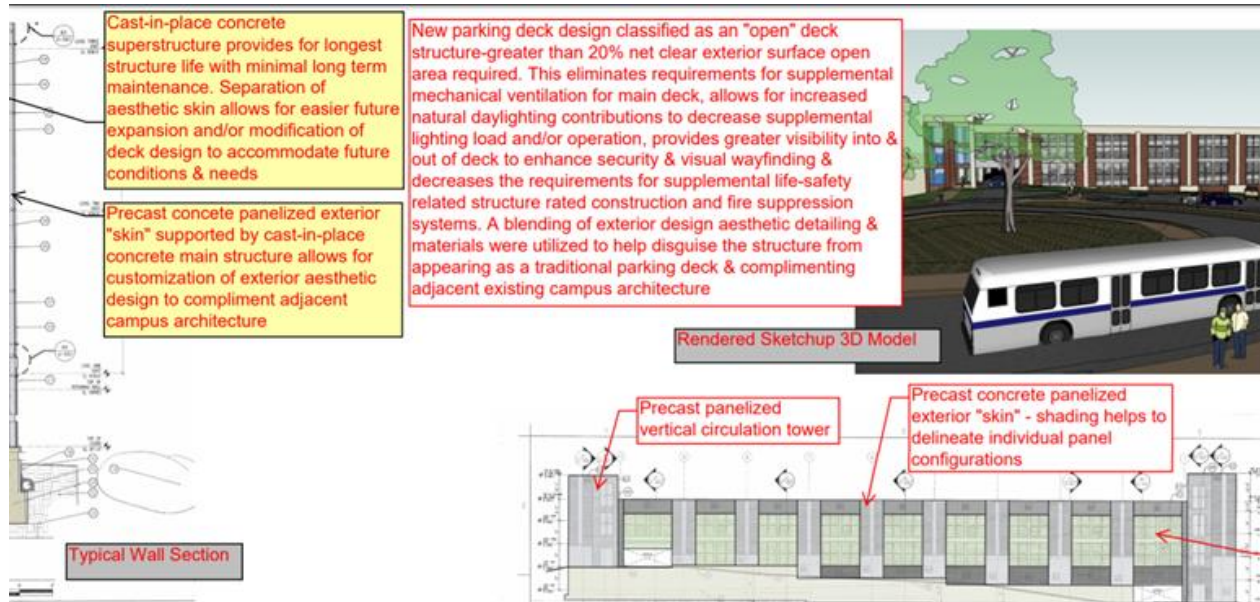
3. Annotation

You must annotate your documentation. **Portfolios without annotation will be returned for revision.**

The purpose of annotation is to:

- Explain personal experience and involvement with a specific aspect of a project
- Point out key aspects of a specific document
- Highlight critical areas of design and decision-making or problem resolution
- Summarize key points of the document relative to the description

Example 1:



Example 2:

EXHIBIT 2

Here is how it works...

Sustainability:
The environmental impact of White Cedar buildings is considered throughout all the stages of the project, during the development, construction and life of the building. We are also specifying materials that are renewable and designing the building to be energy efficient and have minimal impact to the surroundings.
A geothermal heat and cooling system will provide energy efficiency. Electricity generated on site to combine with "green energy" purchased from the grid will supply all of the power.

Team Collaboration
We have had a number of the so-called "hard hats on the floor" meetings. We have been meeting three times a week with all the disciplines that have input to the overall design of a project. From owner to designer to builder. Some team members are not just the meeting, from source coordination. Together our team, made up of diverse disciplines and backgrounds, have to understand each other, step and approach to the project as well as collaborate in the design.
The team is using computers, the internet and audio visual skills to communicate more effectively.

Paperless workflow
The team has implemented a fully electronic paper flow all aspects of the project including the design and communication process. All drawings, notes, memos, plans, schedules, track-ups, communications are distributed electronically and/or printed on top of the tools and used as a "single source of truth".
Our paperless workflow is better for the environment and also allows us to communicate more effectively with all of our stakeholders including the building, construction and other projects. The paperless process has also allowed us to use and provide better data and support for them, we are already benefiting from the paperless process.
The team uses:
Digital white board
Video conferencing
Collaborative CAD
Cloud
Online document sharing
Online drawing sets and/or packages

Just in Time Delivery:
New materials and sub assemblies will be brought to the project site when the item is required and not over-stocking, waste and lack of efficiency. White Cedar will utilize a Just in Time delivery system that ensures that what is needed is brought on site, on-time.

3-D Computer Modeling
A computer model of the White Cedar project is being developed using 3-dimensional computer applications. This digital model includes what the project looks like, and also contains all the information necessary for the project needs. From every floor structure to the last number of bricks, all decisions are being made by building the model. This is allowing us to calculate all of the materials and quantities needed and plan and schedule for sequencing and the labor needs for the entire build.
Everyone working on the White Cedar project will reference the digital model for information. The major benefit of using the model as the single source of information is that everyone (owner, architect, engineer, contractor) has the current plan. As more of the digital model is completed, all of the information is immediately available.
As with the project in each stage from beginning to end:
Photo realistic rendering
Engineering and building
Construction for (allowing for the elimination of an site change order)
Final inspection for entire building
Scheduling of trade open the needed (electric, mechanical, plumbing and machinery sequencing)
The digital model can be described as part of a 2D or even 3D or even 3-D digital representation along with the dimension of time across the schedule, use time budgeting and the environmental impact of the project. The model allows us to see how every decision being made affects each dimension of the project.
The White Cedar team is implementing these strategies because we know that the design and construction industry can be improved. We also know that the design and construction process and our current methods for the results will be less complex in going on the opportunity to use White Cedar as a model project. It is a chance for this team to explore new ideas, use cutting-edge tools and discover a better way to work.
See how you can become a part of the White Cedar project.

This project attempted to improve upon the traditional process of construction. I was part of the team that defined this process and educated all the stakeholders.

This marketing document (which I contributed to & oversaw creation of) was sent out to prospective builders and suppliers. This was a non traditional method for soliciting interested parties because this was a new process. We needed to educate potential team members and build a team that embraced the new culture we were creating.

How can your participation in building a new house locally positively transform the construction industry nationally?

Simple. House that using the latest technologies and a new many innovative team approach to design and build will reduce the time and cost of the project as much as 20%, while at the same time improve the quality of the building.
The industry has been the White Cedar Building Center in White Cedar will test the design workflow and construction ideas that are being planned for Century City. A team of designers, architects, engineers, planners, suppliers, and builders have been brought together to research, investigate and practice in a process that will be continued throughout the development of Century City. The site, vision and objectives of Century City will show the world what we have learned and will change the way buildings and projects are designed and built in the future.
**Manufacturing and construction companies are being trained in an organization or a culture needs to design and build open new ideas. It is a challenge to the White Cedar team to design together new concepts and tools that have proven success in other industries and are applying them to this project together to rise and setting new. Paperless workflow, 3-Dimensional audio modeling, virtual design, built in time delivery and building information modeling are a few of the concepts we are using you to participate in building working with us on the White Cedar initiative.
What does it mean to you?
This will allow you to use new technology and methods that will revolutionize your industry and change the way you approach your business. It is an opportunity for you and your industry to revolutionize the way you work and ensure you have access your business.**

Your exhibits should be prepared with close reference to category definitions, which are conveniently located within the portfolio template. For each exhibit, you are required to answer the following question as part of your description:

Explain how your exhibit demonstrates competency in the assigned category. What did you learn from the exhibit?

Selecting Projects

Each exhibit must be linked to a single project or activity. However, a project or activity can be linked to multiple exhibits. While you can include multiple projects and activities per category, keep in mind there is a recommended number of exhibits for each category.

All uploaded documents must be annotated. Annotation facilitates the review process by pointing out key aspects of a specific document, highlighting areas of design and decision-making, and emphasizing elements of your description relative to the category. Adding labels to drawings is NOT sufficient annotation. You may only upload documents in PDF format, so be sure to add your annotation to the documents prior to uploading them to your portfolio.

Due to the typically collaborative nature of architectural projects, it is important for you to clarify your specific individual responsibilities for projects that are the result of a team effort. It is important that you do not rely upon a title alone, such as “Project Architect,” or a single statement of authorship as evidence of your level of responsibility for a project.

Please Note:

Your portfolio may only include projects completed post-licensure for the project duration. Projects outside of your jurisdiction(s) of registration must have been completed under the supervision of an architect licensed in that jurisdiction. **All projects must be completed and/or built in a U.S. jurisdiction. You may not use projects completed or built outside of the United States to demonstrate learning as an architect registered in the United States.**

Quality Over Quantity

Although each category and subject area has a recommended number of exhibits, you may submit less or more than the recommended number of exhibits. Please note that all submitted exhibits must directly relate to the subject area category and demonstrate learning in the assigned area. Exhibits that do not fully demonstrate competency in the assigned subject area category will be returned for revision. Please be succinct when explaining how each exhibit demonstrates competency in the related subject area and category.

Suggested Documents

Each category includes a list of suggested documents (see pages 5-14) to use for preparation of your exhibits. You are not limited to this list; however, you are required to provide evidence of learning through descriptions and supporting documents to address each assigned subject area category. All supporting documents must be annotated to:

- Explain your personal experience and involvement with a specific aspect of a project
- Point out key aspects of a specific document
- Highlight critical areas of design and decision-making or problem resolution
- Summarize key points of the document relative to the project description.

Portfolios without annotations will be returned for revision.

Liberal Arts

Note: Exhibits submitted in this subject area do not need to be architecture-related.

Category	Recommended # of Exhibits	Suggested Documents
Communication Skills	3	<p><i>Exhibits in Communication Skills must demonstrate applicant's correct written use of the English language. All supporting documents must meet annotation requirements listed in the guidelines. There are various documents that may demonstrate learning in this category including, but not limited to the following:</i></p> <ul style="list-style-type: none"> • Official project-related correspondence • Project proposals • Reports or articles substantially authored by applicant • Architectural building program • Written and graphic presentation authored by applicant • Basis of design describing design included with applications for design award programs • Written design narrative
Humanities and Arts	2	<p><i>Exhibits in Humanities & Arts must demonstrate learning related to humanities and arts. All supporting documents must meet annotation requirements listed in the guidelines. There are various documents that may demonstrate learning in this category including, but not limited to the following:</i></p> <ul style="list-style-type: none"> • Travel report with graphic documentation articulating lessons learned • Research reports on project context (including graphic documentation) • Candidate-created artwork including narrative of creative process • Video and/or photography journals articulating learning opportunities
Mathematical Sciences	2	<p><i>Exhibits in Mathematical Sciences must include mathematical calculations. All supporting documents must meet annotation requirements listed in the guidelines. There are various documents that may demonstrate learning in this category including, but not limited to the following:</i></p> <ul style="list-style-type: none"> • Structural load analysis / calculations • Building egress / travel distance analysis • Construction cost estimate • BOMA or equivalent rentable / usable floor area calculations • Zoning analysis (FAR calculations, lot coverage, parking, etc.) • Value engineering study • Occupancy load calculations

Natural Sciences	2	<p><i>Exhibits in Natural Sciences must pertain to scientific evaluation or analysis. All supporting documents must meet annotation requirements listed in the guidelines. There are various documents that may demonstrate learning in this category including, but not limited to the following:</i></p> <ul style="list-style-type: none"> • Application of geotechnical report in design • Materials research • Presentations narrating project design in response to natural science factors • Plant selection for the environment/climate • Wetlands analysis and management • Storm water management design • Solar orientation analysis/daylighting/wind • Building envelope hygrothermal analysis
Social Sciences	2	<p><i>Exhibits in Social Sciences must address response to social needs. All supporting documents must meet annotation requirements listed in the guidelines. There are various documents that may demonstrate learning in this category including, but not limited to the following:</i></p> <ul style="list-style-type: none"> • Zoning presentations/review • Evidence of active participation in community service project • Site selection studies (community, access, orientation, historical context, climate, etc.) • Project documentation reflecting relationship to social needs • Travel report with graphic documentation articulating lessons learned • Project master planning addressing community needs
Total Exhibits	11 – 15	

History, Theory, and Human Behavior		
Category	Recommended # of Exhibits	Suggested Documents
History and Theory of Architecture	3	<p><i>Exhibits in History and Theory of Architecture must demonstrate applicant's understanding of the history and/or theory of architecture. All supporting documents must meet annotation requirements listed in the guidelines. There are various documents that may demonstrate learning in this category including, but not limited to the following:</i></p> <ul style="list-style-type: none"> • Evidence of active participation in historical building societies • Travel report with graphic documentation articulating lessons learned • Reports or articles substantially authored by applicant (buildings, sites, theory, etc.) • Application for historical building or landmark status • Documentation of research conducted on project site from a cultural or historical perspective
History and Theory of Urbanism	3	<p><i>Exhibits in History and Theory of Urbanism must demonstrate applicant's understanding of the history and/or theory of urbanism. All supporting documents must meet annotation requirements listed in the guidelines. There are various documents that may demonstrate learning in this category including, but not limited to the following:</i></p> <ul style="list-style-type: none"> • Evidence of active participation in urban planning project • Documentation of research conducted on urbanism from a historical perspective • Travel report with graphic documentation articulating lessons learned • Reports or articles substantially authored by applicant (cities, sites, theory, etc.) • Urban renewal studies/analyses • This category is not limited to only urbanism; it can also include suburbanism
Human Health and Behavior	3	<p><i>Exhibits in Human Health and Behavior must demonstrate applicant's response to human health and behavior issues. All supporting documents must meet annotation requirements listed in the guidelines. There are various documents that may demonstrate learning in this category including, but not limited to the following:</i></p> <ul style="list-style-type: none"> • Post occupancy evaluation • Documentation demonstrating an understanding of the principles of cultural diversity • Site/building design (accessibility, circulation, security, etc.) • Space planning/furniture design and layout responding to human behavior • Document demonstrating knowledge of ergonomics

		<ul style="list-style-type: none"> • Evidence-based design report • Project commissioning report • Urban renewal studies/analyses • Planning/zoning presentation • Evidence of active participation on a planning/zoning commission
Total Exhibits	9 – 13	

Design Synthesis		
Category	Recommended # of Exhibits	Suggested Documents
Fundamental Design	4	<p><i>Exhibits in Fundamental Design must contain drawings, diagrams, or sketches illustrating applicant's ability to produce fundamental architectural design. All supporting documents must meet annotation requirements listed in the guidelines. There are various documents that may demonstrate learning in this category including, but not limited to the following:</i></p> <ul style="list-style-type: none"> • Documentation of interaction with regulatory and planning agencies including drawings or diagrams describing proposed design • Sketchbook studies, bubble diagrams illustrating design thought process • Narrative of design concept and process illustrated with drawings, sketches or diagrams • Plans, elevations, sketches, or diagrams showing organizational elements such as solid/void, public/private, and transparency/opacity
Investigative Design	4	<p><i>Exhibits in Investigative Design must present research conducted to inform design decisions. Exhibits must include drawings, sketches, and/or diagrams supplementing the research. All supporting documents must meet annotation requirements listed in the guidelines. There are various documents that may demonstrate learning in this category including, but not limited to the following:</i></p> <ul style="list-style-type: none"> • Building section studies and analysis • Site research and analysis (alternative locations, cost, etc.) • Research on precedents and/or building type • Floor plans or elevations / sections with analysis of ordering systems such as balance/symmetry, geometry, hierarchy, and layering. • Code research and description of effect on design • Sketches or diagrams comparing two or more systems considered for a project • Building related data analysis and projections
Design Building and Integration	4	<p><i>Exhibits in Design and Building Integration must contain documents demonstrating applicant's ability to integrate building systems in project design. All supporting documents must meet annotation requirements listed in the guidelines. There are various documents that may demonstrate learning in this category including, but not limited to the following:</i></p>

		<ul style="list-style-type: none"> • Design for complex project describing incorporation of complex program requirements • 3D BIM coordination model view, showing relationships of systems • Renewable energy study • Coordination drawings for a complex project integrating required services and systems (MEP, structural, electrical, communications, etc.) • LEED certification application and documentation • Description and illustration of special systems integrated into architectural design (solar design, green roofs, wind design, etc.) • Solution for challenging grade changes integrated to building architectural design
Total Exhibits	12 – 21	

Building Technology		
Category	Recommended # of Exhibits	Suggested Documents
Structural Systems	3	<p><i>Exhibits in Structural Systems may include structural engineering drawings, with annotations by applicant, indicating coordination of proposed solution with the architectural design. All supporting documents must meet annotation requirements listed in the guidelines. There are various documents that may demonstrate learning in this category including, but not limited to the following</i></p> <ul style="list-style-type: none"> • Written report with graphic documentation describing the process of evaluation and selection of a structural system for a project, articulating lessons learned • Drawings showing integration and coordination of structural systems/elements with other building systems • Structural systems analysis (load, seismic, wind, etc.) • Annotated project construction photographs showing structural framing, details, or special conditions. • Plans, sections, and details clearly documenting structural systems
Environmental Control Systems	3	<p><i>Exhibits in Environmental Control Systems may include mechanical engineering drawings, annotated by applicant, to demonstrate understanding of system concepts. All supporting documents must meet annotation requirements listed in the guidelines. There are various documents that may demonstrate learning in this category including, but not limited to the following:</i></p> <ul style="list-style-type: none"> • Building HVAC system selection analysis • Building envelope performance analysis (thermal, moisture management) • Plans, sections, and details clearly documenting the HVAC and environmental control systems • Description of sustainable principles and design strategies incorporated in a project • Drawings showing integration and coordination of HVAC and environmental control systems with other building systems • Implementation of smart building technologies • Environmental systems study (Passive solar shading analysis, indoor air quality assessment, acoustical, etc.)
Construction Materials and Assemblies	4	<p><i>Exhibits in Construction Materials and Assemblies must demonstrate applicant's understanding of materials selection and assembly details. All supporting documents must meet annotation requirements listed in the</i></p>

		<p><i>guidelines. There are various documents that may demonstrate learning in this category including, but not limited to the following:</i></p> <ul style="list-style-type: none"> • Evaluative studies (green design, life cycle, daylighting, solar, energy, fire assemblies, acoustics, net zero carbon emissions, etc.) • Written report with graphic documentation describing the process of evaluation and selection of construction materials and assemblies for a project, articulating lessons learned • Construction documents clearly illustrating the materials selection and assembly
Building Service and Enclosure Systems	4	<p><i>Exhibits in Building Service and Enclosure Systems must contain documents reflecting integration of building services and systems and may include annotated engineering drawings. All supporting documents must meet annotation requirements listed in the guidelines. There are various documents that may demonstrate learning in this category including, but not limited to the following:</i></p> <ul style="list-style-type: none"> • Plans, sections, elevations, details, and specifications clearly documenting building services, analysis, selection, or integration (mechanical, electrical, plumbing systems, communications, security, etc.) • Energy efficiency studies of mechanical, electrical, and plumbing systems
Technical Documentation	4	<p><i>Exhibits in Technical Documentation must demonstrate applicant's ability to prepare clear technical drawings and specifications. All supporting documents must meet annotation requirements listed in the guidelines. There are various documents that may demonstrate learning in this category including, but not limited to the following:</i></p> <ul style="list-style-type: none"> • 3D modeling • Photographs of building model • Construction phase directives, supplemental instructions, requests for information, etc. (text, data, drawings, etc.) • Project specifications • Construction documents clearly illustrating a buildable design
Project Cost Analysis	3	<p><i>Exhibits in Project Cost Analysis must demonstrate, through annotations, applicant's understanding of project cost analysis and management. All supporting documents must meet annotation requirements listed in the guidelines. There are various documents that may demonstrate learning in this category including, but not limited to the following:</i></p> <ul style="list-style-type: none"> • Construction project budget (data analysis, design options, design, construction, value engineering analysis, change order, etc.)

		<ul style="list-style-type: none"> • Bid alternates • Cost-loaded project schedule including design and construction activities • Preliminary project budget (financing study, feasibility study, life-cycle cost study, etc.)
Building Performance	4	<p><i>Exhibits in Building Performance must include studies investigating the impact of factors influencing design decisions. All supporting documents must meet annotation requirements listed in the guidelines. There are various documents that may demonstrate learning in this category including, but not limited to the following:</i></p> <ul style="list-style-type: none"> • Written narrative of sustainable principles related to environmental impact as incorporated into a project • Samples of specifications in support of materials selected • Energy modeling report • Daylighting/solar modeling report • Computational fluid dynamics report • Post occupancy evaluation/performance verification reports/commissioning
Total Exhibits	25 – 34	

Professional Practice		
Category	Recommended # of Exhibits	Suggested Documents
Project Management	2	<p><i>Exhibits in Project Management must demonstrate applicant's experience in managing construction projects. All supporting documents must meet annotation requirements listed in the guidelines. There are various documents that may demonstrate learning in this category including, but not limited to the following:</i></p> <ul style="list-style-type: none"> • Project schedules (critical path analysis, phasing, benchmarks, etc.) • Narrative describing project delivery methods considered for a project • Narrative describing project team assembly • Project specifications document (front end - Divisions 0 and 1) • Contract development • Project fee development • Bids evaluation • Construction phase project documentation • Project plan or work breakdown structure
Business Management	2	<p><i>Exhibits in Business Management must demonstrate applicant's experience in practice management areas. All supporting documents must meet annotation requirements listed in the guidelines. There are various documents that may demonstrate learning in this category including, but not limited to the following:</i></p> <ul style="list-style-type: none"> • Business plan strategy/outline • Human resources manual, policies, etc. • Firm business brochure • Business data, analytics and projections • Description of marketing strategy • Professional development strategies • Insurance and risk management
Laws and Regulations	2	<p><i>Exhibits in Laws and Regulations must demonstrate applicant's understanding of laws and regulations affecting practice. All supporting documents must meet annotation requirements listed in the guidelines. There are various documents that may demonstrate learning in this category including, but not limited to the following:</i></p> <ul style="list-style-type: none"> • Documents reflecting integration of accessibility standards, barrier-free design guidelines, environmental regulations, life safety requirements, building code provisions, etc.

		<ul style="list-style-type: none"> • Written report articulating lessons learned through participation in a minimum of eight-hour continuing education courses in professional liability insurance • Written report articulating lessons learned through the process of evaluation and selection of professional liability insurance • Written report articulating lessons learned through service as an expert witness • Written report articulating lessons learned through the interpretation of the practice act and its effect on the services you can legally provide • Written report describing service on rule-making body or advocacy service at the local, state, or national level, articulating lessons learned • Code compliance analysis
Ethics and Professional Conduct	1	<p><i>Exhibits in Ethics and Professional Conduct must demonstrate applicant's understanding and integration of professional ethics in candidate's application of professional judgment in architectural design and practice. All supporting documents must meet annotation requirements listed in the guidelines. There are various documents that may demonstrate learning in this category including, but not limited to the following:</i></p> <ul style="list-style-type: none"> • Complete NCARB's Professional Conduct Continuum Education series • Written report describing your application of the AIA's Code of Ethics or NCARB's <i>Model Rules of Conduct</i> in professional practice
Total Exhibits	7 – 12	

Activities

Activities include anything unrelated to a specific project, such as work experiences, life experiences, workshops, seminars, continuing education courses, or other professional activities. Evidence of attending continuing education courses must include a detailed description of what you learned, how it applies to the category being addressed, and, where possible, how you applied what you learned to a specific project. A reiteration/copy of Learning Objectives is not sufficient evidence of learning.

Submission

You must submit your initial portfolio within three months of your notice of eligibility. **Please be advised that when your portfolio is submitted, you are required to meet the NCARB Education Standard in effect at the time of submission. Please be sure to proofread and correct any grammatical errors before submitting your Certificate Portfolio for review.** Once you submit your portfolio, you will be unable to make additional edits until your portfolio has been reviewed and returned. NCARB will be notified of your submission and will assign two architects from our pool of trained reviewers to independently evaluate your portfolio.

1. Your reviewers will review and evaluate your submitted exhibits against the subject area definition and requirements and return the portfolio to you if they need clarification or additional information. You should receive your evaluated portfolio within six weeks.
2. If your portfolio is returned to you with issues raised by the reviewer(s), you can address them through additional explanations or exhibits. If an issue is unclear, please contact NCARB.
3. Portfolios that are returned with issues raised must be addressed and resubmitted within six weeks of receiving portfolio comments. If issues are not addressed within this time frame, your portfolio review and certification process may be delayed.
4. Your reviewers will evaluate the updated issues and either mark them as resolved or return them to you for further clarification. Once all issues are resolved, NCARB will conduct a final evaluation of your NCARB Record before an NCARB Certificate is issued.

Please Note:

- All submissions become part of your NCARB Record. NCARB reserves the right to verify information and/or documentation submitted.
- All confidential information should be redacted prior to submission.
- It is your responsibility to ensure that your portfolio conforms to all requirements and that all information and documentation is accurate and complete.
- You are encouraged to clarify any questions you may have with the Experience + Education Department prior to submitting your portfolio at educationalalternative@ncarb.org.

Reciprocity

Many architects apply for an NCARB Certificate to seek reciprocal registration in other U.S. jurisdictions. Reciprocal registration requirements vary, and not all jurisdictions accept an NCARB Certificate issued upon satisfaction of the education requirement through the education alternative program. NCARB's [licensing requirements tool](#) includes the basic requirements of each jurisdiction and includes links to each jurisdiction's website for more information. Because requirements may change, it is important to confirm requirements with the jurisdiction in which you are seeking reciprocal registration.

Questions? Contact our Customer Relations team [on our website](#) or at 202-879-0520.