



Architectural Experience Program Guidelines

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About NCARB

The National Council of Architectural Registration Boards (NCARB) is a global leader in architectural regulation, dedicated to helping the public achieve a high-quality, safe, and healthy built environment.

We are an organization made up of the architectural licensing boards of 55 states and the District of Columbia. While each jurisdiction is responsible for regulating the practice of architecture within its borders, NCARB develops and administers national programs for licensure candidates and architects, ensuring the highest quality of the built environment.

To accomplish this, NCARB recommends and encourages national elements for architectural licensure. We develop and recommend standards for the 55 licensing boards, which in turn license architects who meet the minimum requirements.

NCARB Services

NCARB is the national leader in advancing modern practices in architecture, education, and the marketplace. Through the Architectural Experience Program (AXP), Commissioning the Architectural Registration Examination (ARE), and the NCARB Certificate, NCARB is the national leader.

And in the digital landscape, we can help you manage your practice, including digital marketing, membership, examination success, and more. We are a safe and effective platform for architects and architects alike, and we are committed to helping you succeed.

NCARB Mission

NCARB, in collaboration with the architectural boards, facilitates the licensure and credentialing of architects to ensure the highest quality of the built environment.

Licensure

Before you can officially call yourself an architect, you have to earn a license. Once you've done that, you'll be able to command a commission that's able to let you help, advise, and help others help and keep the building industry in line. Each licensing board has its own set of requirements, but you'll find them all have become standardized. NCARB has developed a number of standards to help you succeed in meeting your jurisdiction's specific standards in the following areas:

Education

The recommended way to become an architect is to earn a bachelor's degree in architecture from an accredited institution like the [National Architectural Accrediting Board \(NAAB\)](#) or the [Canadian Architectural Certification Board \(CACB\)](#).

With over 120 schools of architecture, the NAAB can help you find a school that will give you the education you need to succeed. More information about architecture education can be found in the [Education Guidelines](#).



Experience

Licensing candidates all have to gain experience under the supervision of a practicing architect. The AXP provides the framework, guidance, and ongoing professional development and continuing education requirements for managing your experience. And you can also gain experience through a high school apprenticeship.

We know you'll be busy learning the ins and outs of architecture. That's why a number of jurisdictions, including a few that have a high school apprenticeship program, have made it possible to earn your AXP experience requirements. And once you've completed your requirements, you'll be on your way to earning your NCARB Certificate.

Ready to gain experience? All the information you need can be found in our documents.

Examination

After you've become an architect, you'll need to demonstrate your knowledge and skill through the ARE. With the exam designed to test your competence as a practicing architect, you'll need to pass the exam to get your license.

When you need a helping hand, visit our guide, and in our case, we'll be happy to help you. You'll need a guide to help you learn more about the exam and planning, read the [ARE Guidelines](#) and the [ARE 5.0 Handbook](#).

NCARB Certification

Following initial licensure, obtaining an NCARB Certificate enables you to change the membership category in a jurisdiction. It provides mobility and signifies that you have met the national standard that guides the 55 licensing boards. With an NCARB Certificate in hand, it's impossible to get licensed across jurisdictions all over the feed and mobility between categories and connect with clients regardless of location.

Benefits of Certification

Once achieved, an NCARB Certificate can take advantage of all the following benefits:

NCARB CREDENTIAL

Obtaining and maintaining an NCARB Certificate demonstrates your commitment to the national standard. You can now use the NCARB logo on your name.

RECIPROCITY

The Certificate streamlines the process of obtaining a license in a new jurisdiction.

MOBILITY

Gaining efficiency in multiple jurisdictions all over the feed makes it easier to take on new clients.

COMPETITIVE EDGE

Setting yourself apart from the competition can be a key factor in your success; the geographic mobility you'll enjoy as a Certificate holder is an important factor in forming and growing your business.

SECURITY

An NCARB Certificate holder doesn't have to worry about keeping all the information needed to practice safe, sound, and secure.

FREE CONTINUING EDUCATION

Earning continuing education hours in Health, Safety, and Welfare (HSW) has never been easier, thanks to [Continuum Education courses](#) for free Certificate holders!



For more information about how to achieve the NCARB Certificate, read the [Certification Guidelines](#).

Establishing Your NCARB Record

In order to experience the AXP, you'll need an NCARB Record—a detailed, verified record of your education and experience, education, ability, and application for examination, registration, and certification. You'll also need an NCARB Record to apply for the Architect Registration Examination (ARE) and for the NCARB Certification.

Creating Your NCARB Record

To create your NCARB Record, click **Learn More About NCARB** (step 1) on the NCARB homepage. Then, click **Establish Your Record** (step 2). Once you have established your account, add the NCARB Record service. If you need additional information to complete the application, you can apply and enroll.

In order to establish an NCARB Record and receive your NCARB Record number, you must complete the application and submit payment. Once you click **Submit**, you will receive an email. The email will contain information for payment. The second email will contain your NCARB Record number and define the information.

More information on the cost of establishing and maintaining your NCARB Record can be found on the [fees page](#). All fees are subject to change, and are non-refundable unless otherwise indicated. If you have established an NCARB Record in the past, you will need to re-enroll. In addition, each year you will be required to log in to your NCARB Record online and electing the Annual Renewal option. All renewal and each year are subject to change.



Experience Areas

The AXP includes **96** tasks that are officially defined in the **experience areas**. The tasks are established by the *2012 Practice Analysis of Architecture* and the key items a license candidate should be capable of performing in the practice area are indicated. You should use the AXP as a tool to help gain the necessary experience areas for the fee in and beyond.

Six Experience Areas

Practice Management	8
Project Management	9
Practice & Administration	10
Project Preparation & Design	11
Project Delivery & Documentation	12
Construction & Evaluation	13

Practice Management

Practice Management is the essential gain experience, planning and a client, including the in and of managing a business, making, including, including, including, including, and training a and a final, including.

Practice Management Tasks

Understanding the AXP, which should be able to complete the following tasks:

Adhere to ethical standards and conduct of
final conduct

Develop a final and leadership skills in the

Client relationship and engagement, including the
practice, including

Provide a professional service in the
client relationship

Provide a professional service and conduct

Practice in the management, including the
management, including the
management, including the

Understand the implications of the
technology

Develop a professional service, including the
(Relevant Information)

Practice in the final development, including the
change in the

Understand the implications of the ()36 (e.g. 6.1c)15 in the 623 (k b2)1 67 0 Td)20 (e.g. 36. e.g. i c i n a e c

EXPERIENCE AREAS & TASKS

In Project Management, I'll lean heavily on my experience in project management, including budgeting, scheduling, and risk management. I'll be responsible for leading the project team, ensuring that all project goals are met, and providing regular updates to stakeholders. I'll also be responsible for managing the project budget, ensuring that all project costs are within budget, and for managing the project schedule, ensuring that all project milestones are met on time. I'll also be responsible for managing the project risks, ensuring that all project risks are identified, assessed, and mitigated. I'll also be responsible for managing the project communication, ensuring that all project stakeholders are kept informed of project progress and any changes to the project plan. I'll also be responsible for managing the project quality, ensuring that all project deliverables meet the required quality standards. I'll also be responsible for managing the project resources, ensuring that all project resources are allocated and utilized effectively. I'll also be responsible for managing the project procurement, ensuring that all project procurement activities are managed in a cost-effective and timely manner. I'll also be responsible for managing the project closure, ensuring that all project deliverables are accepted and that the project is closed in a timely and effective manner.

Programming & Analysis

Programming & Analysis is the core of the software development process, from the initial requirements gathering and analysis to the final implementation and testing. It involves working closely with clients to understand their needs, designing a solution, and then building and testing the software to ensure it meets those needs.

Programming & Analysis Tasks

Under the AXP, you should be able to complete the following tasks:

Determine the applicable requirements

Project Planning & Design

Project Planning & Design includes the schematic design phase of a project. You'll learn about the building design, site building code and regulations, coordinate schematic design with the architect, and communicate design concepts to the client.

Project Planning & Design Tasks

Upon completing the AXP, you should be able to demonstrate the following tasks:

- Perform building code analysis

- Develop sustainability goals based on environmental conditions

- Perform code analysis and determine

- Design elements for building code compliance

- Select materials, finishes, and building code technical details and aesthetic elements

- Determine design team and building engineering team

- Prepare design narrative for client review

- Prepare design ideas for client review

- Coordinate design in regard to building code and team

- Evaluate and select feasible design options and technical details

- Review local, state, and federal code changes that may impact design and construction

- Prepare Construction Work Estimate

- Determine impact of design on infrastructure and environment

- Align interdisciplinary team in project including building design team and architect

- Understand implications of building design and engineering

- Design landscape elements for site

- Develop mitigation plan to address environmental conditions

Project Development & Documentation

In Project Development & Documentation, you'll gain experience in project management, chemical design, and communication. You'll also gain experience in project management and communication.

Project Development & Documentation Tasks

Upon completion of AXP, you should be able to demonstrate the following tasks:

Communicate design ideas to the client graphically

Prepare a preliminary design report

Communicate design ideas to the client using 2-D computer aided design software

Select materials, equipment, and dimensions for the design and need

Communicate design ideas to the client using hand drawing

Communicate design ideas to the client using 3-D computer aided design software

Understand Work Images

Documenting Your Experience Through Hours

In order to document your experience, you will need to submit evidence for each experience area. The evidence must be submitted within an eight-month period in order to gain full credit.

ELIGIBILITY REQUIREMENT

In order to be eligible to participate in the AXP, you must have successfully earned a high school diploma and be able to read, write, and speak English.

Required Hours

To complete the AXP, you must meet the required number of hours for each of the experience areas. For each experience area, you will need to complete the following tasks in order to meet the requirements.

Documenting Your Experience Through Hours

Example

Your experience will fall under the following categories:
Example:

The following are examples of experience in categories:

- A: Worked for an architect firm.
- O: Experience has been formed by an architect firm.

The employee's experience, the work, and the employee's experience.

Example A: Practice

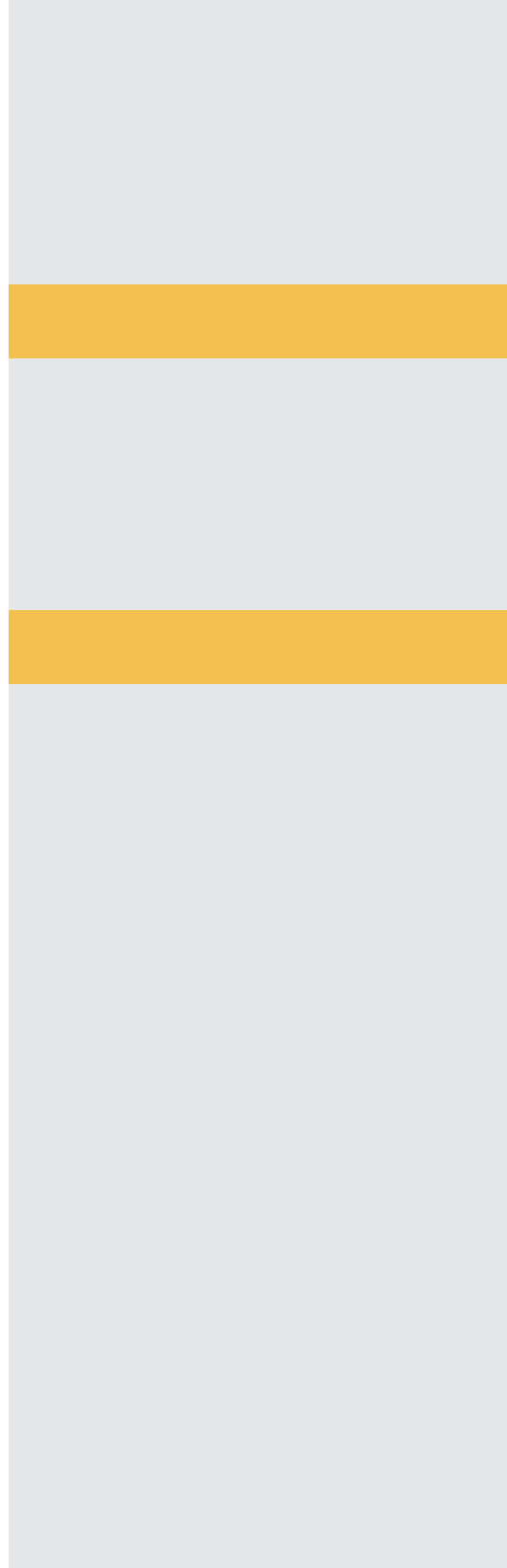
1,860

Your minimum of 1,860 hours in experience. The minimum number of hours means in his experience.

In addition, he has been an AXP employee licensed as an architect in a U.S. Canadian jurisdiction engaged in the **affairs** of a firm.

LAWFUL PRACTICE

The definition of "lawful practice" is defined by judicial decision. For information, contact your regulator.



Documenting Your Experience Through Hours

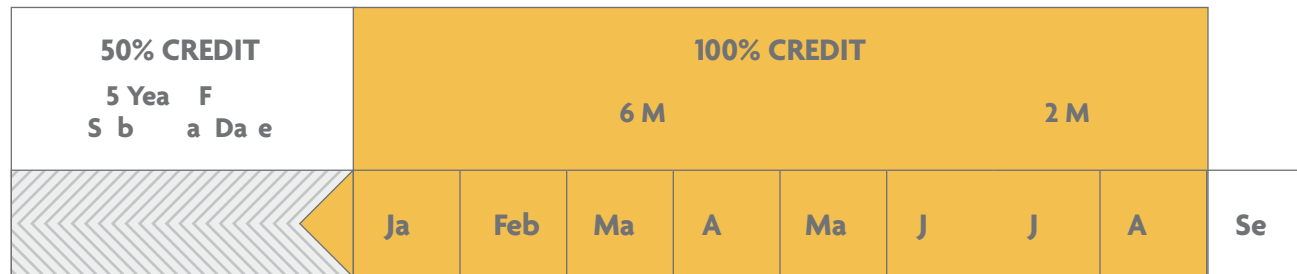
Re Re e e

All AXP e e ience m be e ed i hin he e id am n f ime.

E e ience m be bmi ed h gh he nline e ing em M AXP m bile a (fee f iPh ne and And id). T ea n f ll c edi f e e ience, m bmi alle e ience in e ing e id f n l nge han i m n h and i hin m n h f c m le i n feach e ing e id.

E e ience e ed be nd hi eigh -m n h e id ill be acce da a ed ced al e f 50 e cen ad he AXP e iemen f e ea af e he da e f he e ience. Af e ha ime, he e e ience ill n l nge c n ad AXP h .

P i i n ha e been made f ea nable e en i n he -m n h l nge i d. F m e inf ma i n n he e ing e iemen and e en i n , lea e efe he [NCARB website](#).



PLEASE NOTE

A chi ec licen ed in he U.S. and Canada d c men ing e e ience f NCARB ce i ca i n, al ng i h f eign a chi ec c m le ing he f eign a chi ec a h ce i ca i n, a e bjec he e ing e iemen .

All e e ience e m be bmi ed elec nicall h gh he nline e ing em M AXP m bile a .

F m e de ail n NCARB ce i ca i n e iemen and i n , efe he [Certification Guidelines](#).

OTHER WORK EXPERIENCE UNDER LICENSED PROFESSIONALS

Your maximum of 1,860 hours of working in an occupation in the following employment categories:

For the experience gained in the United States or Canada:

- Direct employment in an individually licensed architectural profession in a U.S. or Canadian jurisdiction in an organization engaged in the practice of architecture.
- Direct employment in an individually licensed architectural profession in a U.S. or Canadian jurisdiction in a landscape architectural engineering (including a structural, civil, mechanical, electrical, or electrical engineering in the field of building construction).

For the experience gained outside of the United States or Canada:

- Direct employment in an architectural profession registered in the United States or Canada engaged in the practice of architecture.

Documenting Your Experience Through Hours

C -Ba ed De Ce e /C ab a e

Y ma ea n 320 h f ee e ce in fa e-a ed cha i able
ganj a i n ide fa ec gnj ed e e ience e ing academic e i emen .

DOCUMENTING YOUR EXPERIENCE

Documenting Your Experience Through Hours

NCARB Professional Conduct CE Series

Unit 10: Practice Management

Each course in NCARB Professional Conduct CE Series is worth between 1-2.5 continuing education hours in HSW. You may complete all courses for a total of 10 hours and the Practice Management area of the AXP.

NCARB Continuing Education courses are designed to be relevant in the field and applicable to the architectural practice. They may become obsolete if the continuing education requirements for licensure candidates for AXP change. If you complete an NCARB CE course for AXP hours, you will not be eligible to earn the CE credit for continuing education credit for licensure renewal.

Self-Work Methods

You may earn **40** **C** **& E** a a f u i i n g c n c i n i e i h

The items will be provided for your education.

Document NCARB Professional Conduct CE Series

- Take and document each course.
- The course will be available in the NCARB Record.
- Individuals should not make them a necessity.
- You will automatically earn AXP hours for each CE course.

AXP participants can access the Professional [Conduct CE Series](#) and change hours in the NCARB Record.

DOCUMENTING YOUR EXPERIENCE

Documenting Your Experience Through Hours

AIA C **Ed ca** **f** **Hea** **Safe** **We fa e (HSW)**

.....

DOCUMENTING YOUR EXPERIENCE

Documenting Your Experience Through Hours

Documenting Your Experience Through Hours

Be P a c e f C e e A X P T D c e H

When ea ching f an a chi ec e m, make e he m ha ni ie f gain e e ience in all f he a k and a ea nece a c m le e he AXP.

While king, ha e eg la mee ing i h e i g e ge in c m le ing he AXP and de el a lan ni h he gam in a imel manne .

THINGS TO DISCUSS:

- H f en h ld be e ing h AXP e i
- U c ming jec and e e ience ni ie ha ld hel ni h he AXP
- E e ience ni ie in he ce

Rec d h dail ing he " eekl " f ma in he nline e ing em m bile a and bmi h AXP e i in bl ck f m n h le . The e h e bl ck all kee be e ec d f ge and all make adj men i h e i a needed.

Ne e lea e em l men a an ce i making e AXP e i a e all e e ience gained nde hei e i n. When a en l nge king f an ce, i can bec me m e di c l ge f me e i a e h ha e bmi ed.

D n ake ime hee h and c hem in he AXP e e ience e iemen . The AXP in a mea emen f he h end a k. In de cce f ll c m le e he gam, m c m e en l e f m he a k li ed in each f he i e e ience a ea . If ce k fall ide f he AXP e iemen , hen h e h h ld n be d c men ed f AXP (i.e. a eling a j b i e).

Documenting Your Experience Through the AXP Portfolio

This handbook documents AXP experience in meaningful and documented form in the handbook and a downloadable form for the AXP developer. Through the form, you will be able to document your experience in each of the 96 tasks required by the AXP.

To complete the AXP handbook, you will need to complete all the AXP experience handbook form. In the handbook, you can complete the experience handbook combination form and the AXP form. You can also access the handbook form if you have been identified by the handbook form.

Eligibility

To be eligible to complete the AXP handbook form, you must meet each of the following requirements:

- Do not hold a license to practice architecture in any of the 55 NCARB jurisdictions in Canada.
- Have a minimum of five years of experience as a member of the AXP handbook form as defined in [employment history](#).
- Have a current [architect supervisor](#) handbook form.
- Be able to provide documentation for the AXP handbook form [documentation method](#).
- All experience must have occurred in high level design and engineering roles.

Once Selected to the AXP Portfolio

1. Complete the AXP Portfolio eligibility review application
 - a. In order for NCARB to determine if you are eligible for the program, you will need to:
 - i. Identify your [architect supervisor](#).
 - ii. List all applicable experience from high level design and engineering. You do not need an active NCARB registration.
2. If NCARB determines that you are eligible to participate in the AXP Portfolio, you will need to:
 - a. Log in to My NCARB Record.
 - i. If you do not have an NCARB Record, you will need to establish one and notify NCARB AXP Portfolio eligibility review before proceeding to the next step.
 - b. Form Record, gather the experience and add it to the handbook form.
 - i. Re-enter the experience as defined in the [employment requirement](#).
 - ii. For experience that is in the handbook form (5) area, you will need to be identified by the handbook form. You will need to be identified by the handbook form.
 - iii. For experience that is in the handbook form (5) area, you will be entering the handbook form in the Register Form (electronic). You must be identified by the handbook form.
 - iv. Submit the experience.
 - c. Once all applicable handbook form has been added, notify NCARB AXP Portfolio eligibility review.
3. NCARB will complete a final AXP Portfolio eligibility review. If we have questions, we will contact you. Otherwise, your eligibility reviewer will grant you access to the AXP Portfolio documentation system.
4. Complete the AXP Portfolio requirements
 - a. The AXP handbook form will be available to you once you have been identified by the handbook form.

DOCUMENTING YOUR EXPERIENCE

DOCUMENTING YOUR EXPERIENCE

Documenting Your Experienc

COMPLETED THE AXP?

Next Step: Earn Your License

The AXP is an excellent first step toward earning your license in the 55 NCARB jurisdictions. Make sure you are able to meet the education and examination requirements as well. For details on how to gain licensure, see the NCARB [registration board requirements](#) page.

Once you have received your license and it is time to renew your NCARB Record, be sure to answer the following questions: Have you received a license in a jurisdiction since last renewal? This will be asked in the next step of the Record renewal process for NCARB certification. For more information, NCARB will need your education for licensure. After you have all the necessary documents, your Record will be evaluated to determine if it meets the requirements of NCARB certification. See the [Certification Guidelines](#).

If you are a high-achieving candidate, you may be able to earn your NCARB certification before receiving your license.