

# News Clips

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**FOR RELEASE: IMMEDIATELY**

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## NCARB Launches Online Application for NCARB Record

Washington, DC—The process to start an NCARB Record just got easier. Interns and architects can now fill out the Application for an NCARB Record to pursue Certification or to begin the Intern Development Program (IDP) online. The new online application will cut the time it takes to establish an NCARB Record down to one week or less. Submitting a paper application is a four week process.

Here's how it works:

- Step one:** Visit the NCARB web site ([www.ncarb.org](http://www.ncarb.org)) and click on the "Start your NCARB Record online" link.
- Step two:** Click under "New Users" and then fill out the necessary information pertaining to your personal information, education history, and work experience.
- Step three:** Review for accuracy. Errors will delay your processing time.
- Step four:** Choose your form of payment; credit card or e-check. You will have a chance to review your payment information before it is submitted.
- Step five:** Hit submit and check your e-mail. You will receive two e-mails. The first will let you know your payment went through and the second will assign you an NCARB Record number.
- Step six:** Log into "My NCARB Record" and download the remaining forms needed to complete your record, fill them out, and then send them to the appropriate school or reference. When they are received by NCARB your Record will be updated online in "My NCARB Record."

If you cannot fill out the entire application in one sitting, no problem! You can save the information you have already entered and come back to it at your convenience.

The electronic version of the Application for an NCARB Record is the first step in changing how NCARB processes and maintains Records for interns and architects. NCARB is already hard at work preparing other forms so they may be completed online to further cut down on process and evaluation times.

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## **About NCARB**

NCARB comprises the architectural registration boards of all 50 states as well as those of the District of Columbia, Puerto Rico, Guam, and the Virgin Islands. NCARB assists its member state registration boards in carrying out their duties and provides a certification program for individual architects.

The National Council of Architectural Registration Boards is committed to exemplary service and effective regulation to protect the health, safety and welfare of the public. In order to achieve these goals, the Council develops and recommends standards to be required of an applicant for architectural registration; develops and recommends standards regulating the practice of architecture; provides to member boards a process for certifying the qualifications of an architect for registration; and represents the interests of member boards before public and private agencies. With the Committee of Canadian Architectural Councils (CCAC), NCARB has also established guidelines for the reciprocal registration of U.S. and Canadian architects.