

1 2 3 | IDP

- 1. Start your NCARB Record:** You will be asked to pay the NCARB enrollment fee while completing this process. \$285 total for graduates and \$100 to get started for students. Students who pay \$100 to start will be required to pay the \$185 balance within 6 months of graduation. You may pay online using a debit or credit card.

- go to www.ncarb.org
- click on IDP (orange link in the upper left corner of the screen)
- click on "Start your NCARB Record Online" (blue link in the upper left corner of the screen)
- find the "Click here to begin your NCARB Record Application" box and click on it.
- read the agreement, click "I agree"
- click "Begin NCARB Record Application"
- be sure to fully complete each required field

NOTE: If you are interrupted or need additional information to complete the application, you can save the information and return later to complete the process.

At the end of this process you will receive payment confirmation and an NCARB Record Number via e-mail.

Create your Online Record:

The previous process created your NCARB Record and assigned an NCARB Record Number to you.

Now you need to be able to access your NCARB Record Online.

- go to www.ncarb.org
- click on "Already have an NCARB record, but need to create your online Record?"
- fill out the required fields and be sure to have "NCARB Record Number " selected.

Now you will be able to login using your NCARB Record Number or email address and your chosen password.

2. Request your Transcripts:

- Complete [Form 122](#) (2 pages: page 1 is a cover letter with instructions, page 2 is the form)
 - If you are a University of Tennessee graduate, visit <https://www.credentials-inc.com/tplus/?ALUMTRO003530> to electronically request your OFFICIAL Transcript.
 - Current University of Tennessee students can order official transcripts through <https://cpo.utk.edu/CPOWeb/>
- NOTE: It is important that you request an OFFICIAL Transcript that is sent directly from the school to NCARB. It is crucial that the completed Form 122 is attached to your official transcript. The *Credentials Electronic Order Form* will prompt you to add an attachment to your order if an attachment is necessary. Circle Park Online (www.cpo.utk.edu) users will have separate instructions for attaching forms to your order.

3. Manage your NCARB Record At Least Every Six Months: <http://www.ncarb.com/idp/SixMonRul.html>

- Identify your supervisor:
Supervisors must hold a current license in your state, be employed by your firm, and work in your office.
 - Identify your Mentor:
Mentors must be a registered architect. He/She does not have to be registered in the jurisdiction where your office is located.
- NOTE: Your supervisor and your mentor may be the same person if he/she meets the above criteria.
- Once you are able to login to the NCARB system, click on the [E-avr link](#) to get started logging your experience.

NOTE: You will need to have your IDP Training Units (TUs) calculated ahead of time before attempting to log them into the system. You can do this by using the [IDP Workbook](#) or by calculating your TUs yourself using your office time sheets. One TU is equal to 8 hours of work in any given category.

While this page is intended to help interns get started with the IDP process, it is important to learn all of the intricacies of the IDP and the ARE processes by thoroughly reading through the NCARB web site www.ncarb.org.