



Your Guide to the
AXP[®]
PORTFOLIO

ncarb.org/axp-portfolio



Get back on the licensure track with **AXP Portfolio.**

What is the AXP Portfolio?

Make the most of your professional history with the Architectural Experience Program® (AXP®) Portfolio—a new way to complete the experience requirement for licensure, previously called the Intern Development Program (IDP).

Through this reporting option, you can complete the AXP by submitting exhibits of your work to demonstrate competent performance of the tasks.

Already licensed? Let a colleague know about this new opportunity!

Table of Contents

What Is the AXP Portfolio?	2
A Way to Demonstrate Experience.....	4
Is the AXP Portfolio Right for Me?.....	5
How Do I Complete the AXP Portfolio?	6
Who Is My Portfolio Supervisor?.....	7
FAQs.....	8

A Way to Demonstrate Experience

Whether you've always aspired to become an architect or have recently begun looking for career advancement opportunities in the architecture field, earning a license will open up new job opportunities, provide trust and confidence in your skills, and give you the independence to practice on your own. But first, you have to complete the AXP, along with your jurisdiction's education and examination requirements.

If earning a license no longer seems possible for you because a significant amount of your work experience is beyond the five-year reporting requirement, the AXP Portfolio can help.

This reporting option is designed for seasoned individuals in the AEC field who are unable to finish the AXP by submitting hourly experience reports. Instead, you can demonstrate your competency to practice architecture by submitting exhibits of your work linked to the key tasks identified by the AXP.



Is the AXP Portfolio Right For Me?

In order to be eligible for the portfolio, you must:

- Not be licensed to practice architecture in the United States or Canada
- Have a current supervisor who is a U.S. licensed architect and able to attest to your knowledge and experience
- Have at least two years of relevant AXP experience from over five years ago—including at least one year of experience earned while employed at an architecture firm under the supervision of an architect
- Be unable to finish documenting the AXP through hourly experience reports

How Do I Complete the AXP Portfolio?

To complete the AXP through the portfolio method, you will need to provide examples of your work that meet all 96 tasks identified by the AXP.

1) Apply for Eligibility

Before you can begin building your online portfolio, you'll need to identify your supervisor and submit the AXP Portfolio eligibility application at ncarb.org/AXP-Portfolio.

2) Meet With Your Supervisor

Discuss your plans to complete the AXP through the portfolio option, and review the program's requirements in the *AXP Guidelines*.

3) Establish/Reactivate Your NCARB Record and Log Your Work History

Once your eligibility has been approved, you can log in to your NCARB Record and report your past work experience. After your supervisor confirms your work history, NCARB staff will complete a final review and give you access to the portfolio documentation system.

4) Create Your Portfolio

To complete your AXP Portfolio, you will need to upload and assign at least one exhibit per task to demonstrate your experience and competency in that area. You can use the same exhibit for multiple tasks if appropriate.

5) Portfolio Review

Your supervisor will review your portfolio against the required tasks and let you know if you need to make any changes. Once your supervisor is satisfied and has approved your portfolio, you will have completed the AXP.



Who Is My Portfolio Supervisor?

In most cases, your AXP Portfolio supervisor will be the architect you are currently working for. This person must:

- Have been licensed to practice in a U.S. jurisdiction for at least six months
- Have worked with you for at least six months

If you are not currently working for an architect, your architect mentor may act as your AXP Portfolio supervisor as long as they:

- Have been licensed to practice in a U.S. jurisdiction for at least one year
- Have known you for at least one year

FAQs

What is an exhibit?

Exhibits are typically PDFs, images of drawings, certificates, Word documents, or similar records. You can view a list of potential exhibits on our website.

What happens after I complete the portfolio?

After you complete the AXP Portfolio, you will still need to meet your jurisdiction's education requirement—in most cases a degree from a NAAB-accredited program—and pass the Architect Registration Examination® (ARE®). In some cases, you may also need to complete your jurisdiction's additional experience requirement.

If I reported hours in the past, am I still eligible? Do those hours count toward the AXP Portfolio?

You can still participate in the portfolio option if you have submitted hours, but they will not count toward the portfolio requirements. You will still need to complete all the AXP Portfolio requirements, and cannot complete the AXP through a combination of reporting hours and the portfolio.

I'm already licensed. What options do I have?

If you're already licensed, your next step is NCARB certification—a valuable credential that gives you the flexibility you need to earn a license in multiple jurisdictions, free continuing education, and more. Visit ncarb.org/certification to learn more.

Have questions about the AXP Portfolio? Learn more at ncarb.org/AXP-Portfolio or contact us at axpportfolio@ncarb.org.

Notes

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



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And subscribe to the AXP Update: ncarb.org/subscribe

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.



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