

Instructions

You can request an extension to the Architectural Experience Program® (AXP®) reporting requirement for the birth or adoption of a child, serious medical conditions, active military service, natural disasters, or other like causes.

You must submit your request for a reporting requirement extension directly to NCARB via email. Please email your completed form to customerservice@ncarb.org with the subject line “AXP Extension Request.” You must submit the experience report for the experience in question prior to submitting this request to NCARB. To submit your request, complete and return this form along with any appropriate supporting documentation.

Experience Report Information

Date: _____

Name: _____

NCARB Record Number: _____

Experience Report ID: _____

Reason for Extension

You must indicate the specific reason (i.e., birth/adoption of child, active duty military, serious medical condition, other like causes) why an extension is being requested, along with the relevant required supporting documentation (listed below) with this request form. Please check the type of extension being requested as well as the documentation attached.

Birth or Adoption of a Child

Documentation Required: Official state-issued birth certificate or proof of adoption with date of adoption. Please note, hospital records are not accepted. Upon proper application, parents of newborn infants or newly adopted children are granted a six-month extension to the reporting requirement.

Military Service

Documentation Required: Official military documentation with dates of service.

Serious Medical Condition

Documentation Required: Current diagnosis of a serious, recently occurring, medical condition from an appropriately licensed medical professional indicating the specific nature of the condition, the approximate date the condition commenced, the probable duration of the condition, and the reason(s) why such a condition prevented you from submitting your experience report within the reporting requirement. Please note, this documentation must be on official letterhead and include the medical professional's license number.

Exceptional Circumstances (please explain)

Documentation Required: Relevant documentation attested to by a credible third party with a specific explanation of the “other like cause,” the date the cause commenced, its probable duration, and the reason the cause prevented the candidate from being able to submit experience reports within the reporting requirement time frame. NCARB intends that the burden will be on the applicant to show that any other cause is essentially the same as military service or a serious medical condition.

Documentation Attached:

- Birth Certificate
- Adoption Papers
- Military Orders
- Physician’s Letter
- Other

Additional Comments:

Signature _____ Date _____

Please send completed form with all supporting documentation to customerservice@ncarb.org with the subject line “AXP Extension Request.”