Integrated Path to Architectural Licensure

NCARB

Your IPAL advisor has notified us that you are enrolled in an IPAL option at your university. You will need to take the following steps to set up your account and request eligibility to test.

1. To get started, you will need to grant your IPAL advisor permission to access your experience and exam progress.

   ➢ This is done by linking your NCARB Record to IPAL through the email sent by NCARB (pictured below).

2. Click Set Up Your NCARB Account in the email sent by NCARB.

   ➢ If you already have an NCARB Record, you should still use the Set Up link sent by NCARB to link your existing account to the IPAL program.

NCARB

Grant your IPAL advisor access to your experience and exam progress.

Your IPAL advisor has notified us that you are enrolled in University of Maryland's Master of Architecture IPAL option.

To allow your IPAL advisor to access your progress through the Architectural Experience Program™ (AXP™) and Architect Registration Examination® (ARE®), you must first set up a free My NCARB account. Once you have established your username and password, you will be prompted to grant your advisor access. If you already have an NCARB account, you will have the option to link your account with our IPAL enrollment list.

Set Up Your NCARB Account

3. After clicking the link in the email, you will be directed to the setup page (pictured below).

> ➢ If you already have an NCARB Record, you should <u>not</u> activate a new account. You will need to click the link in the upper blue box "Login to Link Your IPAL Initiative Enrollment Information."
> ➢ That link will lead you to the NCARB login page.
> ➢ If you do not remember your NCARB username or password, you can request your login credentials on that page.

If you receive an error message while trying to log into your existing account through the link provided, please email ipal@ncarb.org.

My NCARB Accounts

> ❶ **What if I already have an NCARB account?** ✖
>
> If you already have an NCARB account or username, login using the link below. This will link your NCARB account with your IPAL initiative enrollment. From there you will have the opportunity to elect to share your experience and examination progress with your IPAL advisor.
>
> **Login to Link Your IPAL Initiative Enrollment Information**

Activate your account

Complete the following fields to activate your account

| Name | Miss ▾ | Joy | *LEGAL MIDDLE NAME* | Medina | ▾ |

| Username | [   ] |

Username must be between 5-15 alphanumeric characters.

| Password | [   ] |

Passwords must be between 6-30 characters and include at least one number and one letter. Passwords are case sensitive.

| Confirm Password | [   ] |

Activate Account

4. If you have never created an NCARB Record, you should complete the required fields on the activation page to have your new account established and linked.

If you experience any issues while activating your new account, please email ipal@ncarb.org.

5. After you have successfully logged into your existing Record or created a new account, you will need to:

- ➢ Go to the Profile page of your NCARB Record to accept the terms of IPAL.
- ➢ Check the box to accept terms and then click Submit.

My NCARB

Profile Information

| Account |
| Contact |
| Subscriptions |
| **IPAL** |

IPAL Initiative Waiver

☑ I affirm that I am enrolled and actively participating in an Integrated Path to Architectural Licensure (IPAL) option. I grant the National Council of Architectural Registration Boards (NCARB) permission to share information contained in my NCARB Record on experience reported for the Architectural Experience Program™ (AXP™) and the status of examinations for the Architect Registration Examination® (ARE®) to my school through my program's designated IPAL faculty advisor/NCARB liaison.

I understand that these reports will be used to inform my IPAL faculty advisor of my progress in the AXP and ARE, and be used to develop program reports required by NCARB. Further, I understand these reports may be used by the IPAL faculty advisor in review of my participation in the academic program.

Submit

Ready to test?

If you have already been made eligible to test in a jurisdiction, then you are not eligible to participate in the IPAL program. You will need to contact your IPAL Advisor to be removed from the IPAL option.

If you are eligible to test through IPAL, you will need to:

- ➢ Log into your NCARB Record and select the Exams tab
- ➢ Request Eligibility
- ➢ Select 'IPAL' as your Testing Jurisdiction
- ➢ Do not select a state or any jurisdiction other than IPAL

Still have questions? Contact your IPAL Advisor if your question is program specific. If you have questions related to your NCARB Record or setting up your account, email ipal@ncarb.org.