Instructions for IPAL Enrollment and Participation

USC School of Architecture
Integrated Path to Architectural Licensing (IPAL)   revised August 23, 2019

To: USC IPAL Candidates
From: Professor Michael Hricak/Professor Charles Lagreco
Re: Process for registering with NCARB and scheduling ARE testing sessions while
          enrolled in the USC IPAL Program

BACKGROUND: WHY ENROLL IN IPAL?

Several years ago, the National Council of Architectural Registration Boards (NCARB) established a program (the Integrated Path to Architectural Licensure, IPAL) that allows participants to take the Architectural Registration Examination (ARE) while attending accredited degree program within select architecture programs. The IPAL initiative is available only at a small percentage of the accredited programs within the United States. USC is one of these schools.

The IPAL initiative at USC SoA is an entirely voluntary. Individuals enrolled in our two accredited Architectural degree programs [BArch and MArch] are eligible.

IPAL is intended for those students pursuing a professional degree in architecture who are interested in enriching and potentially accelerating the process by which they can obtain a license to practice architecture.

Normally, candidates for licensing must wait until they have earned a professional degree from an accredited architecture program to begin to take the ARE. Enrollment in IPAL enables current USC students to begin to take the exam while earning the professional degree. USC Students are eligible to participate in IPAL while enrolled at USC.

Participation in IPAL carries the potential of being able to graduate with a license to practice architecture. However that is not a requirement and may require additional time for accumulating work experience and/or taking of portions of the ARE.

USC is participating in this Initiative because the school believes it has the potential of enriching both the educational and the professional work experience portions of the student's preparation for a career as a licensed architect.

By becoming part of IPAL at USC the student can be active in integrating their academic experience at USC with both professional work experience, AXP, and licensing examinations, ARE. AXP and ARE both administered by NCARB.

Students interested in becoming licensed to practice architecture within a US jurisdiction (50 States plus 4 territories) should become familiar with the NCARB website and the links associated with each jurisdiction. Each jurisdiction has its own set of rules and requirements. HOWEVER, IN IPAL YOU DO NOT SELECT A JURISDICTION AS

PART OF THE IPAL INITIATIVE. IPAL has its own unique procedure. There is no national license to practice architecture in the United States.

[The School of Architecture website has a link to the NCARB website that gives you access to information on requirements and procedures for licensing.]

Once you are enrolled in the USC IPAL Program, you are eligible to schedule testing sessions for all portions of the Architectural Registration Exam (ARE). The timing of your enrollment in IPAL is entirely up to you.

The NCARB monitored Architectural Experience Program (AXP) was established to ensure that candidates for licensure are getting professional experience in all the aspects of professional practice, from design and documentation through to client relations and construction related services. [See IPAL Account Setup Guide.pdf]

Please go to the NCARB website to view the requirements and eligibility for licensure. NCARB allows a any candidate for licensure to earn and record AXP upon graduation from high school. An individual can establish an NCARB file without enrollment in an accredited architectural degree program.

In general, the SoA recommends the student get as much professional work experience as possible without compromising your academic commitments. Work experience is an essential part of the path to full professional competency. In addition, it a reinforces the relevance of your academic experience to professional practice.

Mentoring provided by the USC Architectural Guild is a resource available to all USC students, and all students should take full advantage of Guild offerings. Career Week events provide insight useful experience and insight into the needs and cultures of dozens of firms of all sizes and practice areas. These contacts can lead to interviews with firms looking to hire USC students and graduates.

One of the chief advantages to IPAL enrollment is that you can take ARE exams while still in school prior to graduation. Your academic schedule, while not directly related to ARE testing, is structured to provide basic knowledge and understanding covered in the licensing examinations. Generally it is advised that students schedule testing after exposure to the subject matter in your academic curriculum. The SoA catalogue provides a sample recommended IPAL track coordinated with the curriculum. Following this schedule allows you to study and coordinate ARE exams with other students at USC as well as taking advantage of the NotLY program, a support program for ARE exam prep created for architectural students by Doug Noble and Karen Kensek, available to all licensing candidates without cost.

Statistics on licensing show that the time period between exam eligibility, the date of the candidate's first scheduled exam, and the successful completion of the licensing process is dramatically reduced when the candidate begins to take the ARE as early as possible. Enrollment in IPAL therefore gives the student a tremendous advantage in the licensing process.

Advisement and Recommendations: The IPAL Account Setup Guide

The IPAL Account Setup Guide provided by NCARB IPAL identifies the steps necessary to set up and use your IPAL enrollment advantages.

Make sure that if you are ready to schedule tests you follow the specific instructions in the IPAL Setup Guide and DO NOT select a "jurisdiction" If properly enrolled in IPAL you should not be asked to select a jurisdiction. If this jurisdiction choice appears during your interaction with NCARB, you have not been properly enrolled. *(See note below)

A major advantage of participation in IPAL is the fact that you are not required to select a jurisdiction while an active candidate for licensing enrolled at USC. Your test results are kept in a separate, non-jurisdictional file and are only transferred to your selected initial jurisdiction when necessary after graduation when you're no longer enrolled in IPAL.

If you have decided to start the ARE process we strongly suggest you take advantage of our IPAL partner, NotLY, for help in preparing for the exams. Please visit the NotLY website for information, prep sessions, and, schedule.

* NOTE: If your information is entered correctly into your NCARB File, you will NOT be asked to choose a "jurisdiction" (i.e. the state or territory in which you choose to initially become licensed). If you are asked to choose a "jurisdiction" this indicates your IPAL information has NOT yet been entered into your NCARB File. Please contact NCARB directly to resolve this issue.

Critical Attachments

USC School of Architecture IPAL web site
https://arch.usc.edu/integrated-path-to-architectural-licensure-initiative

NCARB web site
https://www.ncarb.org/

NCARB IPAL web site
https://www.ncarb.org › become-architect › ipal

The IPAL Setup Guide is attached below:

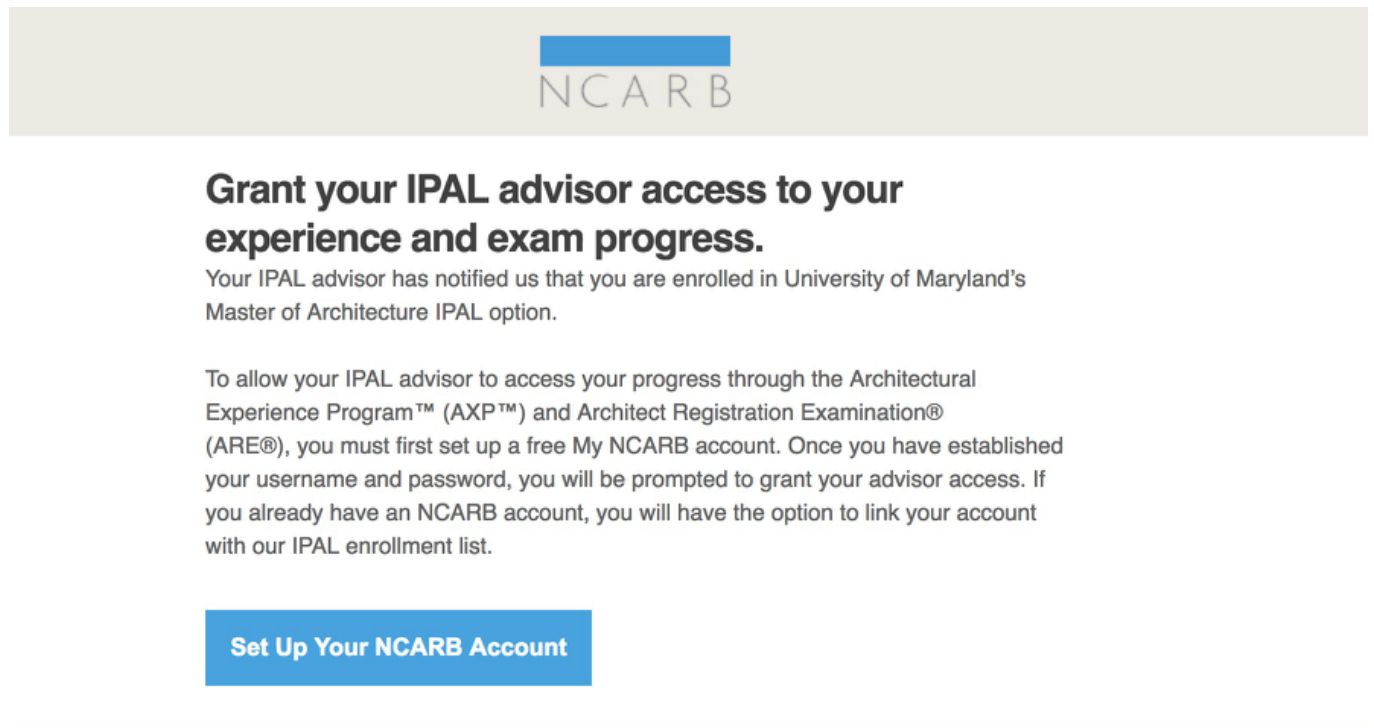**I**ntegrated **P**ath to **A**rchitectural **L**icensure

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.

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

1. 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 not 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

ℹ 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**]

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1. 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.

2. 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.