

# How can I get started with IDP?

...good question



1. The first thing you should do is access the NCARB website at: [www.ncarb.org](http://www.ncarb.org)



2. Then click on the IDP quick link and download the IDP Guidelines.

3. Follow the guidelines:

- a. (See page 6, IDP STEPS, Step 1, ESTABLISH YOUR NCARB RECORD) Create an NCARB record number and pay fee. (initial cost \$100, see below.)

**Student or Recent Graduate (within 6 months): \$100 to start + \$250 later**

*If you are a student or have graduated within six months of when you establish an NCARB Record, you may split the application fee into two payments. You may pay \$100 when you establish your Record. The balance of \$250 will be due when you are ready to have your Record transmitted to a jurisdiction or when you request an Authorization to Test for the Architect Registration Examination® (ARE®).*

**Intern Annual Renewal Fee: \$75**

*There is an annual renewal fee assessed after the first three years. It costs \$75 each year to maintain an active Record until you become registered.*

*next*

- b. (See page 6, Step 2, DOCUMENT YOUR IDP ELIGIBILITY DATE) Document your IDP eligibility date. This will require you to download either:



**Eligibility date type 1:** (if you are a graduate student in our program)



**Eligibility date type 2:** (if you are an undergraduate student in our program)

Fill out the top of the form with your name, NCARB number, date and signature\* (check the box indicating that your signature is the typed version) and email to [clivingston@montana.edu](mailto:clivingston@montana.edu). The rest will magically be done for you.

*\*this can all be done digitally on the form*

If you have any questions, contact Christopher Livingston, the MSU educational coordinator at: [clivingston@montana.edu](mailto:clivingston@montana.edu)

## Congratulations!

*You are now ready to start logging in some time. See the IDP Guidelines for 'experience settings' on page 10 and 'supplemental experience' on page 13.*

*Last updated October 28, 2013*