



Want to check on the status of your application for the NCARB Certificate? Need to renew your Council Record? Itching to know if your IDP Training Units have been accepted? Then visit the My Council Record section of the NCARB web site for personalized information about your Council Record!

## My Council Record @ ncarb.org: Harnessing Technology to Better Serve Council Record Holders

What do interns, ARE candidates, registered architects, certified architects, and other NCARB Record holders have in common? The ability to access the My Council Record section of the NCARB web site where they can view important personal information, verify the status of their Council Record, and request a variety of services including the r e n e w a l and transmittal of their Council Record.

In order to take advantage of this wealth of online resources, NCARB Record holders only

need to request a password—and then it's just a matter of logging into the My Council Record section.

All Record holders can review some essential personal information after logging into My Council Record. An individual's file number is provided. If one is certified, his/her Certificate number also is provided as well as the expiration date of the Certificate. Current contact information is shown as well.

If a Council Record holder's contact informa-



## Current NCARB Certificate holders, architects who have applied for certification, interns who have a current Council Record, and ARE candidates who have a current Council Record can all access their information through My Council Record.

- jurisdictions;
- update address/contact information;
- change their password; and
- apply for the APEC Architect designation ([www.ncarb.org/apecarchitect/](http://www.ncarb.org/apecarchitect/)).

Registered architects who have applied for certification can:

- review the status of their Council Record and their application for certification;
- renew their Council Record;
- request the transmittal of their Council Record to any of the 54 U.S. jurisdictions and 11 Canadian jurisdictions;
- update address/contact information; and
- change their password.

Emerging professionals (interns and ARE candidates) with current NCARB Council Records can:

- review the status of their Council Record;
- renew their Council Record;
- request the transmittal of their Council Record to any of the 54 U.S. jurisdictions and 11 Canadian jurisdictions;
- update address/contact information; and
- change their password.

In the near future, Council Record holders can look forward to new My Council Record services, including an interactive version of Form 112/Council Record Application that can be filled out and submitted online and a web-based request to reinstate an inactive NCARB Council Record and/or NCARB Certificate.

### COUNCIL WEB SITE OFFERS AN ABUNDANCE OF RESOURCES

Beyond accessing the My Council Record section for personalized information and services, NCARB customers can partake in a number of additional online resources found throughout the Council web site. For example, emerging professionals and architects can

- download relevant forms using Adobe Acrobat Reader ([www.ncarb.org/forms/index.html](http://www.ncarb.org/forms/index.html));
- download the free ARE practice software ([www.ncarb.org/ARE/tutorial2.html](http://www.ncarb.org/ARE/tutorial2.html)) and the IDP Training Unit Workbook ([www.ncarb.org/IDP/idpworkbook.html](http://www.ncarb.org/IDP/idpworkbook.html));
- review registration requirements for the 54 U.S. jurisdictions that regulate the practice of architecture ([www.ncarb.org/stateboards/index.html](http://www.ncarb.org/stateboards/index.html));
- access free copies of some of NCARB's most useful publications ([www.ncarb.org/Publications/freepubs.html](http://www.ncarb.org/Publications/freepubs.html)); and
- keep up with the latest Council news and initiatives ([www.ncarb.org/newsclips/index.html](http://www.ncarb.org/newsclips/index.html)).

The redesigned NCARB web site debuted in October 2002, offering not only new visual appeal, but a wealth of online resources for Council Record holders. For more than four years, approximately 53,345 individuals have signed up for a My Council Record password.

If you are a Council Record holder and have not yet logged into My Council Record, take a few minutes and do so today. You are just a couple of keyboard clicks away from accessing convenient online resources that will expedite NCARB services for you! **DC**

tion is not up-to-date, he/she has the option—and is highly encouraged—to correct these details. This step is very important as NCARB regularly uses this information to distribute various types of communication—renewal notices, upcoming changes to the ARE, new initiatives affecting the Intern Development Program, and so forth.

### WHAT TO EXPECT ON MY COUNCIL RECORD

Presently, four types of Council Record holders can access their information through the My Council Record interface. They are current NCARB Certificate holders, architects who have applied for certification, interns who have a current Council Record, and ARE candidates who have a current Council Record.

Current NCARB Certificate holders can:

- review the status of their Council Record;
- renew their certification online;
- request the transmittal of their NCARB Council Record to any of the 54 U.S. jurisdictions and 11 Canadian