

FREEDOM BY DESIGN AXP GUIDE

Register FBD Program with NCARB

- Freedom by Design Programs must be registered with NCARB as a “Community Based Design Center”.

Qualify as an Approved Community Based Design Center

- Email NCARB at “axp@ncarb.org” with proof showing the AIAS 501c(3) status.
 - [FOR THE AIAS 501c\(3\) LETTER CLICK HERE](#)
- Have a relationship with an architect who can exercise direct supervision and serve as the designated AXP Supervisor for the organization.

Establish Personal NCARB Record

- Head to ncarb.org and establish your NCARB Record. This is what you will use for the rest of your career in pursuit of licensure!

Navigate to the “Experience” tab on your NCARB Record.

Select “New AXP Experience Report”

Select “AXP Experience Setting 0: Other Experiences

Select Community-Based Design Center/Collaborative

Find your FBD Program and Enter Start Dates, Supervisor, and Average Hours per Week

Enter hours into specific AXP categories

Submit for Approval!

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Experience Setting “0”

- Experience Setting “0” is any experience gained OUTSIDE of an architecture firm.
- Freedom By Design falls under Experience Setting “0” as it is classified as a Community Based Design Center by NCARB.
- An individual is able to log up to 320 hours under this classification in any AXP Experience Area.

What Can Be Counted for AXP Hours?

- In a Design-Build project, everything from programming to final documentation can be classified into one of the experience areas below.

Practice Management / Project Management

- Working with building codes
- Preparing proposals to clients
- Producing a project estimate and schedule
- Coordinating design work of team members, progress meetings

Programming & Analysis

- Determining impact of environmental, zoning, and other regulations on project site.
- Establish project design goals.

Project Planning & Design

- Present ideas to client orally, present design alternatives for client review
- Select materials based on technical properties and aesthetic requirements

Project Development & Documentation

- Communicate design ideas to the client graphically
- Communicate design ideas to client with 2D & 3D software

Construction & Evaluation

- Manage project close-out procedures and documentation
- Complete field reports to document field observations from construction site visit

