

# HOW TO SUBMIT AN AXP REPORT:



## CREATE YOUR NCARB ACCOUNT (YOU'VE PROBABLY ALREADY DONE THIS).

1. Go to NCARB's official website.
2. Click "Login to My NCARB."
3. Click "Establish Record."
4. Fill in the required fields and click "Submit."
5. On your My NCARB homepage, click "Add" next to the NCARB Record option.
6. Submit payment of \$100 (your firm will most likely pay for this).
7. Congrats! Start logging your hours!

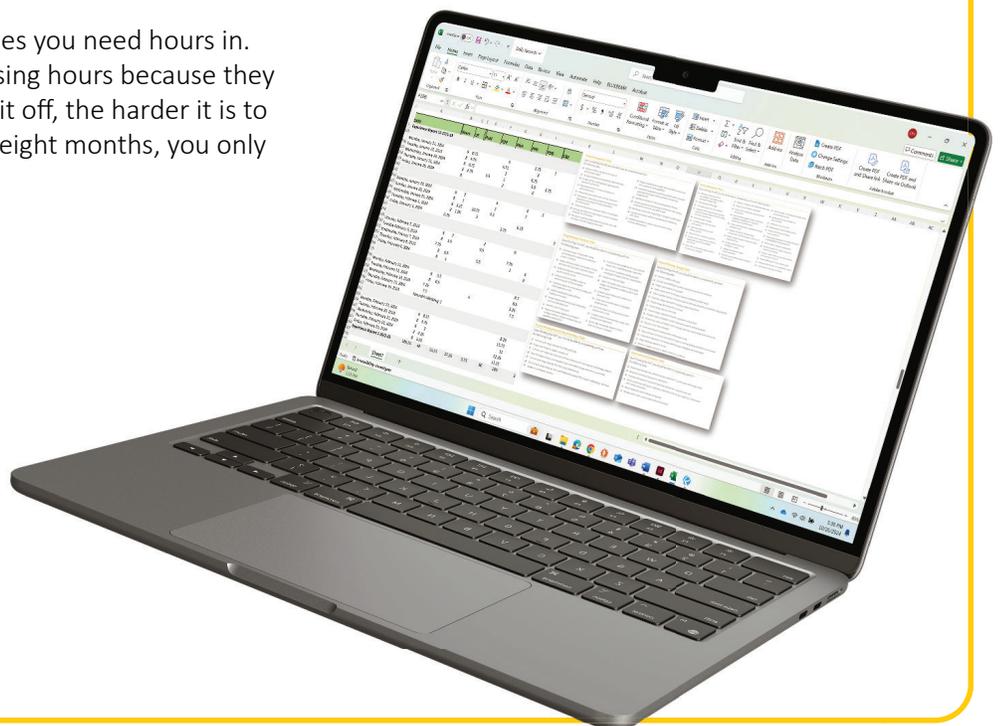
## TRACK AXP HOURS DAILY.

**Download my AXP Template** (see study resources page) and fill it out everyday when you do your time for work.

This will save you SO much time when you do your AXP Experience Report. I can't remember what I had for breakfast yesterday, let alone what I worked on two weeks ago!

## SUBMIT AXP REPORT BI-WEEKLY.

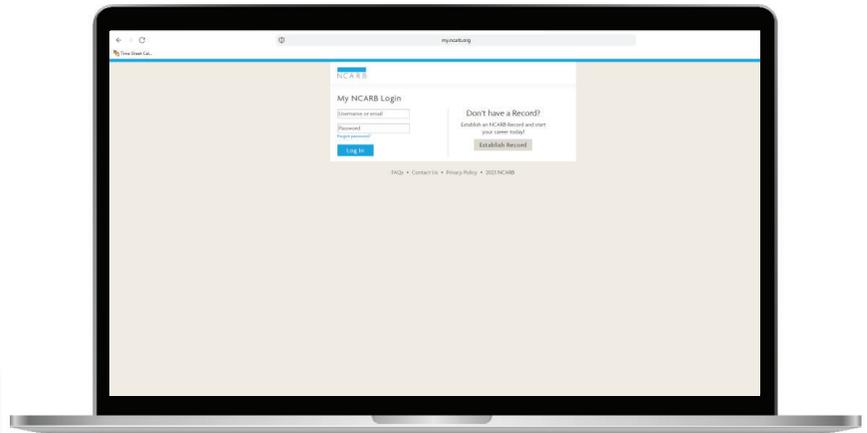
This helps you know which categories you need hours in. So many of my friends ended up losing hours because they did not do this. The longer you put it off, the harder it is to do these reports. Remember, after eight months, you only get 50% credit!



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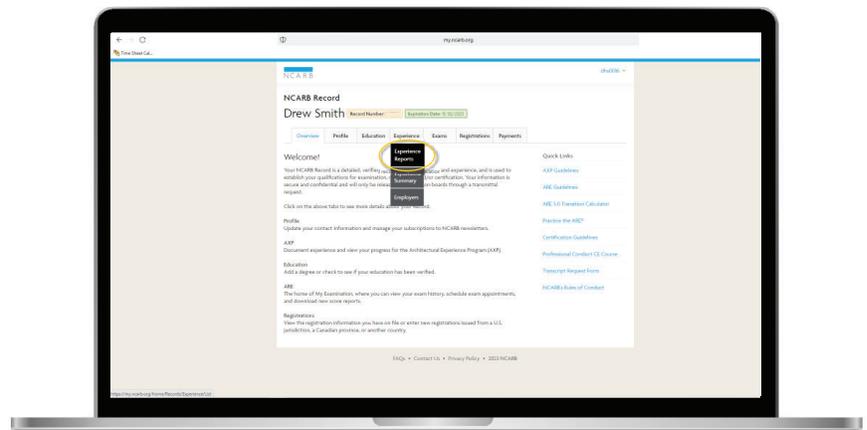
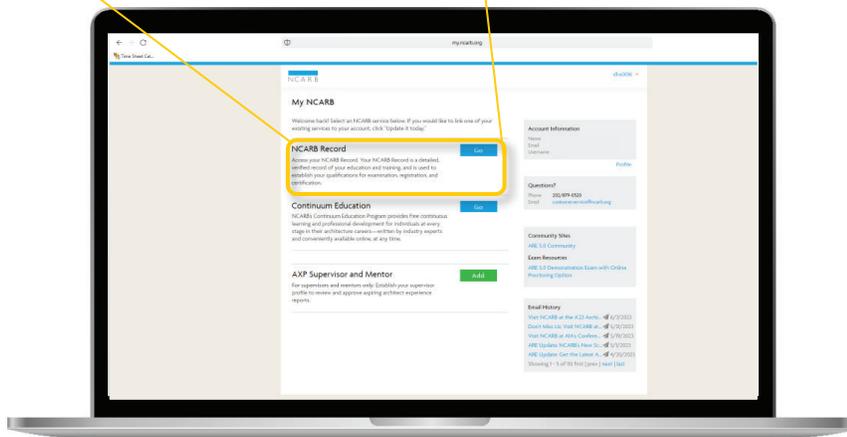
- 1 Log into your NCARB account.
- 2 Click on your NCARB Record.
- 3 Under Experience, click on Experience Reports.



## NCARB Record

Access your NCARB Record. Your NCARB Record is a detailed, verified record of your education and training, and is used to establish your qualifications for examination, registration, and certification.

Go



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- 4 Click New Experience Report.
- 5 Fill the report out. If you are using my AXP Hour Tracker, select "In Bulk."
- 6 Fill out your hours and submit. This can be a huge time sink... save yourself some time and use the free AXP Hour Tracker daily.

