

Instructions for Reimbursement of AXP Enrollment Fee

- Eligible applicants will be reimbursed \$100 for enrolling in the Architectural Experience Program (IDP).
- Applicants must be *currently* enrolled and in good standing at an accredited school of architecture within the state of Ohio (UC, Kent, Miami, OSU).
- **Verification of current enrollment must be provided.** Examples of acceptable proof are a copy of the current quarter's official schedule, a letter from a school official, or National Student Clearinghouse verification.
- **Applicant must supply proof of an active NCARB Council Record.** Acceptable proof may be a copy of an email or letter received from NCARB which includes the applicant's Council Record number.
- **This application must be notarized.** Keep a copy of the application for your files.
- Incomplete applications will be returned.
- There is no residency requirement.
- Complete applications are generally approved within two to three business days.
- Checks will be issued in approximately 30 days.

For questions or assistance, contact:
Cheryl Thaxton
Phone: (614) 466-6677
Email: cheryl.thaxton@arc.ohio.gov

