



1 Confirm eligibility

Review the eligibility criteria on the ARB website:

<https://arb.org.uk/international-routes/ncarb-and-arb-mutual-recognition-agreement-information/>

Who: The applicant | Queries: [ARB](#)

2 Contact NCARB

Having reviewed the eligibility criteria, commence the process by contacting NCARB:

- a. If you are not an NCARB record holder, you will need to establish an NCARB record for which there is an application fee of \$3500 USD.
- b. If you are already an NCARB record holder, contact NCARB who will provide details of any additional balance which needs to be paid.

Details for how to contact NCARB can be found here: <https://www.ncarb.org/contact-us>

Who: The applicant | Queries: [NCARB](#)

3 Complete the ARB Certificate Application Form

Once in receipt of your NCARB record number you can complete your ARB certificate application form. The form can be downloaded here: <https://arb.org.uk/wp-content/uploads/Reg-Certificate-Application-Form.pdf>

There is a fee of £80 payable to ARB for provision of a certificate. The certificate application form should be returned by email to info@arb.org.uk

Who: The applicant | Queries: [ARB](#)

4 ARB referral

ARB will review your application and your qualifications. ARB will formally confirm that you are registered with ARB, are in good standing, and meet the relevant MRA requirements. ARB will then issue a certificate and transmit it to NCARB on your behalf. You do not need to take any action at this stage.

Who: ARB | Queries: [ARB](#)

5 Complete your application process with NCARB

Once ARB has issued your certificate to NCARB they will then contact you with details on the next steps to have your NCARB Record sent to the U.S. jurisdiction where you are seeking registration.

Who: The applicant | Queries: [NCARB](#)