



NARI CERTIFIED KITCHEN AND BATH REMODELER APPLICATION

This application is the first step in earning the Certified Kitchen and Bath Remodeler (CKBR) designation. Please read and complete each section fully and accurately in clear, legible handwriting or type. You may submit your application anytime during the year; however, all qualifying remodeling experience and continuing education must be completed at the time the application is submitted. A complete application must be received by the NARI Milwaukee office 10 business days prior to the start of your study group.

Please initial each page and mail, FAX, or email your completed application to:

MAIL:	NARI Milwaukee	FAX:	(414) 771-4077
	11815 W. Dearbourn Ave	Email:	gayle@narimilwaukee.org
	Wauwatosa, WI 53226		

***Receipt of your application will be acknowledged within two weeks*

There is not a membership requirement to apply for the CKBR exam. Both NARI Milwaukee members and non-members will be evaluated equally on the application and subsequent examination. The CKBR Program does not discriminate on any basis including race, sex, age, religion, national origin, sexual orientation, or disability. Additional information on program requirements, policies, and procedures are available in the NARI Certification Policy Manual available for review from NARI National. For further assistance contact Gayle Trudeau at (414) 771-4077 or gayle@narimilwaukee.org

APPLICATION CHECKLIST

- I intend to sit for the CKBR exam within the next 24 months.
- I understand the study group preparation options and have pre-arranged involvement in a chapter study group or the Virtual Study Group.
- Section 1: Applicant Information** - I have completed all applicant information and have noted where I would like CKBR correspondence sent.
- Section 2: Payment** - I have included payment information with this application.
- Section 3: Job Responsibilities, Education, and Continuing Education** - I have at least 16 hours of education in the field of remodeling.
- Section 4: Professional Experience** - I am currently employed by a qualifying organization and have completed the required years of professional experience.
- Section 5: Code of Ethics and Application Attestation** - I pledge to adhere to the NARI Code of Ethics and have signed the Application Attestation to fulfill the program requirements.



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Definition of Certified Kitchen and Bath Remodeler: The Kitchen and Bath Remodeler is involved in tasks and has responsibilities beyond the technical production aspects of a project. He/she is responsible for planning, estimating, sales, on the job customer communication, supervision of subcontractors and employees, managing the job site, scheduling, and safety issues. The success of a kitchen or bathroom remodeling project during the production stage is the primary responsibility of the CKBR.

How the Certification Process Works: Certification candidates have two examination prep options available—in-person study group organized at the NARI Milwaukee Chapter or the Virtual Study Group. The CKBR Virtual Study Group is conducted via live teleconference with a qualified program facilitator. Virtual meetings will be held from 5:00 – 7:00 PM Central time every Thursday for 12 consecutive course weeks. Candidates interested in the Virtual Study Group option can register for the course within this application per a fee of \$195 (members) or \$295(non-members). Exam proctor fee of \$65 applies to if student participates in the Virtual Study Group and takes the exam at NARI Milwaukee. The in-person study group fee is \$300 for members and \$400 non-members.

Requirements for Certification: Candidates must complete and submit this application for consideration by the NARI Certification Board. In addition to completing and submitting an application to qualify for the CKBR certification exam, candidates must have been in the remodeling industry **full time** for a minimum of **5 consecutive years** and have produced an average of at least **4 kitchen and/or bathroom** projects per year. Candidates must also have completed a minimum of **16 hours** of formal or continuing education within the last **5 years**.

Certification Renewal: Certifications are renewed **annually**. Renewals currently require the attainment of 10 hours of industry related continuing education and the submission of the required renewal fee.

SECTION 1 – APPLICANT INFORMATION

Date: _____

1. Candidate's Name: _____

Home Mailing Address: _____

Street

City

State

Zip

Home Phone Number: _____

Email address _____

2. Employer/Company Name _____

Address: _____

Street

Suite#

City

State

Zip

Phone Number: _____

Fax Number: _____

Email address _____



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Do you have a learning or physical disability for which you will require special accommodations in taking the certification exam? Yes No

Current Job Title: _____

Current NARI Certifications: _____

3. Number of years in the remodeling industry _____ As a Lead Carpenter _____
 As a Kitchen and Bath Installer _____ K & B Designer _____
 As a K & B Business Owner _____

4. How many kitchens and/or bathrooms have you completed in the last year? _____

Exam Date _____

SECTION 2 - PAYMENT

All fees must accompany this application. **Certification Fees:** The Certification fee is \$500 for members and \$700 for non-members. Included in the certification fee is a \$125 non-refundable processing fee. If the candidate does not meet the eligibility requirements for the CKBR designation, they will only be refunded the outstanding balance of the certification fee, \$375 (members) or \$575 (non-members). **Study Group Fees:** The \$195 (member) and \$295 (non-member) Virtual Study Group fee is non-refundable upon course start date. Chapter Study Group candidates must verify fees with their chapter representative.

* Certification Fees: Once the application has been approved, all fees are non-refundable.

** Prep Course Fees: If cancellation is made for any reason 7 days or less prior to course start date, fees are non-refundable.

*** Fees are non-transferrable

_____ Initial here to acknowledge understanding of payment policy.

*The certification fee includes the cost to take the initial examination once within 24 months of submission of the application. Subsequent examinations are subject to additional re-test fees. (Limit of two re-tests within 2 years of original application date).

Fee type	Member	Non-Member
NARI National Certification Fee (due on application)	\$500.00	\$700.00
Local Study Group Course Fee (due on application)	\$300.00	\$400.00
Exam Proctor Fee (due prior to exam)	\$65	\$65
Total Enclosed		

Payment \$



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Payment Type: Check Visa Master Card American Express

Cardholder Name: _____

Credit Card Account #: _____

Expiration Date: _____ CVV _____

Billing Address

Street address _____

City _____ State _____ Zip _____

Total Payment Included: _____

Please Send Receipt: Yes No

Signature: _____

SECTION 3 – JOB RESPONSIBILITIES, EDUCATION, AND CONTINUING EDUCATION

A. JOB RESPONSIBILITIES: Please describe your current job responsibilities. Descriptions should include tasks, supervision, role in project development/execution, project planning, scheduling, material estimating and take-offs, material ordering, client communications, etc. Please be as clear and concise as possible. Attach a separate sheet of paper if necessary.

B. EDUCATION: You are required to have at least 16 hours of formal or continuing education which has been earned within the past 5 years. These can take place as part of college courses, chapter or local association programs, online or teleseminar programs, or programs taken at trade shows or other industry events.

<u>Remodeling Related Vocational or Technical School</u>				<u>Credits/Degree</u>
<u>Dates</u>	<u>School</u>	<u>Major & Degrees</u>	<u>Semester Hours</u>	<u>Earned</u>



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APPLICATION

Undergraduate/Graduate Courses
Include a copy of your diploma

<u>Dates</u>	<u>School</u>	<u>Major & Degrees</u>	<u>Semester Hours</u>	<u>Credits/Degree</u> <u>Earned</u>
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C. CONTINUING EDUCATION: Please list classes and workshops attended within the last 5 years.

<u>Program Title</u>	<u>Dates</u>	<u>Hours</u>
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D. OTHER CERTIFICATIONS IN THE REMODELING FIELD: Includes NARI and others.

<u>Association</u>	<u>Certification</u>	<u>Date Attained</u>	<u>Current Through</u>
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E. ASSOCIATION INVOLVEMENT: Includes NARI and others.

<u>Association</u>	<u>Position/Involvement</u>	<u>Dates</u>
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F. AWARDS

Name / Type

Project Type

From

Date



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SECTION 4 – PROFESSIONAL EXPERIENCE: List at least 5 years of employment history. Include tasks associated with general remodeling. Attach a separate sheet of paper if necessary. This information must document your required 5 years consecutive, full time employment in the remodeling industry plus conducting 4 kitchen or bathroom projects per year.

Current Employer _____ Position _____ Dates _____

Description of duties: not listed in 3A

Previous Employer _____ Position _____ Dates _____

Description of duties:

Previous Employer _____ Position _____ Dates _____

Description of duties:



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SECTION 5 - CODE OF ETHICS AND APPLICATION AFFIDAVIT

NARI CODE OF ETHICS

I pledge to observe high standards of honesty, integrity and responsibility in the conduct of business:

- By promoting in good faith only those products and services which are known to be functionally and economically sound, and which are known to be consistent with objective standards of health and safety;
- By making all advertising and sales promotion factually accurate, avoiding those practices which tend to mislead or deceive the customer.
- By writing all contracts and warranties such that they comply with federal, state, and local laws.
- By promptly acknowledging and taking appropriate action on all customer complaints.
- By refraining from any act intended to restrain trade or suppress competition.
- By attaining and retaining insurance as required by federal, state, and local authorities.
- By attaining and retaining licensing and/or registration as required by federal, state, and local authorities.
- By taking appropriate action to preserve the health and safety of employees, trade contractors and clients.

NARI STANDARDS OF PRACTICE

The NARI Standards of Practice are maintained as a separate document and may be downloaded from the NARI website at www.nari.org/pdf/standardspractice.pdf or requested from NARI Staff at info@nari.org

APPLICATION AFFIDAVIT

In making this application, I fully understand that it is an application only and does not guarantee certification. I agree to submit to a comprehensive examination and supply further information as determined by the NARI Certification Board. I further understand, and by my signature, attest that I now, and will in the future, adhere to the NARI Code of Ethics and Standards of Practice. I further understand that any false statement or misrepresentation that I may make in the course of these proceedings and application may result in the revocation of this application and the issuance of a complaint of violation of said Ethics.

I understand that NARI reserves the right to update this application, the Code of Ethics, and Standards of Practice, and that it is my responsibility to be aware of NARI's current requirements. I further understand that I am obligated to inform NARI of changed circumstances that may materially affect my application. I further understand that it is my responsibility to provide NARI with any requested documentation in connection with this application.

I understand and agree that if I am certified following acceptance of this application and successful completion of the examination, such certification does not constitute NARI's warranty or guarantee of my fitness or competency to practice as a Kitchen and Bath Remodeling Professional. If I am certified, I authorize NARI to include my name in a list of certified individuals and agree to use the CKBR designation and related NARI trade names, trademarks, and logos only as permitted by NARI policies. I understand and agree that NARI may also use anonymous and aggregate application and examination data for statistical and research purposes.

Applicant Signature: _____

Date: _____