



NARI CERTIFIED LEAD CARPENTER (CLC) APPLICATION

This application is the first step in earning the Certified Lead Carpenter (CLC) 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 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, e-mail or FAX 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 no membership requirement to apply for the CLC. Both NARI Milwaukee members and non-members will be evaluated equally on the application and subsequent examination. The CLC 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. For further assistance contact Gayle Trudeau at (414) 771-4077 or gayle@narimilwaukee.org

APPLICATION CHECKLIST

- I intend to sit for the CLC exam within the next 24 months.
- Section 1: Applicant Information** - I have completed all applicant information and have noted where I would like CLC correspondence sent.
- Section 2: Payment** - I have included payment information with this application.
- Section 3: Job Responsibilities, Education, and Continuing Education** – I have accurately described my job responsibilities and education history.
- 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 a Certified Lead Carpenter: A lead carpenter is involved in tasks and has responsibilities beyond the technical production aspects of a project. He/she is responsible for customer contact and communication, supervision of subcontractors and employees, managing the job site, scheduling, and safety issues. The success of a remodeling project during the production stage is the primary responsibility of the lead carpenter.

How the Certification Process Works: 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 CLC certification exam, candidates must have been in the remodeling industry **full time** for a minimum of **5 consecutive years** and must have **worked as a lead carpenter**, as defined above, for a minimum of **2 years**.

Certification Renewal: Certifications are renewed **annually**. Renewals currently require the attainment of **5 hours** of industry related continuing education and the submission of the required fees.

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: _____

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 _____

Exam Date _____



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SECTION 2 - PAYMENT

All fees must accompany this application. **Certification Fees:** The Certification fee is \$400 for members and \$600 for non-members. Included in the certification fee is a \$100 non-refundable processing fee. If the candidate does not meet the eligibility requirements for the CLC designation, they will only be refunded the outstanding balance of the certification fee, \$300 (members) or \$500 (non-members). **There is no virtual prep course available for the CLC.**

* 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)	\$400.00	\$600.00
Local Study Group Course Fee (due on application)	\$300.00	\$400.00
Exam Proctor Fee (due prior to exam)	\$65	\$65
Total Enclosed		

Payment

\$

Payment Type: Check Visa Master Card American Express

Cardholder Name: _____

Credit Card Account #: _____

Expiration Date: _____ CVV _____

Billing Address



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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. List project tasks you are responsible for, people you supervise, project planning and scheduling, lumber estimating and take-offs, client communications, etc. Please be as clear and concise as possible. Attach a separate sheet of paper if necessary.

B. EDUCATION: Please list any formal or continuing education you have received. These can take place as part of college courses, chapter or local association programs, online or teleseminar programs, or programs taken at trade shows.

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



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Undergraduate/Graduate Courses Include a copy of your diploma				Credits/Degree Earned
<u>Dates</u>	<u>School</u>	<u>Major & Degrees</u>	<u>Semester Hours</u>	<u>Earned</u>

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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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 as well as your **2 years** as a lead carpenter.



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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/standardsofpractice.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 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



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violation of said Ethics. Failure to adhere to these Standards of Practice and Code of Ethics is grounds for removal of my certification.

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 Remodeling Professional. If I am certified, I authorize NARI to include my name in a list of certified individuals and agree to use the CLC 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: _____