



NARI Certified Remodeling Project Manager (CRPM) APPLICATION

This application is the first step in earning the Certified Remodeling Project Manager (CRPM) 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
11815 W. Dearbourn Ave
Wauwatosa, WI 53226

FAX: (414) 771-4077
Email: gayle@narimilwaukee.org

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

There is not a membership requirement to apply for the CRPM exam. Both NARI Milwaukee members and non-members will be evaluated equally on the application and subsequent examination. The CRPM 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 CRPM 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 CRPM 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 project management and/or I am currently enrolled in NARI's Certified Remodeling Project Manager Virtual Study Group.
- 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.



NARI Certified Remodeling Project Manager (CRPM) APPLICATION

Definition of Remodeling Project Manager: A remodeling project manager applies proven project management techniques and processes to the residential remodeling project’s construction process. Typically, project managers oversee every aspect of the project: customer satisfaction, personnel management, administration, etc., some, while working on the project or projects.

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 submitting this application, candidates must have been in the remodeling industry for a minimum of **2 years** and must have completed a minimum of **16 hours** of project management related education or are currently enrolled in NARI’s Certified Remodeling Project Manager Virtual Study Group.

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 _____

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: _____



NARI

Certified Remodeling Project Manager (CRPM)

APPLICATION

Current NARI Certifications: _____

Number of years in the remodeling industry _____

Number of years as a remodeling project manager _____

SECTION 2 – PAYMENT INFORMATION:

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 CRPM designation, they will only be refunded the outstanding balance of the certification fee, \$375 (members) or \$575 (non-members). **Study Group Fees:** The \$300 (member) and \$400 (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

\$

Payment Type:

Check

Visa

Master Card

American Express

Cardholder Name: _____

Credit Card Account #: _____

Expiration Date: _____

CVV _____

Billing Address

Street address _____

City _____

State _____

Zip _____



NARI
Certified Remodeling Project Manager (CRPM)
APPLICATION

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. In addition to the tasks you conduct that relate to general remodeling, list tasks you do as they specifically relate to project and jobsite management. Descriptions should include daily 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 education related to project management or currently enrolled in NARI’s CRPM Virtual Study Group. This can take place as part of college courses, chapter or local association programs, online or teleseminar programs, or programs taken at trade shows.

Project Management Related Education				Credits/Degree
<u>Dates</u>	<u>School</u>	<u>Major & Degrees</u>	<u>Semester Hours</u>	<u>Earned</u>

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>



NARI
Certified Remodeling Project Manager (CRPM)
APPLICATION

General Undergraduate/Graduate Courses

Include a copy of your diploma

<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>
----------------------	--------------	--------------

D. OTHER CERTIFICATIONS IN THE PROJECT MANAGEMENT OR REMODELING FIELD: Includes NARI and others.

<u>Association</u>	<u>Certification</u>	<u>Date Attained</u>	<u>Current Through</u>
--------------------	----------------------	----------------------	------------------------

E. ASSOCIATION INVOLVEMENT: Includes NARI and others.

<u>Association</u>	<u>Position/Involvement</u>	<u>Dates</u>
--------------------	-----------------------------	--------------



NARI
Certified Remodeling Project Manager (CRPM)
APPLICATION

F. AWARDS

Name / Type

Project Type

From

Date

SECTION 4 – PROFESSIONAL EXPERIENCE: List at least 5 years of employment history. Include tasks associated with project management as well as general remodeling. Attach a separate sheet of paper if necessary. This information must document your required 2 years in the remodeling industry.

Current Employer _____ Position _____ Dates _____
Description of duties not included in 3A



NARI
Certified Remodeling Project Manager (CRPM)
APPLICATION

Previous Employer _____ Position _____ Dates _____

Description of duties _____

Previous Employer _____ Position _____ Dates _____

Description of duties _____

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



NARI
Certified Remodeling Project Manager (CRPM)
APPLICATION

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 submit to a multiple-choice 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. Failure to adhere to the Standards of Practice or 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, 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 which 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 Project Manager. If I am certified, I authorize NARI to include my name in a list of certified individuals and agree to use the CRPM 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: _____