



NARI
CERTIFIED REMODELER (CR)
CERTIFIED REMODELER ASSOCIATE (CRA)
CERTIFIED REMODELER SPECIALIST (CRS)
APPLICATION

This application is the first step in earning the Certified Remodeler (CR), Certified Remodeler Specialist (CRS) or Certified Remodeler Associate (CRA) designations. 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, 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 CR. Both NARI Milwaukee members and non-members will be evaluated equally on the application and subsequent examination. The CR 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 the CR exam within the next 24 months
- Section 1: Applicant Information** - I have completed all applicant information and have noted where I would like CR 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 a Certified Remodeler: A remodeling professional who provides full service remodeling projects to their clients in a professional, ethical, and timely manner.

Definition of a Certified Remodeler Specialist: A remodeling professional who specializes in a specific type of work, such as concrete and masonry, electrical, insulation, mechanical systems, plumbing systems and roofing/siding.

Definition of a Certified Remodeler Associate: A professional who specializes in a supporting profession such as architects, designers, manufacturers, suppliers and consultants.

How the Certification Process Works: Certification candidates have two examination prep options available—in-person study group organized at a chapter (varied on chapter availability) or the Virtual Study Group. The CR 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 Monday 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.

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 CR (CRS/CRA) certification exam, candidates must have been in the remodeling industry **full time** for a minimum of **5 consecutive years**. 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 participation in chapter/community service projects and the submission of the required fees.



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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 _____

Exam Date _____

Please select the specific designation/exam you wish to sit for based on the list below.



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	Certified Remodeler	Specify Specialty
	Certified Remodeler Specialist	
	Certified Remodeler Associate	

SECTION 2 - PAYMENT

All fees must accompany this application. **Certification Fees:** The Certification fee is \$600 for members and \$850 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 CR, CRS or CRA designations, they will only be refunded the outstanding balance of the certification fee, \$475 (members) or \$725 (non-members). **Local Study Group Fees:** The \$300 (member) and \$400 (non-member) study group course fee is non-refundable upon course start date. There is a \$65 proctor exam fee if you participate in the virtual study group and take the exam at the NARI Milwaukee office.

* 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)	\$600.00	\$850.00
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

Cardholder Name: _____



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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. Describe the tasks you conduct that relate to general remodeling. 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 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.

Remodeling Related Vocational, Technical School, or Undergraduate/Graduate Courses

<u>Dates</u>	<u>School</u>	<u>Major & Degrees</u>	<u>Semester Hours</u>	<u>Credits/Degree 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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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.

Current Employer _____	Position _____	Dates _____	
Description of duties: (if not listed in 3.A)			

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/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 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. Failure to adhere by these Standards of Practices and Code of Ethics is grounds for removal of my certification.



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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 practices 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 CR 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: _____