



## NARI MASTER CERTIFIED REMODELER (MCR) APPLICATION

This application is the first step in earning the Master Certified Remodeler (MCR) 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.

**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 MCR. Both NARI Milwaukee members and non-members will be evaluated equally on the application. The MCR 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](mailto:gayle@narimilwaukee.org)

### APPLICATION CHECKLIST

- Section 1: Applicant Information** - I have completed all applicant information and have noted where I would like my MCR correspondence sent.
- Section 2: Payment** - I have included payment information with this application.
- Section 3: Certification Criteria** – I have been a CR for at least 10 consecutive years. I have at least one additional active NARI certification (CKBR, GCP, CLC, UDCP, CRPM). I have been involved with my local NARI Chapter (committee member, committee chair, board member or officer) or NARI National (committee member, committee chair, board member or officer) and/or involved as a leader in the local community (city council member, school board, church officer, etc.) I have submitted a letter of recommendation from my chapter executive or chapter president, or three letters of recommendation from recent clients.
- Section 4: 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 MASTER CERTIFIED REMODELER (MCR) APPLICATION

Definition of Master Certified Remodeler: This designation recognizes Certified Remodelers that have demonstrated commitment to the remodeling industry through support of their local chapter, NARI National, and/or their local community. The MCR identifies Certified Remodelers that have withstood the test of time and continue to be successful within the industry and have agreed to uphold the “NARI Code of Ethics.”

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 MCR certification, candidates must be a Certified Remodeler for a minimum of **10 consecutive** years and hold another NARI certification (CKBR, GCP, CLC, UDCP, CRPM). Candidates must have been involved with their local NARI chapter (committee, committee chair, board member, or officer) or NARI National (committee member, committee chair, board member or officer) and/or involvement as a leader in the local community (city council member, school board, church officer, etc.) Candidates must submit a letter of recommendation from their chapter executive or chapter president, or three letters of recommendation from recent clients.

Certification Renewal: Certifications are renewed **annually**. Renewals currently require the attainment of **10 hours** of 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: \_\_\_\_\_

\_\_\_\_\_



# NARI MASTER CERTIFIED REMODELER (MCR) APPLICATION

## SECTION 2 - PAYMENT

All fees must accompany this application. **Certification Fees:** The Certification fee is \$250 for members and \$450 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 MCR designation, they will only be refunded the outstanding balance of the certification fee, \$150 (members) or \$350 (non-members).

\* 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.

Payment

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: \_\_\_\_\_



**NARI**  
**MASTER CERTIFIED REMODELER (MCR)**  
**APPLICATION**

**SECTION 3 – CERTIFICATION CRITERIA**

**A. CERTIFICATIONS:** You are required to hold a CR designation for a minimum of 10 consecutive years. Candidates are also required to hold another NARI designation such as a CKBR, CLC, GCP, UDCP or CRPM. Please attach copies of your most recent certificate.

Certified Remodeler Certification

---

| <u>Date Attained</u> | <u>Expiration Date</u> | <u>Certification Number</u> |
|----------------------|------------------------|-----------------------------|
|----------------------|------------------------|-----------------------------|

Additional Active NARI Certifications (CKBR, GCP, CLC, UDCP, CRPM)

---

| <u>Certification</u> | <u>Date Attained</u> | <u>Expiration Date</u> | <u>Certification Number</u> |
|----------------------|----------------------|------------------------|-----------------------------|
|----------------------|----------------------|------------------------|-----------------------------|

**B. COMMUNITY SERVICE/CHAPTER INVOLVEMENT:** Candidates must have been involved in their local NARI Chapter (committee member, committee chair, board member or officer) or NARI National (committee member, committee chair, board member, or officer) and/or involved as a leader in the local community (city council member, school board, church officer, etc).



# NARI

## MASTER CERTIFIED REMODELER (MCR)

### APPLICATION

- C. LETTERS OF RECOMMENDATION:** Candidates must provide a letter of recommendation from their chapter executive or chapter president or three letters of recommendation from recent clients.

#### SECTION 4 - 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](http://www.nari.org/pdf/standardspractice.pdf) or requested from NARI Staff at [info@nari.org](mailto: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 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, 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 MCR designation and related NARI trade names, trademarks, and logos only as permitted by NARI policies. I understand and agree



**NARI**  
**MASTER CERTIFIED REMODELER (MCR)**  
**APPLICATION**

that NARI may also use anonymous and aggregate application and examination data for statistical and research purposes.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_