



## NARI UNIVERSAL DESIGN CERTIFIED PROFESSIONAL (UDCP) CERTIFICATION AND COURSE APPLICATION

This application is the first step in earning the Universal Design Certified Professional (UDCP) 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 NARI Headquarters 10 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](mailto:gayle@narimilwaukee.org)

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

There is not a membership requirement to apply for the UDCP exam. Both NARI members and non-members will be evaluated equally on the application and subsequent examination. The UDCP 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

- I intend to sit for the UDCP exam within the next 24 months.
- I understand the exam preparation options and have pre-arranged involvement in a chapter prep course or the virtual prep course.
- Section 1: Applicant Information** - I have completed all applicant information and have noted where I would like UDCP 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 8 hours of education in the field of universal 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.



# NARI

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**Definition of Universal Design Professional:** This designation includes professionals with knowledge and skills in a broad range of universal design and remodeling. Individuals with the UDCP designation are recognized as experienced professionals with skills and knowledge in all aspects of universal design and remodeling and have agreed to uphold the “NARI Code of Ethics”.

**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 UDCP certification exam, candidates must have been in the remodeling industry for a minimum of **2 years**. Candidates must also have completed a minimum of **8 hours** of universal design remodeling/building related education.

**Certification Renewal:** Certifications are renewed **annually**. Renewals currently require the attainment of 10 hours of universal design remodeling/building 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



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3. Current Job Title: \_\_\_\_\_

4. Current NARI Certifications: \_\_\_\_\_

5. Number of years in the industry: \_\_\_\_\_

6. Number of years in working on universal remodeling projects: \_\_\_\_\_

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

### SECTION 2 - PAYMENT

All fees must accompany this application. **Certification Fees:** The Certification fee is \$400 for members and \$500 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 UDCP designation, they will only be refunded the outstanding balance of the certification fee, \$300 (members) or \$400 (non-members). **Virtual Prep Course Fees:** The \$200 (member) and \$300 (non-member) virtual prep course fee is non-refundable upon course start date. Chapter prep course candidates must verify fees and course availability 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)	\$400.00	\$500.00
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 \_\_\_\_\_

Total Payment Included: \_\_\_\_\_



**NARI**  
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**CERTIFICATION AND COURSE APPLICATION**

Please Send Receipt:

Yes

No

Signature:



**NARI**  
**UNIVERSAL DESIGN CERTIFIED PROFESSIONAL (UDCP)**  
**CERTIFICATION AND COURSE APPLICATION**

**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 universal design remodeling. Please be as clear and concise as possible. Attach a separate sheet of paper if necessary.

**B. CONTINUING EDUCATION:** You are required to have at least **8 hours** of education related to universal design remodeling. If you are currently enrolled in the NARI UDCP virtual prep course, please specify approximate completion date.

<u>Program Title</u>	<u>Dates</u>	<u>Hours</u>
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Currently enrolled in NARI's UDCP virtual prep course. Start date \_\_\_\_\_

**C. 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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# NARI

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**SECTION 4 – PROFESSIONAL EXPERIENCE:** List up to 5 years of relevant employment history. Include tasks associated with universal design 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 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 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 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 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, 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 Universal Design Certified Professional. If I am certified, I authorize NARI to include my name in a list of certified individuals and agree to use the UCDP 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: \_\_\_\_\_