



NARI CERTIFIED LEAD CARPENTER APPLICATION (CKBR)

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 and continuing education must be completed at the time the application is submitted. **A complete application must be received by NARI Milwaukee and NARI Headquarters 10 days prior to the start of your study group to receive class materials on time.**

There is not a membership requirement to apply for the CLC exam. Both NARI 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 the office at (414) 771-4071 or info@narimilwaukee.org

Definition of Certified Lead Carpenter: Recognized as an expert hands-on field professional who oversees every on-site aspect of the project, such as personnel management, subcontractor management, scheduling, safety, administration, customer satisfaction, etc. while also working on the site.

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 online CLC prep course offered by NARI National. The in-person study group meets weekly at the NARI Milwaukee office in Wauwatosa. The fee is \$300 for members and \$400 non-members.

The online CLC prep course is offered regularly by NARI National. Find more information about the online course here: <https://www.nari.org/Certification-Accreditation/Individual-Certification/Preparatory-Courses>. You can register for the online prep course and join the in-person study group for final test prep sessions (1 or 2 sessions) for \$150. An exam proctor fee of \$65 also applies if a student participates in the online prep course and takes the exam at NARI Milwaukee. In person testing is a required component of certification.

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, you must have at least **5 consecutive years of full time experience in the remodeling industry** leading up to application, with at least the **two most recent years in a Lead Carpenter role.**

Certification Renewal: Certifications are renewed **annually**. Renewals currently require the attainment of 5 hours of continuing education credits and the submission of the required renewal fee.

APPLICATION CHECKLIST

- I intend to sit for the CLC exam within the next 24 months.
- I understand the exam preparation options and arranged involvement in a chapter prep course or the online prep course.
- Section 1: Applicant Information** - I have completed all applicant information and have noted where I would like CLC correspondence sent.
- Section 2: Professional Experience** - I am currently employed in the remodeling industry and have the required years of professional experience.
- Section 3: Payment** - I have included payment information with this application.
- 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.



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Program requirements, policies and procedures are outlined in the [CLC Program Manual](#). You may also visit the [NARI website](#) for cursory information. Please review these resources thoroughly before submitting your application as you are responsible for understanding and adhering to these policies.

This application has **4 sections**. Please complete each section in full by typing or writing the information.

For further assistance contact NARI Milwaukee at 414-771-4071 or info@narimilwaukee.org

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: info@narimilwaukee.org

***Receipt of your application will be acknowledged.*

SECTION 1 – APPLICANT INFORMATION

Date: _____

1. Candidate's Name: _____

Home Mailing Address: _____

Street _____

City State Zip

Mobile Phone Number: _____

Personal email address : _____

(Personal e-mail address to be used to contact you about certification renewal in the case of employer change)

2. Employer/Company Name: _____

Employer Address: _____

Street Suite#

City State Zip

Phone Number: _____ Fax Number: _____

Work Email address: _____

Do you have a learning or physical disability for which you will require special accommodations in taking the certification exam?

Yes

No

SECTION 2 – PROFESSIONAL EXPERIENCE: To be eligible for CLC certification, you must have at least **5 consecutive years of full time experience in the remodeling industry** leading up to application, with at least the **two most recent years in a Lead Carpenter role**.

Number of years in the remodeling industry: _____

Number of years as a Lead Carpenter: _____

List at least the last 5 years of employment history and outline tasks associated with each position. Attach a separate sheet of paper if necessary.

Current Employer

Position

Dates of Employment

Description of Duties:

Previous Employer

Position

Dates of Employment

Description of Duties:

Previous Employer

Position

Dates of Employment

Description of Duties:

List other Certifications in the Remodeling Field: *Include NARI and others.*

<u>Association</u>	<u>Certification</u>	<u>Date Attained</u>	<u>Current Through</u>
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SECTION 3 - PAYMENT

PAYMENT POLICY

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, \$400 (members) or \$600 (non-members). Once the application has been approved, all fees are non-refundable.

**** Study Group 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 if the applicant takes the in-person study group at NARI Milwaukee. If the applicant takes the online course there is a \$65 test proctoring fee. Subsequent examinations are subject to additional re-test fees. (Limit of two re-tests within 2 years of original application date).

If your company was awarded a scholarship by virtue of winning a CotY regional award at the National program you may credit the certification fee by \$100. If your company also won the National CotY award you may credit an additional \$50 for a maximum of \$150 per new certification application. Scholarship money awarded is valid through the dates stated on your CotY award letter.

PAYMENT INFORMATION

Certification Fee	Member	Non-Member
<input type="checkbox"/> CLC Certification Fee	\$400	\$600

Choose One Study Group Option:

<input type="checkbox"/> NARI Milwaukee Study Group Fee <i>(offered onsite at NARI Milwaukee)</i> • Required exam proctoring at NARI Milwaukee	\$300 <i>Included</i>	\$400 <i>Included</i>
<input type="checkbox"/> Online CLC Prep Course Fee <i>(offered by NARI National)</i> • Required exam proctoring at NARI Milwaukee	\$195 \$65	\$295 \$65
<input type="checkbox"/> Optional: Final Study Review at NARI Milwaukee <i>(1 or 2 sessions of final test review on-site at NARI Milwaukee; Available to online prep course participants who want to review course materials in person.)</i>	\$150	\$200

CotY Scholarship to be applied <input type="checkbox"/> Yes, my company won a regional CotY <input type="checkbox"/> Yes, my company won a national CotY	-\$100 -\$50	N/A N/A
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Total Payment Included

\$ _____

Payment Type: Check Visa Master Card American Express

Cardholder Name: _____

Credit Card Account #: _____

Expiration Date: _____ CVV _____

Billing Address

Street Address _____

City _____ State _____ Zip _____

Please Send Receipt: Yes No E-mail address for receipt: _____

By signing below, I acknowledge my understanding of the payment policy outlined above and I authorize NARI to process payment for the above indicated total.

Signature: _____

Continued on next page

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 reviewed [here](#) or requested from NARI Milwaukee staff at info@narimilwaukee.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.

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 Certified Lead Carpenter. 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: _____