



## NARI CERTIFIED KITCHEN AND BATH REMODELER APPLICATION

This application is the first step in earning the Certified Kitchen and Bath Remodeler (CKBR) 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 Headquarters office 10 business days prior to the start of your study group.

**Please initial each page and mail or FAX your completed application to:**

MAIL: NARI

FAX: (847) 298-9225

P.O. Box 4250

Des Plaines, IL 60016

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

There is not a membership requirement to apply for the CKBR exam. Both NARI members and non-members will be evaluated equally on the application and subsequent examination. The CKBR 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 NARI Certification staff at (847) 298-9200 or [Certification@nari.org](mailto:Certification@nari.org)

### APPLICATION CHECKLIST

- I intend to sit the CKBR exam within the next 24 months
- Section 1: Applicant Information** - I have completed all applicant information and have noted where I would like CKBR 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.



# NARI

## CERTIFIED KITCHEN AND BATH REMODELER APPLICATION

*Definition of Certified Kitchen and Bath Remodeler:* The Kitchen and Bath Remodeler is involved in tasks and has responsibilities beyond the technical production aspects of a project. He/she is responsible for planning, estimating, sales, on the job customer contact and communication, supervision of subcontractors and employees, managing the job site, scheduling, and safety issues. The success of a kitchen or bathroom remodeling project during the production stage is the primary responsibility of the CKBR.

*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 CKBR certification exam, candidates must have been in the remodeling industry **full time** for a minimum of **5 consecutive years** and have produced an average of at least **4 kitchen and/or bathroom** projects per year. 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 \$75 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: \_\_\_\_\_

Current NARI Certifications: \_\_\_\_\_



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3. Number of years in the remodeling industry \_\_\_\_\_ As a Lead Carpenter \_\_\_\_\_  
     As a Kitchen and Bath Installer \_\_\_\_\_ K & B Designer \_\_\_\_\_  
     As a K & B Business Owner \_\_\_\_\_

4. How many kitchens and/or bathrooms have you completed in the last year? \_\_\_\_\_

Exam Date \_\_\_\_\_  
 Exam Location \_\_\_\_\_  
 Exam Proctor \_\_\_\_\_

### SECTION 2 - PAYMENT

All fees must accompany this application. The certification fee is \$599 for members and \$799 for non-members. This application fee includes a \$200 non-refundable process fee. The certification fee, less the non-refundable processing fee, will be refunded only if your application does not meet the eligibility requirements for CKBR candidacy. The certification fee includes the cost to take the initial examination once within the next 24 months. Subsequent examinations are subject to additional re-test fees. (Limit of two re-tests within 2 years of original application date).

NARI Member    \$599                      Non-Member    \$799    Payment submitted with Virtual Study Group application

Payment Type:                      Check                      Visa                      Master Card                      American Express

Cardholder Name: \_\_\_\_\_

Credit Card Account #: \_\_\_\_\_

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

Zip Code of Billing Address: \_\_\_\_\_

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

Please Send Receipt:              Yes                      No

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



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### SECTION 3 – JOB RESPONSIBILITIES, EDUCATION, AND CONTINUING EDUCATION

**A. JOB RESPONSIBILITIES:** Please describe your current job responsibilities. List tasks you are responsible for, people you supervise, parts of a project that you are responsible for, project planning and scheduling you do, 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 formal or continuing education which has been 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 or Technical School				Credits/Degree
<u>Dates</u>	<u>School</u>	<u>Major &amp; Degrees</u>	<u>Semester Hours</u>	<u>Earned</u>

Undergraduate/Graduate Courses Include a copy of your diploma				Credits/Degree
<u>Dates</u>	<u>School</u>	<u>Major &amp; Degrees</u>	<u>Semester Hours</u>	<u>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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**E. ASSOCIATION INVOLVEMENT:** Includes NARI and others.

<u>Association</u>	<u>Position/Involvement</u>	<u>Dates</u>
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**F. AWARDS**

<u>Name / Type</u>	<u>Project Type</u>	<u>From</u>	<u>Date</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, fulltime employment in the remodeling industry plus conducting 4 kitchens or bathrooms a year.

Current Employer \_\_\_\_\_ Position \_\_\_\_\_ Dates \_\_\_\_\_

Description of duties:

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_ Dates \_\_\_\_\_

Description of duties:

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_ Dates \_\_\_\_\_

Description of duties:



# NARI CERTIFIED KITCHEN AND BATH REMODELER APPLICATION

## 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.

### 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](http://www.nari.org/pdf/standardsofpractice.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 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 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: \_\_\_\_\_