

NARI Certified Kitchen and Bath Remodeler Virtual Study Group

Welcome to the NARI National Certified Kitchen and Bath Remodeler Virtual Study Group. This program will enable NARI's members and non-members alike to participate in the study group process to prepare for the Certified Kitchen and Bath Remodeler (CKBR) Exam.

This program will consist of 12 weekly 2 hour "meetings" conducted via teleconference (phone & computer). These meetings will typically be held from 5:00PM to 7:00PM Central Time.

The cost of the program for NARI Members is \$794.00. This fee includes the certification fee (\$599) and study group class fee(\$195). Participants will receive the CKBR Study Guide and 2 business texts; *Run Your Business so it doesn't run you* by Linda Frances and *Smart Business for Contractors* by Jim Kramon.

Participation in these study groups will be limited to the first 15 applicants to insure each candidate receives the full attention of the group's facilitators. If additional classes are required, a waiting list will be established and additional study groups will be formed.

While the program is designed to meet the needs of NARI's At Large Members who don't have access to a local chapter, members belonging to chapters are always welcome.

Non-NARI members are also invited to participate. The Non-Member rate for this program is \$1094.00

To be eligible to take the CKBR exam you must meet the following:

- At least 5 continuous years in the remodeling industry
- Complete at least 4 kitchen and/or bathroom remodels per year
- Own or be employed by a company whose major focus is on remodeling kitchens and/or bathrooms
- Pass a comprehensive CKBR Application.
- Pass a comprehensive 450+ question exam

Candidates for Certified Kitchen and Bath Associate (CKBA) are also eligible to participate in the CKBR Virtual Study Group.

For additional information concerning NARI's certification programs go to WWW.NARI.ORG and select Education then certification.

If you wish to participate in a Certified Kitchen and Bath Remodeler (CKBR) Virtual Study Group, complete the attached study group application and CKBR Certification application and fax to NARI National at 847 298-9225.

NARI CKBR Certification Program Official Application

Virtual Study Group only

This is to attest that I:

Name _____

Company Affiliation _____

Street Address _____

City/Town _____ State _____ Zip _____

Phone _____ .FAX _____

Email _____ Start Date _____

I have been working in the remodeling industry continuously for _____ years.

The appropriate Certification Fees are included:

Fee type	Member	Non-Member
Certification Fee (due on application)	\$599.00	\$799.00
VSG Program Delivery (due on application)	\$195.00	\$295.00
Total enclosed	\$794.00	\$1094

System requirement:

Telephone connection and

PC computer with internet connection, high speed preferred.

Please confirm receipt of this application and send Study Guide and applicable program materials.

I AM APPLYING FOR THE FOLLOWING DESIGNATION:

CKBR/CERTIFIED KITCHIN AND BATH REMODELER (Virtual Study Group)

CKBA/CERTIFIED KITCHEN AND BATH ASSOCIATE (Virtual Study Group)

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

Yes NO

Candidates Signature: _____

Study Group's Chapter: _____

Credit Card info.

Name on Card _____ Card Number _____

Card Expiration Date ____ Card Type MC, Visa, AMEX. Amount \$ _____

Card billing address (if different than above)

Street _____ City _____ State _____ Zip _____

Signature _____



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

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.



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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 & 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 & 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 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.

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: _____