



NARI
Certified Remodeling Project Manager (CRPM)
APPLICATION

This application is the first step in earning the Certified Remodeling Project Manager (CRPM) 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 Headquarter office 30 days prior to your scheduled exam.

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

MAIL: NARI
P.O Box 4250
Des Plaines, IL 60016

FAX: (847) 298-9225

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

There is not a membership requirement to apply for the CRPM exam. Both NARI members and non-members will be evaluated equally on the application and subsequent examination. The CRPM 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 CRPM exam within the next 24 months
- Section 1: Applicant Information** - I have completed all applicant information and have noted where I would like CRPM 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 project management or are currently enrolled in NARI's Certified Remodeling Project Manager prep course/study group .
- 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.

Certified Professional
NARI[®]



NARI

Certified Remodeling Project Manager (CRPM)

APPLICATION

Definition of Remodeling Project manager: A remodeling project manager who applies proven project management techniques and processes to the residential remodeling project's construction process.

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 CRPM certification exam, candidates must have been in the remodeling industry for a minimum of **5 years**. Candidates must have completed a minimum of **16 hours** of project management related education or are currently enrolled in NARI's Certified Remodeling Project Manager prep course/study group.

Certification Renewal: Certifications are renewed annually. Renewals currently require the attainment of 10 hours of industry related continuing education, participation in chapter/community service projects, 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 _____

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: _____

Number of years in the remodeling industry _____

Number of years as a remodeling project manager _____

*All fees must accompany the application. This fee includes a \$125 non-refundable process fee. Certification fees, less the non-refundable processing fee, will be refunded only if your application does not meet the eligibility requirements for CRPM candidacy. Candidates must complete the initial examination once within the next 24 months. Subsequent examinations are subject to additional testing fees. (Limit of two re-tests within 2 years of original application date).





NARI
Certified Remodeling Project Manager (CRPM)
APPLICATION

SECTION 2 – PAYMENT INFORMATION:

All fees must accompany the application. The certification fees are listed below. These fees include a \$125 non-refundable processing fee. Certification fees, less the non-refundable processing fee, will be refunded only if your application does not meet the eligibility requirements for CRPM. The certification fee includes the cost to take the initial examination once within the next 24 months. Subsequent examinations are subject to additional testing fees. (Limit of two re-tests within 2 years of original application date).

Program- Select one of the following	Member	Non-Member
<input type="checkbox"/> NARI Web-based CRPM prep course and certification enrollment *By checking this box I understand that I am participating in NARI's CRPM Prep course and will become certified only after successfully passing the Certified Remodeling Project Manager Exam. Course start date: _____	\$820	\$1,120
<input type="checkbox"/> Certified Remodeling Project Manager (CRPM) *By checking this box I understand that I am only participating in NARI's Certified Remodeling Project Manager Certification and will be preparing either on my own or at a chapter lead study group and will become certified only after successfully passing the Certified Remodeling Project Manager Exam. I also understand that I will receive study materials.	\$495	\$695

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 Remodeling Project Manager (CRPM)
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 green remodeling. Items should include but do not limit to: building science, indoor air quality, material reuse/recycle, etc. Please be as clear and concise as possible. Attach a separate sheet of paper if necessary.

B. FORMAL EDUCATION: You are required to have at least **16 hours** of education related to project management or currently enrolled in NARI's CRPM prep course/study group. This can take place as part of college courses, chapter or local association programs, online or teleseminar programs, or programs taken at trade shows.

<u>Project Management Related Education</u>				<u>Credits/Degree</u>
<u>Dates</u>	<u>School</u>	<u>Major & Degrees</u>	<u>Semester Hours</u>	<u>Earned</u>





NARI
Certified Remodeling Project Manager (CRPM)
APPLICATION

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>

General 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>

C. CONTINUING EDUCATION: Please list classes and workshops attended within the last 5 years

<u>Program Title</u>	<u>Dates</u>	<u>Hours</u>
----------------------	--------------	--------------

D. OTHER CERTIFICATIONS IN THE PROJECT MANAGEMENT OR REMODELING FIELD: Includes NARI and others.

<u>Association</u>	<u>Certification</u>	<u>Date Attained</u>	<u>Current Through</u>
--------------------	----------------------	----------------------	------------------------





NARI
Certified Remodeling Project Manager (CRPM)
APPLICATION

SECTION 4 – PROFESSIONAL EXPERIENCE: List at least 5 years of employment history. Include tasks associated with project management as well as general remodeling. Attach a separate sheet of paper if necessary. This information must document your required 5 years in the remodeling industry.

Current Employer _____ Position _____ Dates _____
Description of duties _____

Previous Employer _____ Position _____ Dates _____
Description of duties _____

Previous Employer _____ Position _____ Dates _____
Description of duties _____



NARI
Certified Remodeling Project Manager (CRPM)
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 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 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 Standard 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 or 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 at 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 Project Manager. If I am certified, I authorize NARI to include my name in a list of certified individuals and agree to use the CRPM 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: _____

Certified Professional
NARI[®]