



Certification Board
Presents
Green Certified Professional
(GCP) Program Guide
and
Application



NARI Green Certified Professional Program Guide

Welcome, and congratulations on taking the first step toward earning the Green Certified Professional (GCP) designation. The National Association of the Remodeling Industry (NARI) has established the Green Certified Professional (GCP) designation to promote the highest standards of green remodeling through credentialing of remodeling professionals. By choosing to review this handbook, you have taken the first step toward joining those who will distinguish themselves by earning the GCP.

This handbook summarizes key aspects of the GCP program, and is intended to help you understand the process of certification and recertification when the time comes. The handbook is a useful reference as you:

- Make your decision whether to pursue the GCP
- Develop your course of study to meet the eligibility requirements of the GCP
- Complete the GCP application
- Seek to maintain (or provide yourself another opportunity to earn) the GCP

The GCP program continues to evolve and be refined as the green remodeling industry matures and building science continues to develop. No single printed document can address every potential question, process, policy detail, or future change. You are encouraged to use this handbook as a supplement to the program information provided on the GCP program web site as well as information provided by NARI's certification staff, who may be contacted at 847 298-9200 or certification@nari.org.

NARI and the NARI Certification Board would like to thank TOTO for their support in developing this certification. TOTO's support has made this very difficult project a reality and has enable NARI to provide a top quality certification designation to remodeling professionals that have been doing it green.

TOTO is the world's largest plumbing fixture manufacturer. A core part of TOTO's global corporate philosophy is to make a contribution to society while at the same time protecting the earth's precious natural resources, especially water. TOTO is vitally involved in advocacy efforts to maximize water efficiency in residential and commercial buildings. As a member of the United States Green Building Council's (USGBC) Water Efficiency Technology Advisory Group, TOTO advises the USGBC on water efficiency issues within its Leadership in Energy and Environmental Design (LEED) green building rating system. A TOTO representative sits on the board of directors of the Alliance for Water Efficiency, a clearinghouse organization started with a grant from the US Environmental Protection Agency overseeing water efficiency issues across the country. TOTO water efficiency specialists were active in an advisory capacity in helping the US EPA to establish plumbing fixture performance testing protocol in its new

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WaterSenseSM water efficiency program. As a result, in part, of its efforts to encourage water efficiency through its water efficient high performance plumbing products and its manufacturing practices, TOTO USA, Inc. in late 2006 earned the first-ever Water Efficiency Leader Industry Award from the US EPA for demonstrating an ethic of water efficiency. TOTO is proud to support and contribute to the efforts of NARI members to create sustainable remodeling and building projects. www.totousa.com

The NARI Certification Board would also like to thank the Green Certification Development Committee for their diligent work in perfecting this program. The committee, lead by Chris Donatelli, CR, CKBR, CLC, worked long hours in establishing the standards and developing the exam for this program. Great Job!

The NARI Certification Board

The NARI Certification Board, the certifying agency of the National Association of the Remodeling Industry, is responsible for the governance of the GCP program, and all policy and standards related to the GCP designation. This program is administered by the NARI staff, which implements the policies. This structure allows the NARI Certification Board to maintain integrity concerning policy matters related to certification.

The NARI Certification Board issues certifications to individuals who successfully meet its standards. These individuals may present themselves to the public as Green Certified Professionals.

The 2010 to 2011 NARI Certification Board

Chair

Art Donnelly, CR, CKBR
Legacy Builders & Remodelers Corp.
Mount Sinai, NY

Kevin Anundson, CR, CKBR
The OAR Group
Elm Grove, WI

Diane Ausavich, CR
Carl Krueger Construction
Milwaukee, WI

H. Dale Contant, CR
Atlanta Design Build
Marietta, GA

Judy Mozen, CR
Handcrafted Homes, Inc.
Roswell, GA

Sonia Santos, CR
Don Van Cura Construction, Inc.
Chicago, IL

Anthony Tripp, CR, CKBR, CLC
Tripp Builders, Inc
Chicago, IL

What is the purpose of the GCP designation?

The purpose of the GCP certification program is to:

- Establish the body of knowledge for Green Remodeling Professionals
- Assess the level of knowledge demonstrated by Green Remodeling Professionals in a valid and reliable manner
- Encourage professional growth in the field of green remodeling
- Formally recognize individuals who meet the requirements set by the NARI Certification Board
- Serve the public by encouraging quality green remodeling practices

The NARI Certification Board, with assistance and advice from professionals in relevant fields, has attempted to develop a credential that will recognize an accepted level of expertise in the profession with the goal of improving professional standards in green remodeling; however, no certification program can guarantee professional competence. In addition, given the frequent changes in recommended practice and technology, the NARI Certification Board cannot warrant that the test materials will, at all times, reflect the most current state of the art. The NARI Certification Board welcomes constructive comments and suggestions from the public and profession.

What are the benefits of certification?

<p>The benefits of certification for green remodeling professionals include:</p> <ul style="list-style-type: none">• Verification of your knowledge by an independent organization – a way to prove that you have the knowledge needed for the job• Professional growth and development• Enhanced job opportunities	<p>The benefits of certification for employers include:</p> <ul style="list-style-type: none">• Increased productivity• Less training time needed to bring employees “up to speed”• Competitive advantage in promoting services to clients
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GETTING READY FOR THE TEST

Who can take the test?

You are eligible to sit for the GCP exam if you meet the following requirements:

- Are employed by or own a firm engaged in commercial or residential green remodeling or a firm that is supporting the green remodeling industry
- Have a minimum of five years continuous full time experience in the remodeling industry
- Have completed 16 hours of education addressing green or sustaining building and/or remodeling principles within the last five (5) years or be enrolled in NARI's Green Remodeling course.
- Sign an attestation to uphold NARI's Code of Ethics

All experience must be completed at the time the application is submitted.

How much does it cost?

The certification fee of \$650 (\$550 without study materials) for a NARI member/\$850 (\$750 without study materials) for nonmembers must accompany the application. The GCP application documents your qualifying experience, technical competence, professional development activities, and attestation to uphold NARI's Code of Ethics. All experience and coursework must be completed at the time the application is submitted, which is generally one month prior to the exam date.

A nonrefundable fee of \$125 is included in the application fee. This \$125 charge is incurred upon receipt of your application by NARI. If for some reason you fail to meet the eligibility requirements at the time of application, your application and documentation will be returned to you. Your fee will be refunded, less the \$125 nonrefundable portion.

How do I apply?

You must complete the current Green Certified Professional application for the GCP program. You should allow at least ten (10) days for delivery if using first class mail. Applications received less than 30 days before your scheduled exam will be rejected and your fee will be refunded less the \$125 nonrefundable portion.

When your application has been reviewed and accepted, you will receive an acknowledgement and your name will be entered on the roster of eligible candidates. Successful applicants are qualified to take the exam once during the next 24 months. If unsuccessful on the first attempt, subsequent examinations

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take within this 2-year window are subject to a retest fee of \$50 per test. If you are not successful at passing the exam within two (2) years of your application date and wish to sit for the exam you will be required to resubmit an application and required certification fee in effect at the time of reapplication.

When and where is the test given?

The GCP exam is typically conducted yearly at participating NARI Chapters. Depending on demand and availability, tests may be given in conjunction with the Remodeling Show, which is typically held each October, and the JLC Live trade shows held regionally. Chapters and trade shows may charge a proctor fee to administer the exam. Visit www.nari.org/certify for the latest information on test locations. Please note that all examination sites are subject to the availability of facilities and minimum enrollment numbers.

How are special testing arrangements made?

The NARI Certification Board will make reasonable efforts to accommodate eligible candidates, who provide documented evidence of their disability or need for special arrangements, with auxiliary aids, and services that do not present an undue burden to the NARI Certification Board and do not fundamentally alter the measurement of the knowledge the exam is intended to test. If you require special testing arrangements, formal written requests and documentation are required. Documentation should be in the form of a letter on the official letterhead of a licensed or certified professional qualified to diagnose and treat special conditions. A description of the special accommodation(s) requested should be included. Your request, with the documentation, will be reviewed to determine if the accommodation will be granted. If approved, you and your exam proctor will be notified.

What is the format for the test?

The exam is offered in a single, four-hour session. The test will have between 170 and 200 multiple-choice questions. Each question will have four or five options or choices, only one of which is the correct or best answer. You will be asked to select the correct or best answer from these options. You will take the exam in one 4-hour period.

What do I need to know for the test?

The exam content outline organizes the knowledge and tasks deemed essential to green remodeling into fifteen areas.

The GCP exam content outline.

The composition of the exam is guided by research on the job tasks performed and knowledge needed by green remodelers.

On the following pages list the exam sections and the approximate percentage of the exam devoted to each one.

Building Science

14 to 16%

- Define the term “Building Science” as it relates to Green Remodeling.
- Define the terms associated with building science.
- Describe what is important to the homeowner in terms of building science and its application.
- Describe the flows of heat, air, and moisture through the home and the various methods used to control them.
- Describe what is meant by the phrase “the house as a system” as it relates to the evaluation of prospective remodeling projects.
- Describe the major climate zones in the United States and the factors used to define each.
- Describe the environment’s impact on the home and its occupants for their climate zone.
- Determine the appropriate building practices based on climate zone.
- Describe the trade-offs in getting the biggest bang for your clients’ remodeling buck.
- Describe the process of “testing in/testing out” as it relates to building science and remodeling projects.

Indoor Air Quality

11 to 13%

- Describe the various chemicals present in the indoor environment and the hazards they may represent.
- Describe the methods used to reduce harmful chemicals as part of the remodeling project.
- Identify the IAQ issues presented by various building products common in remodeling projects.
- Identify the IAQ hazards presented by an attached garage and describe the processes used to reduce them.
- Describe the common health effects of mold.
- Describe the processes that can reduce or eliminate mold.
- Describe the sources of moisture failures.
- Describe the process used during remodeling to minimize the IAQ issues at the completion of the remodeling project.

Deconstruction vs. Demolition

2 to 3%

- Define deconstruction
- Explain the benefits of deconstruction
- Explain how to reduce waste on site
- Describe the steps for preparing to salvage a job site
- Give examples on how and what can be reused and recycled
- Explain when not to reuse materials

Foundations

2 to 3%

- Describe the design considerations required of foundations and basements including:
 - Insulation requirements
 - Moisture control
 - Radon control
 - Seal vs. ventilation of crawl spaces
- Describe the measures that should be used to minimize foundation cracking.
- List and describe the use of materials that are environmentally friendly and can be used in concrete foundations.
- Describe the maintenance actions that will enhance the long-term sustainability of foundations and basements.

Framing

11 to 13%

- Describe the design consideration/techniques that may be employed to reduce the amount of wood used to build a structure including the pros and cons of each.
- Describe the relationship between wood reduction and increased insulation
- Describe the on-site actions that can be employed to reduce the amount of waste sent to the landfill, including the following:
 - Re-claim lumber for non-structural members
 - Recycle waste
 - Measure twice, cut once
- Describe the actions that impact the comfort of the home over the long term including:
 - Sealing sills at all exterior walls
 - Seal all penetration through framing
 - Spray framing with Borate for pest control

Roofing

2 to 3%

- Describe the green roofing products available to the remodeler in designing and building roof systems including:
 - Recyclable roofing products
 - Cool roofs
 - Fiber cement roofing products
 - Green roofs (live roof products)
 - Radiant barrier sheathing
- Describe the factors that impact roof durability
- Describe the factors that must be considered when adding or using the following to a roof system:
 - Photovoltaic
 - Solar water heater
- Describe attic ventilation requirements required by code
- Describe the safety precautions that must be followed when roofing.
- Describe the on-site actions that can be employed to ensure the sustainability of the roof system.

Insulation

6 to 8%

- Define the terms associated with insulation and the insulating process
- List the various types of insulation products and compare their relative merits based on insulating ability, product application, and environmental impact.
- Describe the factors that should be considered when evaluating the environmental impact of insulation products.
- Describe the impact air leakage has on the efficiency of insulation.
- Describe the method used to prevent or correct air leakage issues.
- Describe the actions taken during remodeling that will reduce or eliminate air leakage.

Heating, Ventilation, and Air Conditioning (HVAC)

6 to 8%

- Define the terms SEER and AFU.
- Describe the various HVAC systems and the positive/negative environmental impacts of each.
- Discuss the environmental cost of low efficiency HVAC systems.
- Determine the life cycle cost of HVAC equipment in relation to upgrading from low efficiency to high efficiency systems.
- Discuss the importance of proper ventilation duct design and installation
- Explain the importance of providing adequate make-up air to combustion equipment.
- Describe the benefits of sealed combustion units.

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- Explain the proper venting for ranges, range hoods, and bathroom fans.
- Describe the actions required to maintain the operations of high efficiency HVAC equipment.
- GeoThermal why's and how's

Electrical

2 to 4%

- Describe the return on investment that the client may see by converting to energy efficient products.
- Describe the techniques used to exploit daylight in lighting the house.
- Describe the optimum products used for electrical lighting and lighting control and compare and contrast the options.
- Explain how Energy Star rated appliances can help conserve energy.
- Describe the various on-site processes that can be employed to ensure optimum energy savings.

Renewable Energy

8 to 12%

- Describe the design issues related to renewable energy and green remodeling.
- Explain the basic concepts of passive solar heating and cooling and how to incorporate into the remodeling project
- Select the proper window based on the project's orientation, expected heating and cooling loads, and any other pertinent information.
- Select the appropriate roof overhang based on project location, orientation, and desired passive solar heating/cooling effects.
- Describe the rating system used on most windows (NFRC) and discuss the importance of an Energy Star rating.
- Describe the design consideration of installing a solar system (active and passive) as part of a Green Remodeling Project.
- Describe the on-site considerations used when constructing a Green Remodeling project that contains either a passive or active solar energy system.
- Describe the maintenance and sustainability issues that must be considered as a part of an active or passive solar energy system.

Appliances

4 to 6%

- Describe the impact that appliances have on the overall energy and water use of the house.
- Compare and contrast Energy Star rated appliances with non-Energy Star rated appliances, including initial cost, environmental impact, and life cycle costs.
- Compare and contrast horizontal-axis vs. vertical-axis washing machines.
- Discuss the expected benefits of a central vacuum system.

Plumbing

4 to 6%

- Discuss the environmental issues related to water, its overuse, and its contamination.
- Distinguish between high performance plumbing fixtures and those that are not through the use of objective third party testing and reports.
- List the alternatives to copper piping used for the water supply system and DWV systems.
- Describe the design considerations that should be applied to the plumbing systems of a Green Remodeling project.
- Describe the processes and techniques that must be applied when installing the plumbing systems of a Green Remodeling project.
- Describe the maintenance and sustainable features that should be part of the plumbing system of every Green Remodeling Project.
- Explain hot water delivery system design.

Exterior Finishes

4 to 6%

- Describe the design considerations to employ when selecting or specifying exterior finishes for a Green remodeling project.
- Compare and contrast the various materials available for use as an exterior finish, including environmental impact, sustainability, and initial cost vs. long-term costs.
- Describe the construction procedures that should be followed when installing exterior finishes and siding on a Green remodeling project.
- Describe the maintenance and sustainability features that should be part of the exterior of every Green Remodeling project.
- Discuss the drainage plan.

Interior Materials/Finishes

2 to 4%

- Describe the environmental impact of interior materials and finishes associated with a typical remodeling project.
- List the Green Products that may be used for flooring on a Green Remodeling project.
- Describe the strategies that should be employed when designing and constructing the interior of a Green Remodeling project. Include as a minimum the following:
 - Use of Formaldehyde-free materials
 - Floor materials
 - Cabinets and finishes
 - Paints and wood finishes
 - Adhesives
- Discuss moisture resistant materials used in wet and damp areas.

Exterior Site Development (Landscape)

4 to 6%

- Describe the design considerations to be employed when integrating landscaping into a Green Remodeling Project including discussions of:
 - Saving energy
 - Saving water
 - Considering the four seasons
 - Work site considerations
 - Describe the job site process/procedures that can be employed to recycle construction and demolition waste.
 - Describe the benefits of recycling construction and demolition waste on the environment and money saved.
 - Describe the process/procedures required to maintain the landscape in an environmentally friendly way.

Marketing

2 to 4%

- Integrate Green Remodeling into your current marketing activities.
- Describe the “Talking Points” that can be used when describing Green Remodeling to your clients.
- Define your target market for Green Remodeling.

How do I prepare for the test?

The NARI Certification Board offers the following suggestions for preparing for the test:

Review the test content outline and ask yourself the following questions:

- Do I have a good understanding of the content area?
- Do I use from knowledge this area regularly at work?

Plan your studying based on your answers to these questions. For example, for content areas of which you have a good understanding and use every day, you may only need to do a quick review to prepare for the test, whereas for areas with which you are less familiar, you may decide that you need more in-depth study or training before taking the test.

When planning your studying, you should also think about what percentage of the test questions will cover each major content area. If you are not very familiar with content area that will comprise a significant proportion of the exam, you probably should spend some additional time studying that area.

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Decide which resources will better help you prepare for the test. The references listed in the authoritative literature below may be helpful when you are reviewing the content areas included on the test.

You may choose to study on your own or you may decide to join a study group at your local chapter to gain a better understanding of one or more content areas.

The GCP Authoritative Literature

The following is the GCP Authoritative Literature, a list of references that may be helpful in review for the test. The list is intended for use as a study aid only. The NARI Certification Board does not intend the list to imply endorsement of these specific references, nor are the test questions necessarily limited to these sources. The NARI Certification Board reviews the Authoritative Literature on a biannual basis. This list was updated in January 2007.

Green Certified Professional (GCP) References by Knowledge Area

General References: as appropriate to your climate

- *Builders Guide to Hot-Humid Climates* by Joseph Lstiburek
- *Builders Guide to Hot-Dry & Mixed-Dry Climates* by Joseph Lstiburek
- *Builders Guide to Mixed-Humid Climates* by Joseph Lstiburek
- *Builders Guide to Cold Climates* by Joseph Lstiburek

Building Science

- *Green Remodeling: Changing the World One Room at a Time*, by David Johnston and Kim Master; Chapter 4
- *Residential Energy*, by John Krigger and Chris Dorsi; Chapter 1. to page 40, Chapter 2. pages 49-53, 56-65, 67-72, Chapter 3. all and Chapter 10. pages 239-244
- *REGREEN Residential Remodeling Guidelines*. ASID and USGBC
Strategies AE51 thru 54 and 63, 64, 66, and 68
Project – Home Performance pages 31 thru 36

Indoor Air Quality

- *Green Remodeling: Changing the World One Room at a Time*, by David Johnston and Kim Master; Pages 111-128 and Chapter 16
- *Residential Energy*, by John Krigger and Chris Dorsi; Chapter 6 pages 146-151, and Chapter 10 pages 235-239, 244-250
- *REGREEN Residential Remodeling Guidelines*. ASID and USGBC
Strategies: EA 51 thru 54, 63, 64, 66, and 68
Project – Home Performance pages 31 thru 36

Deconstruction vs. Demolition

- *Green Remodeling – Changing the World One Room at a Time*, by David Johnston and Kim Master; Pages 17-18, 96-97, 177-178
- *REGREEN Residential Remodeling Guidelines*. ASID and USGBC
Strategies: MR 107 thru 108, 133, 135, and 140 thru 142
Project – Gut Rehab pages 43 thru 48

Foundations

- *Green Remodeling: Changing the World One Room at a Time*, by David Johnston and Kim Master; Pages 185-189
- *REGREEN Residential Remodeling Guidelines*. ASID and USGBC
Strategies: IDP 19 thru 22, AE 47, ME 114, 115 and IEQ 163, 164
Project – Major Addition pages 37 thru 42

Framing

- *Green Remodeling – Changing the World One Room at a Time*, by David Johnston and Kim Master; Pages 98-106 and Chapter 9
- *REGREEN Residential Remodeling Guidelines*. ASID and USGBC
Strategies: MR 107, 116, 118, 121, and 128
Project – Major Addition pages 37 thru 42

Roofing

- *Green Remodeling: Changing the World One Room at a Time*, by David Johnston and Kim Master; Chapter 11
- *REGREEN Residential Remodeling Guidelines*. ASID and USGBC
Strategies: IDP 27, EA 61, 100, 101, 102, and MR 120
- DOE Fact sheet- [Radiant Barriers](#)

Insulation

- *Green Remodeling: Changing the World One Room at a Time*-by David Johnston and Kim Master; Pages 120-121 and Chapter 14
- *Residential Energy*, by John Krigger and Chris Dorsi; Chapter 4 all
- *REGREEN Residential Remodeling Guidelines*. ASID and USGBC
Strategies: IDP 2, 3, 24, 25, EA 45, 47, 49, 50, 55, and MR 117
Project – Deep Energy Retrofit pages 49 thru 54

Heating, Ventilation, and Air Conditioning (HVAC)

- *Green Remodeling: Changing the World One Room at a Time*, by David Johnston and Kim Master; Pages 111-128 and Chapter 16
- *Residential Energy*, by John Krigger and Chris Dorsi; Chapter 6 and Chapter 8
- *REGREEN Residential Remodeling Guidelines*. ASID and USGBC
Strategies: IDP 3, 5, AE 48, 63 thru 76, IEQ 166 thru 174
Project – Gut Rehab pages 43 thru 48

Electrical

- *Green Remodeling: Changing the World One Room at a Time*, by David Johnston and Kim Master; Chapter 13
- *REGREEN Residential Remodeling Guidelines*. ASID and USGBC
Strategies: EA 83 thru 90 and 98 thru 102, MR 121, and IEQ 177, 178
Project – Living and Working pages 19 thru 24

Renewable Energy

- *Green Remodeling: Changing the World One Room at a Time*, by David Johnston and Kim Master; Chapter 5 and Chapter 15
- *REGREEN Residential Remodeling Guidelines*. ASID and USGBC
Strategies: IDP 3, SS 30, 31, 36, EA 45, 48, 56, 58 thru 62, 88, 98, 100, 101, and 102
Project – Deep Energy Retrofit pages 49 thru 54
- *Residential Energy* by John Krigger and Chris Dorsi
Chapter 5 and page 281

Appliances

- *Green Remodeling: Changing the World One Room at a Time*, by David Johnston and Kim Master; Page 145 and Chapter 18
- *REGREEN Residential Remodeling Guidelines*. ASID and USGBC
Strategies: EA 92 thru 99
Project – Kitchen pages 3 thru 6
- *Residential Energy* by John Krigger and Chris Dorsi
Chapter 7 and 9 and pages 91 thru 195

Plumbing

- *Green Remodeling: Changing the World One Room at a Time*, by David Johnston and Kim Master; Pages 106-111, 135-136, and 142-143, and Chapter 12
- *REGREEN Residential Remodeling Guidelines*. ASID and USGBC
Strategies: IDP 6, 7, WE 41 thru 44, EA 77 thru 82, MR 122 thru 125, and IEQ 175, 176
Project – Bathroom pages 7 thru 12
- *Residential Energy* by John Krigger and Chris Dorsi
Chapter 9

Exterior Finishes

- *Green Remodeling: Changing the World One Room at a Time*, by David Johnston and Kim Master; Chapter 10
- *REGREEN Residential Remodeling Guidelines*. ASID and USGBC
Strategies: IDP 1, 6, 9, EA 62, ME 118, 119, 130

Interior Materials/Finishes

- *Green Remodeling: Changing the World One Room at a Time*, by David Johnston and Kim Master; Pages 119-127, and Chapter 19
- *REGREEN Residential Remodeling Guidelines*. ASID and USGBC
Strategies: IDP 6, WE 41 thru 44, MR 119, 121, 126 thru 1154, IEQ 179 thru 187
Project – Bead Room Remodel pages 13 thru 18

Exterior Site Development (Landscape)

- *Green Remodeling: Changing the World One Room at a Time*, by David Johnston and Kim Master; Pages 106-110 and Chapter 7
- *REGREEN Residential Remodeling Guidelines*. ASID and USGBC
Strategies: IDP 6, 7, 9, 13 thru 18, SS 29 thru 39, WE 40, MR 109 thru 113, 154
Project – Outdoor Living pages 55 thru 60

TAKING THE TEST

What are the requirements during the test?

You should arrive at the testing site approximately thirty (30) minutes to one (1) hour prior to the test to allow sufficient time for you to check-in and locate your seat. Late arrivals cannot be admitted to the test. Be prepared to provide a photo ID to the test administrator as part of the registration process.

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You may not use devices with memory capabilities. Audible beepers, cellular phones, books, or papers will not be allowed in the testing room. Note taking is prohibited during the test. Paper for conducting calculations will be provided by the test administrator and will be collected at the completion of the exam period.

Unauthorized visitors will not be allowed at the test site. Observers approved by the NARI Certification Board may, however, be present during the testing session.

Only water will be allowed in the testing room. All other materials, food, and beverages are prohibited.

Before you take the exam, you will be asked to sign the following statement: "Due to the confidential nature of this test, I agree that I will not copy or retain test questions or transmit them in any form to any other person or organization." If you do not sign this statement, you will be dismissed from the testing center or your test results may be invalidated. The theft or attempted theft of the test or copying or disclosure of test questions is punishable by law.

Sample Examination Questions

The GCP examination is a knowledge-based, paper-and-pencil examination consisting of between 170 and 200 multiple-choice questions administered in a single four-hour period. The following questions have been selected for inclusion in candidate materials as sample questions. While these sample questions are intended to give candidates a better sense of the GCP questions, the actual examination may include these and other similar types of questions in varying proportions. The answers to these sample questions are given on the last page of this handbook.

1. Energy Star qualified refrigerator models use _____ to improve energy efficiency.
 - 1) high efficiency compressors
 - 2) high efficiency refrigerate
 - 3) tighter door seals
 - 4) improved insulation
 - 5) more precise temperature and defrost mechanisms

- a. 1, 3, and 5
- b. 2, 4, and 5
- c. 2, 3, and 4
- d. 1, 4, and 5

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2. A mature evergreen wind break reduces wind by _____ and energy use in the house _____.
 - a. 10-50%, is reduced by 35%
 - b. 50%, is reduced by 10%-50%
 - c. 80%, is reduced by 55%
 - d. 50%, remains the same

3. Which of the following is an example of or defines heat transfer by **conduction**?
 - a. Heat transferred through solid objects and between objects touching one another.
 - b. Heat transferred by a moving fluid like air or water.
 - c. Heat that flies through space from one object to another

4. Remodeling projects can generate between _____ and _____ pounds of waste per square foot.
 - a. 3, 5
 - b. 50, 60
 - c. 70, 115
 - d. 90, 130

5. Using a motion sensing switch in a low use area _____.
 - a. is handy if your hands are full
 - b. has no impact on energy use
 - c. is very expensive in relation to the energy saved
 - d. is very effective in saving electricity

6. When building a deck, which of the following materials would be the greenest choice to use?
 - a. Local harvested lumber
 - b. FSC certified lumber
 - c. Post consumer composite decking
 - d. PVC decking

7. What type of concrete form material can be left in place after the foundation or wall has been placed?
 - a. Aluminum forms
 - b. Treated wood forms
 - c. Rigid foam insulated forms
 - d. Steel forms

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8. Metal studs contain up to _____ recycled content.
- 23%
 - 59%
 - 78%
 - 95%
9. A HEPA filter will eliminate which of the following?
- Gaseous toxins
 - Airborne particulates
 - Volatile organic compounds
 - Radon
10. Which of the following is the preferred product for use in sealing joints in duct work?
- Cloth tape
 - Fiberglass insulation
 - Duct tape
 - Mastic
11. Typical fiberglass insulation uses _____ to make the batt expand into wall cavities and contains tiny respirable _____ particles.
- phenol, fiber
 - urea, dust
 - formaldehyde, glass
 - carbon dioxide, glass
12. Your client desires a wood floor but wants to ensure the project remains true to green principles. Which of the following materials should be recommended?
- Bamboo
 - Cork
 - Poplar
 - FSC-certified oak
 - Non-certified mahogany
- 1, 2, and 4
 - 2, 3, and 5
 - 3, 4, and 4
 - 1, 3, and 4
13. Replacing a showerhead with a low flow showerhead can save about _____ per year depending on where the home is located.
- \$5 - \$10
 - \$40 - \$50
 - \$100 - \$200
 - \$150 - \$300

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14. A thermal chimney employs _____ to draw air out of a building.
 - a. convective currents
 - b. conductive currents
 - c. cold air flow
 - d. warm air flow

15. For a radiant barrier to be effective there must be _____ between the roof deck and the surface of the barrier.
 - a. 2 inches
 - b. 6 inches
 - c. 1 foot
 - d. 2 feet

What information will I receive about my score?

The test is designed to distinguish those who have the basic level of knowledge from those who do not. There is no evidence that someone who receives a very high score on the test will perform significantly better on the job than someone whose score falls exactly at the passing point. Therefore, if you pass the test, you will be informed only that you have successfully completed the credentialing process. You will NOT be notified of your actual score. Your completed exam will not be returned to you for review or comment.

If you do not achieve a passing score, you will be notified of your score and the minimum score required to pass, and will receive a diagnostic report showing your performance in each content area. This information is provided to assist you in deciding whether to retake the test and how to plan your study efforts for future tests.

When will I receive my test results?

GCP test results will be mailed approximately four (4) weeks after the exam. You may elect to receive notification via e-mail by completing the appropriate form at the time you take the exam. To protect the confidentiality of your test score, no results will be given over the telephone. Results will not be released to any third party without your specific written permission. Forms will be available on the day of the exam or they may be requested from certification@nari.com.

Request for re-scoring

If you do not achieve a passing score on the exam, you may ask that your test be rescored to verify the reported score. Request must be in writing and must be accompanied by a payment in the amount of \$50, made payable to NARI. Request for hand scoring can be honored only up to 30 days after distribution of the results.

Retaking the test

There is a limit of two times that you may apply for and re-take the test within two years of your original examination date. If you do not succeed in passing the test by the second anniversary of your original examination date you will be required to submit a new application form, fees, and meet all eligibility requirements in effect at the time of the application. There is a \$50 fee each time you retake the GCP exam.

Appeals

Within 20 business days after announcement of the results of the GCP examination, unsuccessful candidates may file an appeal of their score with the NARI Certification Board on the basis of alleged inappropriate exam administration procedures or testing conditions severe enough to cause a major disruption of the examination process. No one other than the candidate may make the appeal. The NARI Certification Board shall respond to the candidate within 60 days of receiving the appeal.

Nondiscrimination policy

The NARI Certification Board does not discriminate against any person on the basis of age, gender, sexual orientation, race, religion, national origin, medical condition, physical disability, or marital status.

Answers to sample questions

1. D
2. B
3. A
4. C
5. D
6. C
7. C
8. D
9. B
10. D
11. C
12. A
13. B
14. A
15. A

NARI Green Certified Professional Program Guide



NARI GREEN CERTIFIED PROFESSIONAL (GCP) APPLICATION

This application is the first step in earning the Green Certified Professional (GCP) 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 30days prior to your scheduled exam.

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

MAIL: NARI

780 Lee St., Ste 200

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 GCP exam. Both NARI members and non-members will be evaluated equally on the application and subsequent examination. The GCP 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 GCP exam within the next 24 months
- Section 1: Applicant Information** - I have completed all applicant information and have noted where I would like GCP 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 Green Remodeling or are currently enrolled in NARI's Green Education Course.
- 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 GREEN CERTIFIED PROFESSIONAL (GCP) APPLICATION

Definition of Green Professional: A remodeling professional who considers sustainability in maximizing nature's resources and energy in an efficient and responsible manner in the conduct of their business.

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 GCP 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 green or sustainable remodeling/building related education or are currently enrolled in NARI's Green Remodeling Education Course.

Certification Renewal: Certifications are renewed annually. Renewals currently require the attainment of 10 hours of green or sustainable remodeling/building related continuing education, participation in chapter/community service projects, and the submission of the required fees.

SECTION 1 – APPLICANT INFORMATION

Date: _____

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: _____

3. Number of years in the remodeling industry _____

4. Number of years conducting green remodeling projects _____

Exam Date _____

Exam Location _____

Exam Proctor _____

*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 GCP 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 examination date).





NARI GREEN CERTIFIED PROFESSIONAL (GCP) APPLICATION

SECTION 2 – PAYMENT INFORMATION:

All fees must accompany the application. The certification fee are listed below. These fees 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 GCP candidacy. 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 Green Remodeling Course and Certification *By checking this box I understand that I am participating in NARI's Green Education Course and will become certified only after successfully passing the Green Certified Professional exam. Course start date: _____	\$1,045	\$1,245
<input type="checkbox"/> Green Certified Professional Certification *By checking this box I understand that I am only participating in NARI's Green Certified Professional Certification and will become certified only after successfully passing the Green Certified Professional exam. I also understand that I will receive study materials.	\$650	\$850
<input type="checkbox"/> Green Certified Professional Certification with no study materials *By checking this box I understand that I am only participating in NARI's Green Certified Professional Certification and will become certified only after successfully passing the Green Certified Professional exam. I also understand that I will NOT receive study materials.	\$550	\$750

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
GREEN CERTIFIED PROFESSIONAL (GCP)
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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 green or sustainable remodeling or currently enrolled in NARI's Green Remodeling Education Course. This can take place as part of college courses, chapter or local association programs, online or teleseminar programs, or programs taken at trade shows.

Green Remodeling or Building Related Education				Credits/Degree
<u>Dates</u>	<u>School</u>	<u>Major & Degrees</u>	<u>Semester Hours</u>	<u>Earned</u>





NARI GREEN CERTIFIED PROFESSIONAL (GCP) 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>
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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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NARI
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SECTION 4 – PROFESSIONAL EXPERIENCE: List at least 5 years of employment history. Include tasks associated with green remodeling 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 _____





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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.

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 Green Remodeling Professional. If I am certified, I authorize NARI to include my name in a list of certified individuals and agree to use the GCP 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: _____

