



Certification Board  
Presents  
Universal Design Certified  
Professional (UDCP)  
Program Guide  
and  
Application

Certified Professional  
**NARI**



## NARI Universal Design Certified Professional Program Guide

**Welcome**, and congratulations on taking the first step toward earning the Universal Design Certified Professional (UDCP) designation. The National Association of the Remodeling Industry (NARI) has established the Universal Design Certified Professional (UDCP) designation to promote the highest standards of universal design and 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 UDCP.

This handbook summarizes key aspects of the UDCP 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 UDCP
- Develop your course of study to meet the eligibility requirements of the UDCP
- Complete the UDCP application
- Seek to maintain (or provide yourself another opportunity to earn) the UDCP

The UDCP program continues to evolve and be refined as residential universal design is applied to the remodeling industry matures and 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 in NARI's Universal Remodeling Course as well as information provided by NARI's certification staff, who may be contacted at 847 298-9200 or [info@nari.org](mailto:info@nari.org).

The NARI Certification Board would also like to thank the Universal Design Certified Professional Development Committee for their diligent work in perfecting this program. The committee worked long hours toward establishing the standards and developing the exam for this program. Great Job!

# NARI Universal Design Certified Professional Program Guide

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Applicable as of July 1, 2011. All policies, procedures, and fees are subject to change.

## **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 UDCP program, and all policy and standards related to the UDCP 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 Universal Design Certified Professionals.

### **The 2011 to 2012 NARI Certification Board**

#### **Chair**

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

#### **Vice Chair**

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

Diane Ausavich, CR  
Carl Krueger Construction  
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Sonia Santos, CR  
Don Van Cura Construction, Inc.  
Chicago, IL

Nick Kress, CRA  
Standards of Excellence  
1200 Del Paso Rd Ste 150  
Sacramento, CA

John Price, CR,  
Artisan Construction & Design  
2949 Sunnyfield Dr  
Merced, CA

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**What is the purpose of the UDCP designation?**

The purpose of the UDCP certification program is to:

- Establish the body of knowledge for professional Universal Design Remodelers.
- Assess the level of knowledge demonstrated by Universal Design professionals in a valid and reliable manner
- Encourage professional growth in the field of Universal Design remodeling
- Formally recognize individuals who meet the requirements set by the NARI Certification Board
- Serve the public by encouraging quality Universal Design 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 universal 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 universal design remodeling professionals include:</p> <ul style="list-style-type: none"><li>• Verification of your knowledge by an independent organization – a way to prove that you have the knowledge needed for the job</li><li>• Professional growth and development</li><li>• Enhanced job opportunities</li></ul>	<p>The benefits of certification for employers include:</p> <ul style="list-style-type: none"><li>• Increased productivity</li><li>• Less training time needed to bring employees “up to speed”</li><li>• Ability to display an understanding of client’s current and future needs</li><li>• Competitive advantage in promoting services to clients</li></ul>
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## **GETTING READY FOR THE TEST**

### **Who can take the test?**

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

- Are employed by or own a firm engaged in commercial or residential universal design and/or remodeling or a firm that is supporting the universal design and remodeling industry
- Have a minimum of five years continuous full time experience in the remodeling industry
- Have completed 8 hours of education addressing universal design or universal remodeling principles within the last five (5) years or be enrolled in NARI's Universal 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?**

A fee of \$299 (\$249 without study materials) for NARI members and \$399 (\$349 without study materials) for nonmembers must accompany the application. The UDCP 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 prior to time the exam is taken.

A nonrefundable fee of \$100 is included in the application fee. This \$100 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 \$100 nonrefundable portion.

### **How do I apply?**

You must complete the current Universal Design Certified Professional application for the UDCP program. You should allow at least ten (10) days for delivery if using first class mail. Applications received less than 45 days before your scheduled exam will be rejected and your fee will be refunded less the \$100 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 taken 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 UDCP 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](http://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 60 and 90 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 90-minute period.

**What do I need to know for the test?**

The exam content outline organizes the knowledge and tasks deemed essential to universal design and remodeling into seven areas.

### **The UDCP exam content outline**

The composition of the exam is guided by research on the job tasks performed and knowledge needed by remodelers conducting projects that contain universal design principles.

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

- A. Universal Design Fundamentals** **15 to 18%**
1. Describe and explain the concepts and principles of Universal Design and how it relates to Universal Remodeling.
  2. Explain the common definitions of terms used in Universal Design discussions.
  3. Compare the costs of remodeling using Universal Design vs. moving to a retirement community.
  4. Understand the language and theories of Universal Design as it relates to Universal Remodeling.
  5. Describe the differences between model building codes and Americans With Disabilities Act (ADA).
  6. Describe the target client and explain who may benefit from Universal Remodeling.
- B. Client Needs assessments** **10 to 12%**
1. Describe the key components of a client interview required to determine the appropriate Universal Design applications in remodeling.
  2. Conduct a professional client interview including a home audit and specify the appropriate Universal Design application.
  3. Describe who Universal Design specialists are and when to bring them to bear on your project.
  4. Identify and describe the various external support systems that should be in place to assist the client in maintaining quality of life.
- C. Design** **28 to 32%**
1. Identify the basic requirements of kitchen, bathroom, and common living areas related to Universal Design and Universal Remodeling.
  2. Describe the principles of using color and texture beyond aesthetic purposes.
  3. Describe the advantage of installing alternative cabinets and accessories for easier use and safety.
  4. Select appropriate materials to address issues in home flooring and modify them for safety and comfort.

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5. Describe and apply new technologies in kitchen and bathroom fixtures to make homes more appealing and functional.
6. Describe the techniques that will allow for future modifications and support enhanced resale value.

### **D. Construction Techniques** **10 to 12 %**

1. Describe the concepts of Universal Remodeling construction techniques used in kitchens, baths, living areas, and areas of special interest.
2. Describe installation of safe entrances into showers, tubs, and modify for no step thresholds.
3. Describe the requirement to use specialty appliances to increase safety.
4. Describe the installation procedures for handrails, elevators, and other forms of mobility.
5. Specify low maintenance building materials for ease of use and upkeep by clients.
6. Describe and specify the installation of different forms of access and egress that are easy to use.
7. Describe common sense construction principles used in Universal Remodeling.

### **E. Electrical Systems** **10 to 12%**

1. Recognize the proper placement of electrical devices to meet Universal Design requirements during the construction process.
2. Use the appropriate terminology to identify electrical devices and smart technology systems applicable to universal design.
3. Describe the application of appropriate lighting for interior and exterior living spaces.
4. Identify assistive technology as it applies to universal design.
5. Describe the guidelines used to design lighting systems to universal design standards.
6. Describe the Universal Design technologies that are used in support of communication in and around the home.

### **F. Plumbing Systems** **18 to 22%**

1. Describe basic plumbing fixtures typically used in Universal Design applications.
2. Explain the different installation options used in barrier free shower installations.

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3. Become familiar with the various products used in accessible shower construction.

### **G. Exterior Universal Design Considerations** **1 to 2%**

1. Describe the various landscaping options in support of universal design.
2. Identify the techniques used to apply Universal Design to the home's exterior entries.

### **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 knowledge from this area regularly at work?

Plan 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 a content area that will comprise a significant proportion of the exam, you should spend some additional time studying that area.

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 UDCP Authoritative Literature**

The following is the UDCP 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 August 2009.

## Universal Design and Remodeling References by Knowledge Area

### General References

- Universal Design for the Home, Wendy Jordan, Quarry books
- Residential Remodeling and Universal Design, HUD, <http://www.huduser.org/Publications/PDF/remodel.pdf>
- ANSI Standard: Accessible and Usable Building and Facilities ANSI A117.1-2003

### A. Universal Design Fundamentals

- Residential Rehabilitation, Remodeling and Universal Design, The Center for Universal Design, [http://www.design.ncsu.edu/cud/pubs\\_p/docs/residential\\_remodelinl.pdf](http://www.design.ncsu.edu/cud/pubs_p/docs/residential_remodelinl.pdf)
- Principles of Universal Design, The Center for Universal Design [http://www.design.ncsu.edu/cud/about\\_ud/udprinciples.htm](http://www.design.ncsu.edu/cud/about_ud/udprinciples.htm)
- ANSI Standard: Accessible and Usable Building and Facilities ANSI A117.1-2003

### B. Client Needs assessments

- Fixing to Stay: A National Survey on Housing and Home Modification Issues, [http://assets.aarp.org/rqcenter/il/home\\_mod.pdf](http://assets.aarp.org/rqcenter/il/home_mod.pdf)
- Disability Etiquette – Tips on Interacting with People With Disabilities, United Spinal Association, <http://www.unitedspinal.org/disability-publications-resources/disability-publications/>

### C. Design

- Universal Design for the Home, Wendy Jordan, Quarry books
- NKBA Kitchen and Bathroom Guidelines, <http://www.nkba.org/guidelines/default.aspx>
- ANSI Standard: Accessible and Usable Building and Facilities ANSI A117.1-2003
- Visitability: Housing that builds in freedom. <http://www.visitability.org/>

### D. Construction Techniques

- Modern Carpentry, Wagner and Smith, Goodhart-Willcox Co. Units 8, 9, 12, 16, 18, 20, and 25
- Installing Trench Drains: [http://www.design.ncsu.edu/cud/pubs\\_p/docs/trench\\_drain.pdf](http://www.design.ncsu.edu/cud/pubs_p/docs/trench_drain.pdf)

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- Creating Stepless Entrances:  
[http://www.design.ncsu.edu/cud/pubs\\_p/docs/Stepless\\_Entrances.pdf](http://www.design.ncsu.edu/cud/pubs_p/docs/Stepless_Entrances.pdf)
- Curbless Showers: An installation guide:  
[http://www.design.ncsu.edu/cud/pubs\\_p/docs/Curbless.pdf](http://www.design.ncsu.edu/cud/pubs_p/docs/Curbless.pdf)

### **E. Electrical Systems**

- Modern Carpentry, Wagner and Smith, Goodhart-Willcox Co. Unit 26
- Residential Remodeling and Universal Design, HUD,  
<http://www.huduser.org/Publications/PDF/remodel.pdf> Pages 92 through 100

### **F. Plumbing Systems**

- Modern Carpentry, Wagner and Smith, Goodhart-Willcox Co. Unit 27

### **G. Exterior Universal Design Considerations**

- Universal Design for the Home, Wendy Jordan, Quarry books
- Residential Remodeling and Universal Design, HUD,  
<http://www.huduser.org/Publications/PDF/remodel.pdf> Pages 8 through 18, and 101 through 114

## **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.

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 UDCP examination is a knowledge-based, paper-and-pencil examination consisting of between 60 and 90 multiple-choice questions administered in a single 90-minute 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 UDCP 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.

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1. The National Electric Code (NEC) requires that **non-recessed** light fixtures over a bathtub be placed at least how many feet above the tub rim?
  - A. 6
  - B. 7
  - C. 8
  - D. 9
  
2. In order to properly task light a 24" deep kitchen counter that has 12" deep upper cabinets, how far away from a wall should the recessed can light fixtures be placed?
  - A. at 12"
  - B. No more than 24"
  - C. At least 30"
  - D. Wherever there is an open joist space
  
3. When computing rough interior door openings how much space should be allowed for shims?
  - A. Allow 1 ½" of shim space on each side
  - B. Allow 1" shim space on each side
  - C. Allow ½" shim space on each side
  - D. No shim space is required for interior doors
  
4. For convenience a toilet paper holder should be located slightly in front of the edge of the toilet bowl and how many inches above the floor?
  - A. 12
  - B. 18
  - C. 21
  - D. 24
  
5. Minimum turning diameter for a wheelchair is
  - A. 48".
  - B. 54".
  - C. 60".
  - D. 72".

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6. In order to obtain the best information about what is needed for a Universal Remodeling project, you should?
  - A. Use an assessment tool to define the scope of the project
  - B. Designate a single point of contact for decisions to filter through
  - C. Collaborate with family members to understand what is best for each one of them
  - D. Make professional recommendations based on past experiences
  
7. A Universal Remodeling assessment tool can best be used for which of the following?
  - A. Designing accessible spaces
  - B. Predicting future needs
  - C. Identifying past needs
  - D. Specifying construction materials
  
8. When conducting a residential remodeling project for a client using assistive tools the ANSI standards recommends a minimum clear space for a toilet of
  - A. 60" radius.
  - B. 30" x 60" clear space.
  - C. 48" square.
  - D. 36" x 48" clear space.
  
9. The intent of universal design is to \_\_\_\_\_ life for everyone by making products, communications, and the built environment more usable by as many people as possible at little or no extra cost.
  - A. simplify
  - B. complicate
  - C. intensify
  - D. restrict
  
10. Which of the following which represents the best Universal Design solution?
  - A. Cooktop with controls at back
  - B. Floor mounted front loading washer and dryer
  - C. Refrigerator with fixed, opaque shelves
  - D. Cooktop with knee space below

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11. When selecting/specifying cooktops for an accessible kitchen which of the following features must be considered?
  - A. Cooktops with controls located in the front
  - B. Natural gas fired cooktops
  - C. Induction cooktops
  - D. Cooktop color
  
12. The variance in rim height between an ADA comfort height toilet and standard height toilet is
  - A. 1.25 inches.
  - B. 2.5 inches.
  - C. 3.5 inches.
  - D. 4 inches.

### **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.

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?**

UDCP 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](mailto:certification@nari.com). At no time will a completed exam be returned to the candidate for review or comment.

### **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 UDCP exam.

### **Appeals**

Within 20 business days after announcement of the results of the UDCP 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. C
2. B
3. C
4. B
5. C
6. C
7. B
8. C
9. A
10. D
11. A
12. A





**NARI**  
**UNIVERSAL DESIGN CERTIFIED PROFESSIONAL**  
**(UDCP)**  
**APPLICATION**

This application is the first step in earning the Universal Design Certified Professional (UDCP) 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 45 days prior to your scheduled exam.

**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 UDCP exam. Both NARI members and non-members will be evaluated equally on the application and subsequent examination. The UDCP 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 UDCP exam within the next 24 months
- Section 1: Applicant Information** - I have completed all applicant information and have noted where I would like UDCP 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 8 hours of education in the field of universal 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 UNIVERSAL DESIGN CERTIFIED PROFESSIONAL (UDCP) APPLICATION

Definition of Universal Design Professional: This designation includes remodelers with knowledge and skills in a broad range of universal design and remodeling. Individuals with the UDCP designation are recognized as experienced remodeling professionals with skills and knowledge in all aspects of universal design and remodeling and have agreed to uphold the “NARI Code of Ethics”.

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 UDCP certification exam, candidates must have been in the remodeling industry for a minimum of **5 years**. Candidates must also have completed a minimum of **8 hours** of universal design remodeling/building related education.

Certification Renewal: Certifications are renewed **annually**. Renewals currently require the attainment of 8 hours of universal design remodeling/building related continuing education, participation in chapter/community service projects, and the submission of the required \$49 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

3. Current Job Title: \_\_\_\_\_

4. Current NARI Certifications: \_\_\_\_\_

5. Number of years in the industry \_\_\_\_\_

6. Number of years in conducting universal remodeling projects \_\_\_\_\_

Exam Date \_\_\_\_\_

Exam Location \_\_\_\_\_

Exam Proctor \_\_\_\_\_



**NARI**  
**UNIVERSAL DESIGN CERTIFIED PROFESSIONAL**  
**(UDCP)**  
**APPLICATION**

**SECTION 2 - PAYMENT**

All fees must accompany the application. The certification fee is \$299 (\$249 without study materials) for members and \$399 (\$349 without study materials) for non-members. This fee includes a \$100 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 UDCP 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 examination date).

NARI Member    \$299/\$249    Non-Member    \$399/\$349    Payment submitted with course 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: \_\_\_\_\_



**NARI**  
**UNIVERSAL DESIGN CERTIFIED PROFESSIONAL**  
**(UDCP)**  
**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 universal design remodeling. Please be as clear and concise as possible. Attach a separate sheet of paper if necessary.

**B. CONTINUING EDUCATION:** You are required to have at least **8 hours** of education related to universal design remodeling. If you are currently enrolled in the NARI Universal Design Remodeling Education Course, please specify approximate completion date.

<u>Program Title</u>	<u>Dates</u>	<u>Hours</u>
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Currently enrolled in NARI's Universal Design Remodeling Course. Start date \_\_\_\_\_

**C. 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**  
**UNIVERSAL DESIGN CERTIFIED PROFESSIONAL**  
**(UDCP)**  
**APPLICATION**

**SECTION 4 – PROFESSIONAL EXPERIENCE:** List at least 5 years of employment history. Include tasks associated with universal design 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 \_\_\_\_\_



**NARI**  
**UNIVERSAL DESIGN CERTIFIED PROFESSIONAL**  
**(UDCP)**  
**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](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 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 and 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 Universal Design Remodeling Professional. If I am certified, I authorize NARI to include my name in a list of certified individuals and agree to use the CUDR 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: \_\_\_\_\_