



## NARI CERTIFIED REMODELER APPLICATION

This application is the first step in earning the Certified Remodeler (CR) 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 of Greater Chicagoland office 10 days prior to the beginning of your scheduled study group.

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

MAIL:	NARI of Greater Chicagoland 780 Lee St., Ste 108 Des Plaines, IL 60016		FAX:	(847) 388-4800
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*\*\*Receipt of your application will be acknowledged within two weeks*

There is not a membership requirement to apply for the CR exam. Both NARI members and non-members will be evaluated equally on the application and subsequent examination. The CR 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) 298-6212 or [info@narichicago.org](mailto:info@narichicago.org).

### APPLICATION CHECKLIST

- I intend to sit the CR exam within the next 24 months
- Section 1: Applicant Information** - I have completed all applicant information and have noted where I would like CR correspondence sent.
- Section 2: Payment** - I have included payment information with this application.
- Section 3: Job Responsibilities, Education, and Continuing Education** - I have at least 16 hours of education in the field of Remodeling.
- Section 4: Professional Experience** - I am currently employed by a qualifying organization and have completed the required years of professional experience.
- Section 5: Code of Ethics and Application Attestation** - I pledge to adhere to the NARI Code of Ethics and have signed the Application Attestation to fulfill the program requirements.



# NARI CERTIFIED REMODELER APPLICATION

***Definition of Certified Remodeler:*** A remodeling professional who provides full service remodeling projects to their clients in a professional, ethical, and timely manner.

***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 CR certification exam, candidates must have been in the remodeling industry **full time** for a minimum of **5 consecutive years**. Candidates must also have completed a minimum of **16 hours** of formal or continuing education within the last 5 years.

***Certification Renewal:*** Certifications are renewed annually. Renewals currently require the attainment of 10 hours of industry related continuing education and participation in chapter/community service projects and the submission of the required and appropriate 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: \_\_\_\_\_

3. Number of years in the remodeling industry \_\_\_\_\_

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

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

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



# NARI CERTIFIED REMODELER APPLICATION

This application can be used to apply for CR, CRS, and CRA examinations. Please select the specific exam you wish to sit for based on the list below.

<b>Certified Remodeler</b>
<b>Certified Remodeler Specialist</b> Windows and Doors
<b>Certified Remodeler Specialist</b> Plumbing
<b>Certified Remodeler Specialist</b> Interior Finishes
<b>Certified Remodeler Specialist</b> Electrical
<b>Certified Remodeler Specialist</b> Masonry and concrete
<b>Certified Remodeler Specialist</b> Mechanical Systems
<b>Certified Remodeler Specialist</b> Insulation
<b>Certified Remodeler Specialist</b> Roofing and Siding

<b>Certified Remodeler Associate</b> Accounting
<b>Certified Remodeler Associate</b> Architect
<b>Certified Remodeler Associate</b> Educator
<b>Certified Remodeler Associate</b> Insurance
<b>Certified Remodeler Associate</b> Sales
<b>Certified Remodeler Associate</b> Office Manager
<b>Certified Remodeler Associate</b> Association Management
<b>Certified Remodeler Associate</b> Finance
<b>Certified Remodeler Associate</b> Other Specialty

## SECTION 2 - PAYMENT

All fees must accompany this application. This application fee includes a \$200 non-refundable process fee. The certification fee, less the non-refundable processing fee, will be refunded only if your application does not meet the eligibility requirements for CR candidacy. The certification fee includes the cost to take the initial examination once within the next 24 months. Subsequent examinations are subject to additional re-test fees.

NARI Member     \$1050                      Non-Member     \$1500

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 CERTIFIED REMODELER APPLICATION

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

**A. JOB RESPONSIBILITIES:** Please describe your current job responsibilities. Describe the tasks you conduct that relate to general remodeling. Please be as clear and concise as possible. Attach a separate sheet of paper if necessary.

**B. EDUCATION:** You are required to have at least 16 hours of formal or continuing education. These can take place as part of college courses, chapter or local association programs, online or teleseminar programs, or programs taken at trade shows

Remodeling Related Vocational or Technical School				Credits/Degree
<u>Dates</u>	<u>School</u>	<u>Major &amp; Degrees</u>	<u>Semester Hours</u>	<u>Earned</u>

Undergraduate/Graduate Courses Include a copy of your diploma				Credits/Degree
<u>Dates</u>	<u>School</u>	<u>Major &amp; Degrees</u>	<u>Semester Hours</u>	<u>Earned</u>



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

<u>Program Title</u>	<u>Dates</u>	<u>Hours</u>
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**D. OTHER CERTIFICATIONS IN THE REMODELING FIELD:** Includes NARI and others.

<u>Association</u>	<u>Certification</u>	<u>Date Attained</u>	<u>Current Through</u>
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# NARI CERTIFIED REMODELER APPLICATION

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

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

Description of duties:

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

Description of duties:

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

Description of duties:



# NARI CERTIFIED REMODELER APPLICATION

## SECTION 5 - CODE OF ETHICS AND APPLICATION AFFIDAVIT

### NARI CODE OF ETHICS

I pledge to observe high standards of honesty, integrity and responsibility in the conduct of business:

- By promoting in good faith only those products and services which are known to be functionally and economically sound, and which are known to be consistent with objective standards of health and safety;
- By making all advertising and sales promotion factually accurate, avoiding those practices which tend to mislead or deceive the customer.
- By writing all contracts and warranties such that they comply with federal, state, and local laws.
- By promptly acknowledging and taking appropriate action on all customer complaints.
- By refraining from any act intended to restrain trade or suppress competition.
- By attaining and retaining insurance as required by federal, state, and local authorities.
- By attaining and retaining licensing and/or registration as required by federal, state, and local authorities.

### NARI STANDARDS OF PRACTICE

The NARI Standards of Practice are maintained as a separate document and may be downloaded from the NARI website at [www.nari.org/sop](http://www.nari.org/sop) or requested from NARI Staff at [info@nari.org](mailto:info@nari.org)

### APPLICATION AFFIDAVIT

In making this application, I fully understand that it is an application only and does not guarantee certification. I agree to submit to a comprehensive examination and supply further information as determined by the NARI Certification Board. I further understand, and by my signature, attest that I now, and will in the future, adhere to the NARI Code of Ethics and Standards of Practice. I further understand that any false statement or misrepresentation that I may make in the course of these proceedings and application may result in the revocation of this application and the issuance of a complaint of violation of said Ethics.

I understand that NARI reserves the right to update this application, the Code of Ethics, and Standards of Practice, and that it is my responsibility to be aware of NARI's current requirements. I further understand that I am obligated to inform NARI of changed circumstances that may materially affect my application. I further understand that it is my responsibility to provide NARI with any requested documentation in connection with this application.

I understand and agree that if I am certified following acceptance of this application and successful completion of the examination, such certification does not constitute NARI's warranty or guarantee of my fitness or competency to practices as a Remodeling Professional. If I am certified, I authorize NARI to include my name in a list of certified individuals and agree to use the CR designation and related NARI trade names, trademarks, and logos only as permitted by NARI policies. I understand and agree that NARI may also use anonymous and aggregate application and examination data for statistical and research purposes.

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

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