



**NARI
CERTIFIED REMODELER (CR)
APPLICATION**

**NARI of Greater Chicagoland
Certified Remodeler Study Group
(in person)
NARIGC Office
780 Lee St., Ste. 108
Des Plaines, IL**

Sessions will be held beginning on September 17, 2014, from 6:00-8:00 p.m., and will be held every Wednesday through December 10 (except for the week of Thanksgiving). Exam dates will be either December 12 or 13 (to be determined by the group).

A minimum of 5 and maximum of 15 students is required to run the study group. Please submit your application and payment ASAP to secure your spot in the course and that you receive your study materials in a timely manner prior to the start of the class.



NARI CERTIFIED REMODELER (CR) APPLICATION

This application is the first step in earning the Certified Remodeler (CR), Certified Remodeler Specialist (CRS) or Certified Remodeler Associate (CRA) designations. 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 NARI Headquarters 10 business days prior to the start of your study group.

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

MAIL: NARIGC
780 Lee St., Ste. 108
Des Plaines, IL 60016

FAX: (847) 388-4800
Email: mimi@narichicago.org

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

There is no membership requirement to apply for the CR. 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) 298-9200 or Certification@nari.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 (CR) APPLICATION

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

Definition of a Certified Remodeler Specialist: A remodeling professional who specializes in a specific type of work, such as concrete and masonry, electrical, insulation, mechanical systems, plumbing systems and roofing/siding.

Definition of a Certified Remodeler Associate: A professional who specializes in a supporting profession such as architects, designers, manufacturers, suppliers and consultants.

How the Certification Process Works: Certification candidates have two examination prep options available—in-person study group organized at a chapter (beginning September 17, 2014) or the Virtual Study Group. The CR Virtual Study Group is conducted via live teleconference with a qualified program facilitator. Virtual meetings will be held from 5:00 – 7:00 PM Central time every Monday for 12 consecutive course weeks. Candidates interested in the Virtual Study Group option can register for the course within this application per a fee of \$195 (members) or \$295(non-members). Exam proctors may charge a nominal fee for exam proctoring services.

Requirements for Certification: 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 (CRS/CRA) 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 fees.



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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 _____

Please select the specific designation/exam you wish to sit for based on the list below.

<input type="checkbox"/>	Certified Remodeler
<input type="checkbox"/>	Certified Remodeler Specialist
<input type="checkbox"/>	Certified Remodeler Associate

Specify Specialty



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SECTION 2 - PAYMENT

All fees must accompany this application. **Certification Fees:** The Certification fee is \$450 for members and \$650 for non-members. Included in the certification fee is a \$125 non-refundable processing fee. If the candidate does not meet the eligibility requirements for the CR, CRS or CRA designations, they will only be refunded the outstanding balance of the certification fee, \$325 (members) or \$525 (non-members). **Study Course Fees:** The \$75 (member) and \$100 (non-member) virtual prep course fee is non-refundable upon course start date. Chapter prep course candidates must verify fees and course availability with their chapter representative.

*The certification fee includes the cost to take the initial examination once within 24 months of submission of the application. Subsequent examinations are subject to additional re-test fees. (Limit of two re-tests within 2 years of original application date).

Fee type	Member	Non-Member
Certification Fee (due on application)	\$450.00	\$650.00
Study Course Fee (due on application)	\$ 75.00	\$100.00
Total enclosed	\$525.00	\$750.00

*By selecting only the virtual prep course I understand that I am participating in NARI's Education Course which I will earn 16 hours of continuing education upon completion, not the certification.
Course start date: SEPTEMBER 17, 2014.

Payment \$

Payment Type: ☐ Check ☐ Visa ☐ Master Card ☐ American Express

Cardholder Name:

Credit Card Account #:

Expiration Date: / CVV

Billing Address

Street Address

City State Zip

Total Payment Included:

Please Send Receipt: Yes No

Signature:



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SECTION 3 – JOB RESPONSIBILITIES, EDUCATION, AND CONTINUING EDUCATION

A. JOB RESPONSIBILITIES: Please describe your current job responsibilities. 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 earned within the past 5 years. These can take place as part of college courses, chapter or local association programs, online or teleseminar programs, or programs taken at trade shows.

Remodeling Related Vocational, Technical School, or
Undergraduate/Graduate Courses

<u>Dates</u>	<u>School</u>	<u>Major & Degrees</u>	<u>Semester Hours</u>	<u>Credits/Degree 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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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, full-time employment in the remodeling industry.

Current Employer	_____	Position	_____	Dates	_____
Description of duties: (if not listed in 3.A)					

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.
- By taking appropriate action to preserve the health and safety of employees, trade contractors and clients.

NARI STANDARDS OF PRACTICE

The NARI Standards of Practice are maintained as a separate document and may be downloaded from the NARI website at www.nari.org/pdf/standardsofpractice.pdf or requested from NARI Staff at info@nari.org.

APPLICATION AFFIDAVIT

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