



## NARI UNIVERSAL DESIGN CERTIFIED PROFESSIONAL (UDCP) CERTIFICATION AND COURSE 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 NARI Headquarters 10 days prior to the start of your study group.

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

MAIL: NARI of Greater Chicagoland  
780 Lee Ste., Ste. 108  
Des Plaines, IL 60016

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

*\*\*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 for the UDCP exam within the next 24 months.
- ☐ I understand the exam preparation options and have pre-arranged involvement in a chapter prep course or the virtual prep course.
- ☐ **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) CERTIFICATION AND COURSE APPLICATION

**Definition of Universal Design Professional:** This designation includes professionals with knowledge and skills in a broad range of universal design and remodeling. Individuals with the UDCP designation are recognized as experienced 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:** Certification candidates have two examination prep options available—in-person prep course organized at a chapter (varied on chapter availability) or the virtual prep course. The UDCP virtual prep course is conducted via live teleconference with a qualified program facilitator. Virtual meetings will be held from 2:00 – 4:00 PM Central time every Tuesday for 4 consecutive course weeks. Candidates interested in the virtual prep course option can register for the course within this application per a fee of \$200 (members) or \$300(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 UDCP certification exam, candidates must have been in the remodeling industry for a minimum of **2 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 10 hours of universal design remodeling/building related continuing education and the submission of the required 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: \_\_\_\_\_



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

6. Number of years in working on universal remodeling projects: \_\_\_\_\_

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

**SECTION 2 - PAYMENT**

All fees must accompany this application. **Certification Fees:** The Certification fee is \$250 for members and \$350 for non-members. Included in the certification fee is a \$100 non-refundable processing fee. If the candidate does not meet the eligibility requirements for the UDCP designation, they will only be refunded the outstanding balance of the certification fee, \$150 (members) or \$250 (non-members). **Virtual Prep Course Fees:** The \$200 (member) and \$300 (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 to NARI National)	\$250.00	\$350.00
Prep course fee (due on application to NARIGC)	\$150.00	\$250.00
Total enclosed	\$400.000	\$600.000
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. 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 UDCP virtual prep 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 UDCP virtual prep 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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**SECTION 4 – PROFESSIONAL EXPERIENCE:** List up to 5 years of relevant employment history. Include tasks associated with universal design as well as general remodeling. Attach a separate sheet of paper if necessary. This information must document your required 2 years in the remodeling industry.

Current Employer \_\_\_\_\_ Position \_\_\_\_\_ Dates \_\_\_\_\_  
Description of duties not listed in 3A \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_ Dates \_\_\_\_\_  
Description of duties \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_ Dates \_\_\_\_\_  
Description of duties \_\_\_\_\_



# **NARI UNIVERSAL DESIGN CERTIFIED PROFESSIONAL (UDCP) CERTIFICATION AND COURSE 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.
- 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 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 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 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 Certified Professional. If I am certified, I authorize NARI to include my name in a list of certified individuals and agree to use the UDCP 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: \_\_\_\_\_