

NKBA Kitchen & Bath Certification Guidebook

- + PROCESS & REQUIREMENTS
- + EXAM PROCEDURES
- + APPLICATION FORMS

Learn More >> NKBA.org/Certification

Averill Lohan/PAL

Designed by NKBA member
Anastasia Rentzos, CKD, CBD



National Kitchen & Bath Association
687 Willow Grove Street
Hackettstown, NJ 07840
1-800-843-6522
NKBA.org/Certification

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▶ Program Overview

CONGRATULATIONS ON TAKING YOUR FIRST STEP TOWARD CERTIFICATION WITH THE NATIONAL KITCHEN & BATH ASSOCIATION (NKBA). Be sure to read this guidebook thoroughly, as changes to the exams, deadlines, fees, and forms are outlined throughout. **Please note: fees and test site locations are subject to change.**

The NKBA is a non-profit trade association that serves and represents the firms and individuals involved in all aspects of the residential kitchen and bath industry. As the only trade association dedicated exclusively to this industry, the NKBA is the leading source of information and education for consumers and professionals alike.

The mission of the NKBA is to enhance member success and excellence, promote professionalism and ethical business practices, and provide leadership and direction for the kitchen and bath industry worldwide. The primary purpose of NKBA certification programs is to provide for the health, safety, and welfare of the public. To ensure this, certification is offered exclusively to individuals who prove specialized qualifications through experience and testing. As a result, there will be a higher level of education and professionalism in the industry worldwide and NKBA members will be the most highly skilled and recognized for their expertise.

Earning an NKBA certification is an excellent way to set yourself apart from the competition and to distinguish yourself to consumers as a professional dedicated to enhancing your knowledge and experience in the kitchen and bath industry. As an NKBA-certified designer, your professional skills will be acknowledged and validated. You will be identified as a leader in the industry and gain access to numerous benefits offered through the National Kitchen & Bath Association.

NKBA design certifications:

- Associate Kitchen & Bath Designer (AKBD®)
- Certified Kitchen Designer (CKD®)
- Certified Bathroom Designer (CBD®)
- Certified Master Kitchen & Bath Designer (CMKBD®)

NKBA non-design certification:

- Certified Kitchen & Bath Professional (CKBP™)

▶ Examination Overview

Development

All NKBA certification exams, including those for the Associate Kitchen and Bath Designer (AKBD), Certified Kitchen Designer (CKD), Certified Bathroom Designer (CBD), and Certified Kitchen & Bath Professional (CKBP) test on the NKBA's 31 kitchen planning guidelines and 27 bathroom planning guidelines, as well as the NKBA Professional Resource Library.

The Professional Resource Library is a nine-volume educational resource series that covers design, product specification, business practices, and more. Its titles include *Residential Construction, Kitchen and Bath Systems, Kitchen and Bath Products, Kitchen Planning, Kitchen and Bath Drawing, Design Principles, Bath Planning, Kitchen and Bath Business Management, and Kitchen and Bath Project Management.*

The NKBA design certification exams (AKBD, CKD, CBD, and CMKBD) are created by NKBA-certified kitchen and bathroom designers under the direction of a nationally-recognized testing authority with expertise in certification and licensure examinations.

The academic exams required for the AKBD and CKBP certifications are computer-based exams consisting of multiple-choice questions that test both kitchen and bathroom competencies. The exam is administered at more than 300 testing centers throughout the United States and Canada.

The design/practical exams required for the CKD and CBD certifications include design scenarios that must be completed within a six-hour timeframe. Design exams are offered in both hand-drafting and CAD-based formats, with identical requirements for both methods. These exams test practical skills in space planning, fixture placement, fitting knowledge, and basic presentation skills. The candidate is required to produce four project documents: a floor plan, construction/mechanical plan, elevation plan, and NKBA specifications form. Scoring is divided into the following content categories: Graphic and presentation standards, Design Solution (Planning and Safety Floor Plan), Elevation Plan, Mechanical/ Construction Plan, and Specifications.

Scoring

The AKBD and CKBP examinations are scored by Kryterion, Inc. The CKBP consists of 150 questions. The AKBD exam consists of 200 questions and the CKBP exam consists of 15 questions. Only 150 questions on the AKBD exam are scored. The other 50 questions count toward a beta group to measure the validity of new questions. All 150 questions on the CKBP exam are scored. The CKD and CBD design/practical exams are scored by the NKBA certification testboard. Each exam is anonymous and scored independently by two different jurors. Juror reliability is continually monitored by the NKBA.

AKBD and CKBP candidates will receive instant pass/fail notification. Candidates who do not successfully pass either the academic or design exam will need to submit an exam registration form and exam fees for the next exam. If your last application is over two years old, you must submit a new application and a \$159 application fee. Pass/fail notifications are mailed to CKD/CBD candidates within 10 weeks of the conclusion of the testing window.

Accommodations

The NKBA will make accommodations for candidates who need special assistance or testing conditions due to a disability. The request must be made to the NKBA in writing with supporting documentation from a physician or other qualified professional reflecting the diagnosis of the condition and an explanation of the modifications or accommodations necessary.

CAD-Based Design Exams

Candidates taking either the CKD or CBD design exam have the option of using the traditional paper and pencil hand-drafting approach or a modified CAD program. The software used for each NKBA design exam is heavily modified so that all automated features are disabled and no warnings appear when a designer violates an NKBA Guideline. Candidates must indicate an exam format and software preference, if applicable, on the exam registration form, which is included with the application. In order to become comfortable with this test software, approved candidates are provided a copy of the test version of the software in advance at no charge.

▶ NKBA Education

In order to meet the increasing educational need for qualified professionals in the kitchen and bath industry, the NKBA offers a series of educational opportunities that serve as the foundation for professional career growth with the NKBA.

NKBA professional development offers courses that are instructor-led through webinars, web-based sessions, e-learning, pre-recorded, and on-line learning, which provide the learner with the tools necessary to succeed in the demanding kitchen and bath industry. NKBA education offers invaluable opportunities for kitchen and bath professionals to enhance their careers through the industry's premier courses, webinars, seminars, conferences, allied partnerships, and research manuals.

There are over 60 supported and accredited programs at colleges and universities throughout North America where NKBA curriculum is woven into other degree tracks. These programs offer students a smooth transition into the industry while providing a springboard to becoming NKBA-certified.

Earn Your Degree through NKBA Certification

The NKBA and Thomas Edison State College of New Jersey have entered into a partnership that enables NKBA-certified members to earn college credits. Individuals who have earned their AKBD, CKD, CBD, or CMKBD certifications are eligible to receive up to 54 credits toward either an associate's or bachelor of science degree in Applied Science and Technology in Kitchen & Bath Design from Thomas Edison State College. For more information visit NKBA.org or TESC.edu.

Thomas Edison is a fully regionally-accredited college and distance learning institution, so members can take any additional classes required online. As a further benefit, the NKBA has arranged for all its members across the United States and Canada to pay tuition comparable with the rate of New Jersey residents. For more information visit NKBA.org or TESC.edu.

Accredited Program Students (AKBD)

NKBA accredited program graduates are automatically granted a minimum of 30 hours of NKBA education and one year of related industry experience. To fulfill the second year of required experience, students must either complete a 160-hour internship in the kitchen and bath industry (Candidates must submit a signed graduation verification form.) or show proof of employment.

▶ Preparing for the Exam

In addition to the Professional Resource Library, the NKBA also offers a certification study guide, which provides an examination overview, study tips, and practice exams. There are also examination flash cards to help you prepare. Local NKBA chapters often conduct study groups—check with your local chapter to participate.

NKBA professional development offers several professional development courses that can help candidates prepare for certification exams. See the Education and Certification sections of the NKBA website at NKBA.org/Education for details.

▶ Application Review Process

Review

The NKBA Certification department reviews each application to determine eligibility and verify candidate information. Processing time is four to six weeks. If the application is incomplete, the applicant will receive notification via e-mail or postal mail requesting the missing documentation by a specified deadline.

If the applicant does not respond or the missing materials are not received at least 45 days prior to the exam, the application is not approved and is placed in a “pending” status until the application is complete. The applicant may then test at the next available exam administration date.

An application will not be approved for any of the following reasons:

- Application not completely filled out
- Fees are not included in the application
- Proper documentation not submitted
- Education not completed
- Experience requirement not met

No grace period is given if the experience requirement is not met at the time of application. Such applications are denied and the candidates are notified of their ineligibility to take the exam.

If you are unable to meet the qualifications for certification at the time of application, you have the option of delaying your exam until the necessary qualifications are satisfied or requesting a refund of your exam fees (application and late fees are non-refundable). The request must be submitted to the NKBA in writing.

Approval

Once your application has been approved, the NKBA will mail you an initial approval letter verifying your eligibility. Candidates cannot assume they are registered for any exam without written approval from the NKBA.

▶ Application, Examination, and Certification Procedures

1. Submitting the Paperwork

The complete application with payment and all additional forms must be received by the application deadline. There is no submission deadline for the AKBD or CKBP. The NKBA does not process applications if payment is not included, nor does the NKBA invoice applicants for these fees. Payment will be accepted via personal check, credit card, money order, or company checks when attached to each individual application. **The completed application must be mailed to:**

NKBA
Certification Application Department
687 Willow Grove Street
Hackettstown, NJ 07840

2. Confirmation/Registration Process

For CKD/CBD candidates applying for both the academic and design exams, you are required to pass the AKBD exam before you are eligible for the design portion. You must use the same name on your application as your government issued identification.

3. CKD & CBD Exam Challenge Process

If a candidate would like to challenge their exam, the challenge **must be included with the original examination packet**. The challenge will then be considered at the time of scoring. An exam challenge does not ensure a passing score.

3. CKD & CBD Exam Appeals Process

Any candidate who has included a challenge in their exam packet may appeal their exam results by requesting a rescoring of the examination by a third juror for a fee of \$100. Contact the NKBA Certification Department. Failure alone is not a valid reason for an appeal. All appeal results are considered final. All appeals must be made within 30 days of receiving your exam results.

5. Dues/Fees

Certification will not be issued until after you receive your official notification via postal mail from the NKBA. To activate your certification, you must be an NKBA member (pay annual membership dues when applicable, and \$100 annual certification fees).

6. Continuing Education Program

Once certified, you must earn 10 hours of continuing education (1.0 CEUs) in a designated two-year cycle. When the NKBA issues certification, the candidate will receive a certification packet including a certificate.

► Cancellations and Postponements

AKBD and CKBP Candidates

Cancellations

The NKBA will retain the exam fee for candidates that cancel their scheduled exam without at least 72 hours notice.

Postponements

Candidates who wish to reschedule an exam without at least 72 hours notice will be charged a \$100 rescheduling fee.

No Shows

Candidates who do not show for their scheduled exam date must resubmit their exam fee. Candidates who wish to cancel their scheduled exam up to 72 hours before their scheduled exam date will be refunded the exam fees.

Cancellations and postponements must be completed via www.webassessor.com/nkba.

CKD/CBD Candidates

Cancellations/Postponements/Transfers

Candidates who cancel or postpone their design exam, or transfer to a new site or test format may do so in writing to the NKBA Certification Department, up until 3 weeks prior to the test date for a fee of \$75.00 or may receive a refund or a credit for their exam fees only. Candidates who wish to cancel their exam within three weeks of the exam date will lose all exam registration fees. Candidates may not postpone or transfer from one test site to another within three weeks of the exam.

No Shows

Registered candidates who do not appear for the exam on their scheduled exam date will be considered a no show and must resubmit all fees and registration forms.

Application and Eligibility Requirements

	EXPERIENCE	EDUCATION	DOCUMENTATION	EXAM & FORMAT
NKBA Design Certifications				
AKBD	<p>2 years</p> <p>1 year of kitchen/bath experience</p> <p>1 year of related experience</p>	<p>30 NKBA hours or NKBA approved college education</p> <p>Accredited Program Students (see page 6)</p>	<ol style="list-style-type: none"> 1. Application 2. Exam registration form 3. 2 professional affidavits 4. Work experience verification form(s) 5. College transcripts 6. Candidate testimony 	<p>AKBD academic exam—computer-based</p>
CKD/CBD	<p>7 years</p> <p>3 years of full-time residential kitchen or bath experience</p> <p>4 years of related experience or education</p>	<p>60 NKBA hours or NKBA approved college education</p>	<ol style="list-style-type: none"> 1. Application 2. Exam registration form 3. 2 professional affidavits 4. 2 client references 5. Work experience verification form(s) 6. College transcripts 7. Candidate testimony 	<p>AKBD academic exam</p> <p>and;</p> <p>CKD/CBD design exam—computer-based or hand drafting</p>
CMKBD	<p>10 years beyond initial CKD or CBD certification</p>	<p>100 NKBA hours / CEU's</p>	<ol style="list-style-type: none"> 1. Application 2. 3 third-party endorsements 3. Work experience verification form(s) 4. College transcripts 5. Candidate testimony 	<p>No exam—must possess both CKD and CBD certifications</p>
NKBA Non-Design Certification				
CKBP	<p>5 years</p> <p>5 years of kitchen/bath experience</p>	<p>40 NKBA hours or NKBA approved college education</p>	<ol style="list-style-type: none"> 1. Application 2. Exam registration form 3. Work experience verification form(s) 4. College transcripts 5. Candidate testimony 	<p>CKBP academic exam—computer-based</p>

Note: CEUs do not fulfill NKBA education requirements (except CMKBD requirements). For CKD/CBD candidates applying for both the academic and design exams, you are required to pass the academic exam before you are eligible for the design portion.

► Certification Application Checklist

APPLICANTS

Refer to this checklist when completing your application packet. Once you have checked every box, your application is complete. Applications received by the NKBA will not be approved unless they are complete. Please mail your completed application to the NKBA by the deadline. Faxed or emailed applications will not be accepted. All applications must be received 12 weeks prior to the exam.

AKBD Application

- Contact Information – Name, address, phone, and e-mail information are all listed on the form.
- Work Experience Verification Form – All signatures, contact information, and dates are complete.
- 2 Professional Affidavits – Completed applicant and affidavit information is included in the application packet.
- Educational Documentation – Academic information is listed on the application.
- Certificates and Official Transcripts – Copies or originals are included, if applicable.
- Registration Form
- Candidate Testimony/Fees – All exam, registration, and other applicable fees are included.

CKD/CBD Application

- Contact Information – Name, address, phone, and e-mail information are all listed on the form.
- Work Experience Verification Form – All signatures, contact information, and dates are complete.
- 2 Professional Affidavits – Completed applicant and affidavit information is included in the application packet.
- 2 Client References – Completed applicant and reference information is included in the application packet.
- Educational Documentation – Academic information is listed on the application.
- Certificates and Official Transcripts – Copies or originals are included, if applicable.
- Registration Form – The test date and location have been selected.
- Design exam preference – A paper- or computer-based test, software, and location have been selected.
- Candidate Testimony/Fees – All exam, registration, and other applicable fees are included.

CMKBD Application

- Contact Information – Name, address, phone, and e-mail information are all listed on the form.
- Work Experience Verification Form – All signatures, contact information, and dates are complete.
- 3 Third-Party Endorsements – Endorsements and verification forms are included.
- Educational Documentation – Academic information is listed on the application.
- Certificates and Official Transcripts – Copies or originals are included, if applicable.
- Candidate Testimony/Fees – All exam, registration, and other applicable fees are included.

CKBP Application

- Contact Information – Name, address, phone, and e-mail information are all listed on the form.
- Work Experience Verification Form – All signatures, contact information, and dates are complete.
- Registration Form
- Candidate Testimony/Fees – All exam, registration, and other applicable fees are included.
- Education Documentation – Academic information is listed on the application.

Questions? Please call NKBA Customer Service at 1-800-843-6522.

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Application for Certification

(Please check all that apply.)

NKBA design certifications: _____

NKBA non-design certification: _____

- Associate Kitchen & Bath Designer (AKBD)
- Certified Kitchen Designer (CKD)
- Certified Bathroom Designer (CBD)
- Certified Master Kitchen & Bath Designer (CMKBD)

- Certified Kitchen & Bath Professional (CKBP)

INSTRUCTIONS

Read the "Eligibility Requirements" and other sections before completing this application. If you need extra space, use additional blank sheets; write your name and date on each sheet. Include your \$159 nonrefundable application fee, applicable exam registration fee, professional affidavit forms (where applicable), third-party endorsements (where applicable), references (where applicable), transcripts, work verification forms, and exam registration form with your application. **Application must be submitted by the application deadline**—check the NKBA's website at www.nkba.org for application deadline.

Review the Application Checklist on the previous page before submitting this application to the NKBA.

PERSONAL INFORMATION

Name (last, first, middle): _____

Home Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Telephone #: _____ Fax #: _____ Email: _____

Direct all correspondence here

Business Name: _____

Business Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Telephone #: _____ Fax #: _____ Email: _____

Direct all correspondence here

Have you ever been convicted of a felony? Yes No
(If yes, give details on a separate sheet)

Could any act of yours be considered contrary to ethical business practices or truthful advertising? Yes No
If yes, give details on a separate sheet.

Additional copies of this form can be downloaded from NKBA.org/Certification.

OVER >

EDUCATION AND TRAINING

(to be completed by all certification candidates)

FORMAL EDUCATION

For college credit to reduce the balance of related work experience or NKBA-equivalent education, you **must** attach copies of transcripts or your NKBA transcript review letter.

Did you attend college or take advanced courses? Yes No

If yes, how many years? _____ Did you graduate? Yes No

If yes, was the college NKBA-Accredited? Yes No

If you attended college, technical school, or took advanced courses, list schools or colleges below (please include transcript):

School Name: _____	Location: _____
Yrs. Attended: _____	Date Graduated: _____
Major & Degree: _____	
School Name: _____	Location: _____
Yrs. Attended: _____	Date Graduated: _____
Major & Degree: _____	

NKBA EDUCATION

Please list each NKBA professional development course you have taken, the date of the course, and attach copies of certificates of completion, if possible. **Note:** Any education considered part of the NKBA minimum requirement must be completed **at least 45 days prior** to the requested exam date.

- AKBD – 30 hours
- CKD and CBD – 60 hours
- CMKBD – 100 hours
- CKBP – 40 hours

Program title attended	Date of program	Educational hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Are you presently enrolled in any NKBA courses?
 Yes No If Yes, list the course and anticipated completion date. _____

Have you completed NKBA's Kitchen or Bathroom Correspondence Course? Yes No

If Yes, KDeC or BDCC (circle one) and completion date _____

Work Experience Verification

(To be completed by all applicants.)

ALL APPLICANTS

Submit a completed form for each employer with your application to certify that the experience requirements have been met. Each form must be signed by a supervisory or human resources representative knowledgeable of your work history. You may also attach a job description. The work experience documented below must meet or exceed the eligibility requirements for which you are seeking certification. If you are self-employed, complete all sections of this form and attach a copy of your business letterhead or business card.

Applicant name: _____

Present/Past employer: _____

NKBA Member Firm Yes No **Member ID#** _____

Business Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Full name and title of supervisor: _____

Telephone #: _____ Fax #: _____ Email: _____

Your title: _____ Full-time Part-time

Dates of employment (month/year): ____/____/____ to ____/____/____

List a specific description of your job responsibilities (25-word minimum) or attach a job description.

Total hours per week or total number of kitchens and/or baths designed annually for the time period noted above:

SUPERVISOR/HUMAN RESOURCES REPRESENTATIVE

This form is to verify the qualifications of the applicant named above for certification by the National Kitchen and Bath Association (NKBA). Please complete all items below and return to the applicant for inclusion in the application package. Do not mail or fax this form separately.

Supervisor's name: _____ Current title: _____

Business Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Telephone #: _____ Email: _____

Is all of the information the applicant has provided on this form accurate? Yes No

If no, please list corrections: _____

I hereby verify that the information I have provided is true and correct and release this form to my supervisor for verification. I am aware that all applications are subject to audit by the National Kitchen & Bath Association (NKBA) and that I may be contacted by the Certification Department.

Supervisor's/HR Representative's signature: _____

Date: _____

SELF-EMPLOYED APPLICANTS ONLY

If you are self-employed, complete the information on page 15 and have someone who can verify that you are self-employed complete the information below. The verifier cannot be a relative.

I certify that I have firsthand knowledge that _____ is/was self-employed and performed the type of work described above for the indicated period of time.

Name (print): _____

Relationship to applicant: _____

Business address: _____

Telephone #: _____ Date: _____

Signature: _____

ALL APPLICANTS

I hereby verify that the information I have provided is true and correct and release this form to my supervisor for verification. I am aware that all applications are subject to audit by the National Kitchen & Bath Association (NKBA) and that I or my supervisor may be contacted by the NKBA Certification department.

Applicant signature: _____

Date: _____

Work Experience Verification

(To be completed by all applicants.)

ALL APPLICANTS

Submit a completed form for each employer with your application to certify that the experience requirements have been met. Each form must be signed by a supervisor or human resources representative knowledgeable of your work history. You may also attach a job description. The work experience documented below must meet or exceed the eligibility requirements for which you are seeking certification. If you are self-employed, complete all sections of this form and attach a copy of your business letterhead or business card.

Applicant name: _____

Present/Past employer: _____

NKBA Member Firm Yes No **Member ID#** _____

Business Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Full name and title of supervisor: _____

Telephone #: _____ Fax #: _____ Email: _____

Your title: _____ Full-time Part-time

Dates of employment (month/year): ____/____/____ to ____/____/____

List a specific description of your job responsibilities (25-word minimum) or attach a job description.

Total hours per week or total number of kitchens and/or baths designed annually for the time period noted above:

SUPERVISOR/HUMAN RESOURCES REPRESENTATIVE

This form is to verify the qualifications of the applicant named above for certification by the National Kitchen and Bath Association (NKBA). Please complete all items below and return to the applicant for inclusion in the application package. Do not mail or fax this form separately.

Supervisor's name: _____ Current title: _____

Business Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Telephone #: _____ Email: _____

Is all of the information the applicant has provided on this form accurate? Yes No

If no, please list corrections: _____

I hereby verify that the information I have provided is true and correct and release this form to my supervisor for verification. I am aware that all applications are subject to audit by the National Kitchen & Bath Association (NKBA) and that I may be contacted by the Certification Department.

Supervisor's/HR Representative's signature: _____

Date: _____

SELF-EMPLOYED APPLICANTS ONLY

If you are self-employed, complete the information on page 17 and have someone who can verify that you are self-employed complete the information below. The verifier cannot be a relative.

I certify that I have firsthand knowledge that _____ is/was self-employed and performed the type of work described above for the indicated period of time.

Name (print): _____

Relationship to applicant: _____

Business address: _____

Telephone #: _____ Date: _____

Signature: _____

ALL APPLICANTS

I hereby verify that the information I have provided is true and correct and release this form to my supervisor for verification. I am aware that all applications are subject to audit by the National Kitchen & Bath Association (NKBA) and that I or my supervisor may be contacted by the NKBA Certification department.

Applicant signature: _____

Date: _____

Work Experience Verification

(To be completed by all applicants.)

ALL APPLICANTS

Submit a completed form for each employer with your application to certify that the experience requirements have been met. Each form must be signed by a supervisor or human resources representative knowledgeable of your work history. You may also attach a job description. The work experience documented below must meet or exceed the eligibility requirements for which you are seeking certification. If you are self-employed, complete all sections of this form and attach a copy of your business letterhead or business card.

Applicant name: _____

Present/Past employer: _____

NKBA Member Firm Yes No **Member ID#** _____

Business Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Full name and title of supervisor: _____

Telephone #: _____ Fax #: _____ Email: _____

Your title: _____ Full-time Part-time

Dates of employment (month/year): ____/____/____ to ____/____/____

List a specific description of your job responsibilities (25-word minimum) or attach a job description.

Total hours per week or total number of kitchens and/or baths designed annually for the time period noted above:

SUPERVISOR/HUMAN RESOURCES REPRESENTATIVE

This form is to verify the qualifications of the applicant named above for certification by the National Kitchen and Bath Association (NKBA). Please complete all items below and return to the applicant for inclusion in the application package. Do not mail or fax this form separately.

Supervisor's name: _____ Current title: _____

Business Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Telephone #: _____ Email: _____

Is all of the information the applicant has provided on this form accurate? Yes No

If no, please list corrections: _____

I hereby verify that the information I have provided is true and correct and release this form to my supervisor for verification. I am aware that all applications are subject to audit by the National Kitchen & Bath Association (NKBA) and that I may be contacted by the Certification Department.

Supervisor's/HR Representative's signature: _____

Date: _____

SELF-EMPLOYED APPLICANTS ONLY

If you are self-employed, complete the information on page 19 and have someone who can verify that you are self-employed complete the information below. The verifier cannot be a relative.

I certify that I have firsthand knowledge that _____ is/was self-employed and performed the type of work described above for the indicated period of time.

Name (print): _____

Relationship to applicant: _____

Business address: _____

Telephone #: _____ Date: _____

Signature: _____

ALL APPLICANTS

I hereby verify that the information I have provided is true and correct and release this form to my supervisor for verification. I am aware that all applications are subject to audit by the National Kitchen & Bath Association (NKBA) and that I or my supervisor may be contacted by the NKBA Certification department.

Applicant signature: _____

Date: _____

Professional Affidavit: AKBD, CKD, and CBD

(Not required for CMKBD or CKBP candidates.)

Applying for: AKBD CKD CBD

 Name of applicant Applicant's business name

 Business address City, state/province, and zip/postal code

TO THE ATTESTING PROFESSIONAL

The certification policies and procedures established by the NKBA Board of Directors require that the Board certify only individuals of proven competency in the kitchen and bath industry. The above named individual has applied for such certification and is required to collect two professional affidavits on the forms provided from CKDs, CBDs, or other association, remodeling, or design trade professionals, principals of NKBA member firms, or other industry professionals who can attest to the competence of the candidate. The NKBA therefore respectfully requests that you complete and submit this form. Please read both sides of the form before signing. **Note:** An applicant's relatives, employers, coworkers, and relatives of employers may not provide an affidavit.

Your signature and address below will testify that you believe the applicant named above is competent in the planning, drafting, manufacturing, sales, or distribution of residential kitchen and/or bathroom designs or products, and meets the requirements stated below. Please note that all affidavits may be audited by the NKBA.

 (Print name of attesting individual) (Type of business)

 (Business name) (Business address)

 (City, state/province, zip/postal code) (Work phone)

 (Signature and date)

GENERAL REQUIREMENTS FOR CERTIFICATION

The right to use the NKBA's certification designations is protected by law and may be granted only by the National Kitchen & Bath Association and its Board of Directors to persons who meet the qualifications established by the Association.

1. The candidate is trained and experienced in the design, planning, and/or supervision of design execution of residential kitchens or bathrooms. The individual's education and experience is demonstrated through successful completion of the following:
 - a. Demonstrates specific areas of knowledge and skill levels required for the planning and/or execution of the design of complete residential kitchens or bathrooms during a rigorous examination and through a specified number of years of experience as established by the Board of Directors.
 - b. Provides evidence of design experience and practical knowledge through the submission of professional and client recommendations.
2. Once certified the individual agrees to be bound by all applicable laws, building codes, statutes, and ordinance/permit procedures, as required by the communities and states in which he/she practices to ensure the protection of consumer health, safety, and welfare.
3. The candidate must be of good moral character and a citizen of the United States or Canada or anyone who has declared intention of becoming such a citizen, or any citizen of another country having diplomatic relations with the United States or Canada.
4. The candidate must be free of any criminal convictions or guilty verdicts of unethical business practices.
5. Once certified, the individual must pledge to adhere to the annual registration procedure including remuneration of annual registration fees, and the Code of Professional Conduct adopted by the Board of Directors.
6. Once certified, the individual must pledge to acquire all Continuing Education Units as required by the Board of Directors.

Professional Affidavit: AKBD, CKD, and CBD

(Not required for CMKBD or CKBP candidates.)

Applying for: AKBD CKD CBD

Name of applicant

Applicant's business name

Business address

City, state/province, and zip/postal code

TO THE ATTESTING PROFESSIONAL

The certification policies and procedures established by the NKBA Board of Directors require that the Board certify only individuals of proven competency in the kitchen and bath industry. The above named individual has applied for such certification and is required to collect two professional affidavits on the forms provided from CKDs, CBDs, or other association, remodeling, or design trade professionals, principals of NKBA member firms, or other industry professionals who can attest to the competence of the candidate. The NKBA therefore respectfully requests that you complete and submit this form. Please read both sides of the form before signing. **Note:** An applicant's relatives, employers, coworkers, and relatives of employers may not provide an affidavit.

Your signature and address below will testify that you believe the applicant named above is competent in the planning, drafting, manufacturing, sales, or distribution of residential kitchen and/or bathroom designs or products, and meets the requirements stated below. Please note that all affidavits may be audited by the NKBA.

(Print name of attesting individual)

(Type of business)

(Business name)

(Business address)

(City, state/province, zip/postal code)

(Work phone)

(Signature and date)

GENERAL REQUIREMENTS FOR CERTIFICATION

The right to use the NKBA's certification designations is protected by law and may be granted only by the National Kitchen & Bath Association and its Board of Directors to persons who meet the qualifications established by the Association.

1. The candidate is trained and experienced in the design, planning, and/or supervision of design execution of residential kitchens or bathrooms. The individual's education and experience is demonstrated through successful completion of the following:
 - a. Demonstrates specific areas of knowledge and skill levels required for the planning and/or execution of the design of complete residential kitchens or bathrooms during a rigorous examination and through a specified number of years of experience as established by the Board of Directors.
 - b. Provides evidence of design experience and practical knowledge through the submission of professional and client recommendations.
2. Once certified the individual agrees to be bound by all applicable laws, building codes, statutes, and ordinance/permit procedures, as required by the communities and states in which he/she practices to ensure the protection of consumer health, safety, and welfare.
3. The candidate must be of good moral character and a citizen of the United States or Canada or anyone who has declared intention of becoming such a citizen, or any citizen of another country having diplomatic relations with the United States or Canada.
4. The candidate must be free of any criminal convictions or guilty verdicts of unethical business practices.
5. Once certified, the individual must pledge to adhere to the annual registration procedure including remuneration of annual registration fees, and the Code of Professional Conduct adopted by the Board of Directors.
6. Once certified, the individual must pledge to acquire all Continuing Education Units as required by the Board of Directors.

4. Was the presentation, prior to proposal acceptance, clear and give you complete understanding of what to expect? Yes No

5. Were all project arrangements by the applicant handled efficiently and in a professional manner? Yes No

6. Was the project completed to your satisfaction? Yes No

7. Would you recommend the applicant to others for similar service? Yes No

8. List additional comments about the project that you believe to be relevant. _____

4. Was the presentation, prior to proposal acceptance, clear and give you complete understanding of what to expect? Yes No

5. Were all project arrangements by the applicant handled efficiently and in a professional manner? Yes No

6. Was the project completed to your satisfaction? Yes No

7. Would you recommend the applicant to others for similar service? Yes No

8. List additional comments about the project that you believe to be relevant. _____

Third-Party Endorsement: CMKBD

(For use with CMBKD application only.)

TO THE APPLICANT

Your signature and answers to the questions below will aid in verifying your third-party endorsement in areas such as design contest placement, published projects, television interviews, community endeavors, show house displays, etc.

Please submit one form for each of your endorsements. You must submit a minimum of three examples of third-party endorsement to qualify for this certification. If you would like to submit additional items, please enter the information on a separate piece of paper.

All submissions must, where applicable, be accompanied by supporting documentation (copy of magazine where project was published, design contest award or letter, etc.). Documentation must give you credit by name.

PLEASE ANSWER EACH QUESTION BELOW

1. Type of activity you are submitting (check one):

- Design contest placement (certificate, award)
- Published Project (magazine article, book, journal article)
- Television Interview (videotape, article)
- Show House (photos, plans)
- Community Endeavor (local newspaper write-up, certificate of recognition, etc.)

Other: _____

Please attach documentation indicating the achievement.

2. Date of activity: _____

3. Sponsor of activity: _____

4. Location of activity (if applicable): _____

5. List any additional comments: _____

Supporting documentation must be attached.

Candidate's name (please print): _____

Candidate's signature: _____

Date: _____

Additional copies of this form can be downloaded from NKBA.org/Certification.

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Third-Party Endorsement: CMKBD

(For use with CMBKD application only.)

TO THE APPLICANT

Your signature and answers to the questions below will aid in verifying your third-party endorsement in areas such as design contest placement, published projects, television interviews, community endeavors, show house displays, etc.

Please submit one form for each of your endorsements. You must submit a minimum of three examples of third-party endorsement to qualify for this certification. If you would like to submit additional items, please enter the information on a separate piece of paper.

All submissions must, where applicable, be accompanied by supporting documentation (copy of magazine where project was published, design contest award or letter, etc.). Documentation must give you credit by name.

PLEASE ANSWER EACH QUESTION BELOW

1. Type of activity you are submitting (check one):

- Design contest placement (certificate, award)
- Published Project (magazine article, book, journal article)
- Television Interview (videotape, article)
- Show House (photos, plans)
- Community Endeavor (local newspaper write-up, certificate of recognition, etc.)

Other: _____

Please attach documentation indicating the achievement.

2. Date of activity: _____

3. Sponsor of activity: _____

4. Location of activity (if applicable): _____

5. List any additional comments: _____

Supporting documentation must be attached.

Candidate's name (please print): _____

Candidate's signature: _____

Date: _____

Additional copies of this form can be downloaded from NKBA.org/Certification.

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Third-Party Endorsement: CMKBD

(For use with CMBKD application only.)

TO THE APPLICANT

Your signature and answers to the questions below will aid in verifying your third-party endorsement in areas such as design contest placement, published projects, television interviews, community endeavors, show house displays, etc.

Please submit one form for each of your endorsements. You must submit a minimum of three examples of third-party endorsement to qualify for this certification. If you would like to submit additional items, please enter the information on a separate piece of paper.

All submissions must, where applicable, be accompanied by supporting documentation (copy of magazine where project was published, design contest award or letter, etc.). Documentation must give you credit by name.

PLEASE ANSWER EACH QUESTION BELOW

1. Type of activity you are submitting (check one):

- Design contest placement (certificate, award)
- Published Project (magazine article, book, journal article)
- Television Interview (videotape, article)
- Show House (photos, plans)
- Community Endeavor (local newspaper write-up, certificate of recognition, etc.)

Other: _____

Please attach documentation indicating the achievement.

2. Date of activity: _____

3. Sponsor of activity: _____

4. Location of activity (if applicable): _____

5. List any additional comments: _____

Supporting documentation must be attached.

Candidate's name (please print): _____

Candidate's signature: _____

Date: _____

Additional copies of this form can be downloaded from NKBA.org/Certification.

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Exam Registration: AKBD, CKD, CBD, and CKBP

(Not required for CMKBD candidates.)

CANDIDATE

You must complete this section in its entirety or your exam registration may be delayed.

Name: _____

Address: _____

City _____ State/Province: _____ Zip/Postal Code: _____

Home Phone: _____ Work Phone: _____

E-mail: _____

Check this box to give the NKBA permission to release your name (once certified) to your local NKBA chapter.

Please indicate if you require special accommodations (attach appropriate documentation): _____

I am registering for the following academic exam:

AKBD Academic CKD Academic CBD Academic CKBP Academic

Check this box if you are registering for a re-examination

I am registering for the following academic exam:

CKD Design CBD Design

Check this box if you are registering for a re-examination

(CKD/CBD design candidates only):

I prefer to take the design exam in the following format:

Hand Drafting 20-20 autokitchen Chief Architect

Design Examination date (month/year): _____

Location of Design Exam: _____

(A list of locations and additional copies of this form can be found at NKBA.org/Certification)

Note: CKD and CBD design exam candidates are required to pass the AKBD academic exam at least 30 days prior to taking the CKD or CBD design exams.

Additional copies of this form can be downloaded from NKBA.org/Certification.

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Candidate Testimony AKBD, CKD, CBD, and CKBP

In submitting this application, I hereby apply for NKBA certification in accordance with the established rules and procedures as an (check one):

NKBA design certifications:

- Associate Kitchen & Bath Designer (AKBD)
- Certified Kitchen Designer (CKD)
- Certified Bathroom Designer (CBD)
- Certified Master Kitchen & Bath Designer (CMKBD)

NKBA non-design certification:

- Certified Kitchen & Bath Professional (CKBP)

I hereby state and verify by my signature that I have had _____ years of full-time industry experience.

I hereby affirm that all statements made herein are true and correct to the best of my knowledge and belief, and that I will submit to an examination to test my competency as I have represented it at such time and place, and to such extent, as may be specified by the NKBA Board of Directors. I do further testify that I will abide by the Certification Policies & Procedures and the Code of Professional Conduct for my profession, as established by the NKBA Board of Directors, which, among other things require that I:

- file an annual census form
- pay an annual registration fee to the NKBA
- meet the NKBA's continuing education criteria

I agree to be bound by all laws, codes, and regulations applicable to my profession.

I hereby authorize the NKBA to make independent audits to verify statements made in this application. I have enclosed the required affidavits and references along with this application. Also enclosed is my payment in full, which includes a \$159 non-refundable application fee and applicable exam registration fees.

Name (print): _____

Signature: _____

Date: _____

METHOD OF PAYMENT

Application and exam registration fees **must** accompany this application. Please make checks payable to the National Kitchen & Bath Association. **A nonrefundable application fee of \$159 is included in the fee structure below.**

Re-examination candidates must check the re-examination box on the Exam Registration Form.

Exam registration fees:

- \$359 AKBD (academic only)
- \$499 CKD, CBD (design only)
- \$699 CKD, CBD (academic & design)
- \$159 CMKBD (app fee only)
- \$399 CKBP exam

Total enclosed: \$ _____

Payment Method Check Visa MasterCard American Express

Card number: _____ Expiration date: _____

Cardholder name: _____

Cardholder signature: _____

Candidate Testimony CMKBD

(For use with CMKBD application only.)

In submitting this application, I hereby apply for NKBA certification in accordance with the established rules and procedures as a:

Certified Master Kitchen & Bath Designer

I hereby state and verify by my signature that I have had _____ years of full-time industry experience.

I hereby affirm that all statements made herein are true and correct to the best of my knowledge and belief, and that I will submit to an examination to test my competency as I have represented it at such time and place, and to such extent, as may be specified by the NKBA Board of Directors. I do further testify that I will abide by the Certification Policies & Procedures and the Code of Professional Conduct for my profession, as established by the Board of Directors, which, among other things require that I:

- file an annual census form
- pay an annual registration fee to the NKBA
- meet the NKBA's continuing education criteria.

I agree to be bound by all laws, codes, and regulations applicable to my profession.

I hereby authorize the NKBA to make independent audits to verify statements made in this application. I have enclosed the required affidavits and references along with this application. Also enclosed is my payment in full, which includes the \$159 non-refundable application fee and applicable exam registration fees.

Name (print): _____

Signature: _____

Date: _____

METHOD OF PAYMENT

Application and exam registration fees **must** accompany this application. Please make checks payable to the National Kitchen & Bath Association.

Application fee (non-refundable): \$159

Total enclosed: \$ _____

Payment Method Check Visa MasterCard American Express

Card number: _____ Expiration date: _____

Cardholder name: _____

Cardholder signature: _____

Additional copies of this form can be downloaded from NKBA.org/Certification.

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▶ Exam FAQ's

Where can I take the exam? The AKBD and CKBP exams are administered at over 300 computerized testing facilities managed by Kryterion in the United States and Canada. Both exams are available year-round at Kryterion testing centers.

How do I schedule my exam date and location? As soon as you are pre-approved to take the AKBD or CKBP examination by the NKBA Certification Department, you will receive an email from the NKBA to access the scheduling web link to create an account with Kryterion and schedule your appointment to take your exam.

Scheduling is done on a first-come, first-serve basis. Waiting to schedule your test appointment may significantly limit the date/time availability at the test center of your choice. All available testing locations and dates are presented to you on the scheduling web link. This site enables you to search for testing sites by city and state.

Are the AKBD and CKBP exams the only exams that will be given at these test sites during this period? No, the test sites also administer other exams for other associations and agencies at the same time.

How many questions are on the AKBD and CKBP exams? The AKBD exam consists of 200 questions and the CKBP exam consists of 150 questions.

Are all of the questions scored? No, only 150 questions on the AKBD exam are scored. The other 50 questions are toward a beta to measure the validity of new questions. All 150 questions on the CKBP exam are scored.

How many questions do I need to pass the AKBD exam? You need to score 100 questions correctly in order to pass the AKBD exam.

How long is the exam? Candidates have 2 hours and 55 minutes to complete the AKBD exam, and 2 hours and 25 minutes to complete the CKBP exam. Candidates are requested to take 5 minutes at the end of the exam to complete a post-examination survey.

There are no scheduled breaks during the AKBD or CKBP exam. You may leave the testing room to take a bathroom break, but the time will continue on the exam. There is no way in which to stop the exam clock.

When are results of the exam available? Results of the AKBD and CKBP exams are available immediately before you leave the testing facility. Your results are delivered as either pass or fail.

Once I review my results and I have passed, am I certified? No, you must wait for official confirmation from the NKBA.

How many times can I take the exam? A candidate will be allowed to attempt the AKBD exam three (3) times in one calendar year. Thirty (30) days must pass between each exam attempt.

If I am taking both sections of the CKD/CBD exam, do I have to take it on two different days? Yes, you must pass the academic section first. You are not eligible to take the design exam until you pass the academic exam.

