



NARI CERTIFIED LEAD CARPENTER APPLICATION

This application is the first step in earning the Certified Lead Carpenter (CLC) 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 must be completed at the time the application is submitted. A complete application must be received by the NARI Headquarters office 10 business days prior to the start of your study group.

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

MAIL: NARI

FAX: (847) 298-9225

780 Lee St., Ste 200

Des Plaines, IL 60016

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

There is not a membership requirement to apply for the CLC exam. Both NARI members and non-members will be evaluated equally on the application and subsequent examination. The CLC 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 CLC exam within the next 24 months
- Section 1: Applicant Information** - I have completed all applicant information and have noted where I would like CLC correspondence sent.
- Section 2: Payment** - I have included payment information with this application.
- Section 3: Job Responsibilities, Education, and Continuing Education** – I have accurately described my job responsibilities and education history.
- 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.



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Definition of Certified Lead Carpenter: A lead carpenter is involved in tasks and has responsibilities beyond the technical production aspects of a project. He/she is responsible for customer contact and communication, supervision of subcontractors and employees, managing the job site, scheduling, and safety issues. The success of a remodeling project during the production stage is the primary responsibility of the lead carpenter.

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 CLC certification exam, candidates must have been in the remodeling industry **full time** for a minimum of **5 consecutive years** and must have worked as a lead carpenter, as defined above, for a minimum of **2 years**.

Certification Renewal: Certifications are renewed annually. Renewals currently require the attainment of 5 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 _____ As a Lead Carpenter _____

Exam Date _____

Exam Location _____

Exam Proctor _____



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SECTION 2 - PAYMENT

All fees must accompany this application. The certification fee is \$410 for members and \$525 for non-members. This application fee includes a \$100 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 CLC 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. (Limit of two re-tests within 2 years of original examination date).

NARI Member \$410

Non-Member \$525

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: _____



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SECTION 3 – JOB RESPONSIBILITIES, EDUCATION, AND CONTINUING EDUCATION

A. JOB RESPONSIBILITIES: Please describe your current job responsibilities. List tasks you are responsible for, people you supervise, parts of a project that you are responsible for, project planning and scheduling you do, lumber estimating and take-offs, client communications, etc. Please be as clear and concise as possible. Attach a separate sheet of paper if necessary.

B. EDUCATION: Please list any formal or continuing education you have received. 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 & 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 & 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

Program Title

Dates

Hours

D. ASSOCIATION INVOLVEMENT: Includes NARI and others.

Association

Position/Involvement

Dates



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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, fulltime employment in the remodeling industry as well as your 2 years as a lead carpenter.

Current Employer _____ Position _____ Dates _____

Description of duties:

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.

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.

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: _____