



## NARI GREEN CERTIFIED PROFESSIONAL (GCP) APPLICATION

This application is the first step in earning the Green Certified Professional (GCP) 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 Headquarter office 30 days prior to your scheduled exam.

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

MAIL: NARI  
780 Lee St., Ste 200  
Des Plaines, IL 60016

FAX: (847) 298-9225

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

There is not a membership requirement to apply for the GCP exam. Both NARI members and non-members will be evaluated equally on the application and subsequent examination. The GCP 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 the GCP exam within the next 24 months
- Section 1: Applicant Information** - I have completed all applicant information and have noted where I would like GCP 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 Green Remodeling or are currently enrolled in NARI's Green Education Course.
- 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 Green Professional:* A remodeling professional who considers sustainability in maximizing nature’s resources and energy in an efficient and responsible manner in the conduct of their business.

*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 GCP certification exam, candidates must have been in the remodeling industry for a minimum of **5 years**. Candidates must have completed a minimum of **16 hours** of green or sustainable remodeling/building related education or are currently enrolled in NARI’s Green Remodeling Education Course.

*Certification Renewal:* Certifications are renewed annually. Renewals currently require the attainment of 10 hours of green or sustainable remodeling/building related continuing education, participation in chapter/community service projects, and the submission of the required fees.

## SECTION 1 – APPLICANT INFORMATION

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

**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 \_\_\_\_\_ .

4. Number of years conducting green remodeling projects \_\_\_\_\_

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

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

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

\*All fees must accompany the application. This fee includes a \$125 non-refundable process fee. Certification fees, less the non-refundable processing fee, will be refunded only if your application does not meet the eligibility requirements for GCP candidacy. Candidates must complete the initial examination once within the next 24 months. Subsequent examinations are subject to additional testing fees. (Limit of two re-tests within 2 years of original examination date).





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## SECTION 2 – PAYMENT INFORMATION:

All fees must accompany the application. The certification fee are listed below. These fees includes a \$125 non-refundable process fee. Certification fees, less the non-refundable processing fee, will be refunded only if your application does not meet the eligibility requirements for GCP candidacy. The certification fee includes the cost to take the initial examination once within the next 24 months. Subsequent examinations are subject to additional testing fees. (Limit of two re-tests within 2 years of original application date).

<b>Program- Select one of the following</b>	<b>Member</b>	<b>Non-Member</b>
<input type="checkbox"/> NARI Web-based Green Remodeling Course and Certification *By checking this box I understand that I am participating in NARI's Green Education Course and will become certified only after successfully passing the Green Certified Professional exam.  Course start date: _____	\$1,045	\$1,245
<input type="checkbox"/> Green Certified Professional Certification *By checking this box I understand that I am only participating in NARI's Green Certified Professional Certification and will become certified only after successfully passing the Green Certified Professional exam. I also understand that I will receive study materials.	\$650	\$850
<input type="checkbox"/> Green Certified Professional Certification with no study materials *By checking this box I understand that I am only participating in NARI's Green Certified Professional Certification and will become certified only after successfully passing the Green Certified Professional exam. I also understand that I will <b>NOT</b> receive study materials.	\$550	\$750

Name on Card \_\_\_\_\_ Card Number \_\_\_\_\_  
 Card Expiration Date \_\_\_\_\_ Card Type: MC, Visa, AMEX Amount \$ \_\_\_\_\_  
 Card billing address (if different than above)  
 Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 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 green remodeling. Items should include but do not limit to: building science, indoor air quality, material reuse/recycle, etc. Please be as clear and concise as possible. Attach a separate sheet of paper if necessary.

**B. FORMAL EDUCATION:** You are required to have at least **16 hours** of education related to green or sustainable remodeling or currently enrolled in NARI’s Green Remodeling Education Course. This can take place as part of college courses, chapter or local association programs, online or teleseminar programs, or programs taken at trade shows.

Green Remodeling or Building Related Education				Credits/Degree
<u>Dates</u>	<u>School</u>	<u>Major &amp; Degrees</u>	<u>Semester Hours</u>	<u>Earned</u>





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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>

General 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>

**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 green remodeling as well as general remodeling. Attach a separate sheet of paper if necessary. This information must document your required 5 years 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 \_\_\_\_\_



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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 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 Standard 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 or 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 Green Remodeling Professional. If I am certified, I authorize NARI to include my name in a list of certified individuals and agree to use the GCP 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: \_\_\_\_\_



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