



Certified Professional Building Designer Candidate Handbook

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Enhancing, developing, educating and promoting the value of the residential design professional.

Summary of Handbook Changes

Date of Change	Section Affected	Revision
August 15, 2017	Credits, APP.1, Background & Experience, Preparing for Examination, Bibliography	Vice President, Removed references to the Standard Setting period
April 20, 2018	Steps to achieving the CPBD certification, Terms & Conditions, Qualifications for Certification, Fees, Reporting Results, Standard Setting,	Removed references to the Standard Setting practices, updated the test specifications per the November 2017 Scheme Committee meeting
September 20, 2018	Test Content, Credits	Expanded the breakdown of knowledge domains, Contributor List
November 5, 2018	Professional Experience	Revised definition, reduced the number of verification items from three to one.
June 17, 2019	Fees	Fee increases.
March 23, 2020	Application Process	Online application platform added.
June 28, 2021	Preparing for the Exam	Practice Test information added.

Use the checklists and information summaries in this handbook to familiarize yourself with the testing process. Be sure to completely read this handbook before applying for certification or scheduling your examination.

You are responsible for following all policies and regulations found in this document. Not reading this handbook does not release your responsibility for following these procedures.

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Introduction

The American Institute of Building Design (“AIBD” or “the Institute”) is a nonprofit professional association dedicated to providing educational tools and professional resources for the expanding building design profession and its consumers. The National Council of Building Designer Certification (“NCBDC” or “the Council”) is a separate designated body within the Institute whose sole purpose is to maintain and administer a relevant certification program based, on the ISO/IEC17024 standard for personnel certification, accessible to building design professionals and their employers. The Council offers the Certified Professional Building Designer (“CPBD”) certification in recognition of practitioners who have demonstrated mastery [competency] of the knowledge and skills necessary to perform the building design professional role competently.

Program Description

The CPBD certification program is a voluntary credentialing program for design professionals designing and preparing the construction documents for one and two-family dwellings and light commercial buildings within in the United States. CPBD examinations are developed and maintained to the ISO 17024 standard and include continuous review by various work groups of experienced professionals.

Becoming a CPBD is a significant personal and professional accomplishment, and is a crucial step toward enhanced professional stature. CPBD certificate holders demonstrate an individual commitment to protect the public health, safety, and welfare of their clients and those constructing the buildings they design.

Some private communities and some governmental agencies recognize the CPBD certification. However, the Council cannot guarantee that any specific private community or governmental agency accepts or recognizes the CPBD certification. You should first contact the applicable agency regarding specific licensing and experiential requirements.

Certification and examination information, including registration and scheduling requirements, fees, and references are subject to change. Candidates should make sure they have the most current information before registering for or scheduling a CPBD examination by going to [AIBD.org/certification](https://www.aibd.org/certification).

Finally, congratulations on your efforts to become a credentialed building designer. In the midst of the paperwork involved in applying for and receiving your certification, it’s easy to forget that what you’re doing is very important—not only to you but to your industry and the people you are serving.

Non-Disclosure Agreement

Candidates have access to confidential and proprietary test items. The information is made available solely to become certified in the technical area referenced in the title of the certification program. Recording, copying, reproducing, disclosing, publishing, or transmitting this examination, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the express written permission of AIBD is prohibited.

National Council of Building Designer Certification, NCBDC, Certified Professional Building Designer, CPBD, and the associated certification marks are registered trademarks of the American Institute of Building Design, Inc.

Steps to Achieving the CPBD certification

Read and understand the candidate handbook, which contains all of the information you'll need throughout the pre- and post-exam process

Submit application package and receive approval to sit for the CPBD exams.

Purchase, schedule, take and pass the CPBD exam within 36 months of having been accepted as a candidate (Those who qualify for reciprocity may have this step waived).*

Pay the annual fee for your initial 12 months of certification.

Continue to recertify by paying the annual fee and Demonstrate their continuing participation in professional development activities in the building design field of practice.

About the Council

The Council is a designated body within AIBD, a nonprofit professional association incorporated in Washington, DC.

History

In the 1960s, the AIBD developed a testing program designed to evaluate the expertise of its professional members and to demonstrate their commitment to the matter of public health, safety, and welfare. Each regional division wrote and administered its examination, but only after first being evaluated and approved by a governing board.

In 1991, the AIBD Bylaws were amended to remove exam administration responsibilities from the individual regions and developed a single certification evaluation process administered from a single national source or council.

In 1993, the AIBD Bylaws were further amended to establish the council as an autonomous, designated and self-govern body, whose sole purpose was to develop, maintain and administer a national building designer certification; thus forming the National Council of Building Designer Certification, the only nationally recognized building designer certification program with a continuous history since the 1960s. Also, the certification process was made available to all qualified building designers regardless of their affiliation with any association.

Upon successful completion of the certification evaluation process, an individual is granted the title of "Certified Professional Building Designer," or "CPBD," and is entitled to receive the certification mark, certificate and diploma of the Council.

Objectives

The Council delineates the minimum qualifications, performance standards, and verification procedures designed to assess an applicant's ability to meet the minimum requirements of building designer certification based on industry recognized job task analysis, eligibility criteria, recertification requirements, professional development guidelines, scheme, test development, and standards-setting processes.

Authority

The Council is the governing body of the AIBD professional certification program. The Council is under the general supervision and direction of the AIBD Board of Directors and is expected to report to that body accordingly. All actions of the Council must be consistent with the AIBD Bylaws, Book of Rules, and policies.

All certified individuals are held to the standards, requirements, and obligations of membership in AIBD, regardless of their membership status and shall also be subject to the authority of both AIBD and the Council as if they were a member. Such instances shall include but are not limited to, submission to the AIBD Code of Ethics, the payment of fees, the earning of continuing education units, and the administration of the Council's policies regarding the same.

The Council has the authority to:

- Write, publish, administer and maintain an exam designed to test the Applicant's ability to meet the minimum requirements of certification as established by the Council.
- Delineate the minimum professional qualifications and performance standards for Certification as a Professional Building Designer.
- Develop application procedures and determine applicant eligibility for certification.

- Set all fees for certification, diplomas and certification marks.
- Develop and maintain a grievance and resolution procedure.
- Set testing and grading procedures; grant certification.
- Set recertification requirements.
Determine reciprocity, suspension, reinstatement, and termination of certification.
- Determine all privileges of certification.
- Appoint, set the terms of, and discipline members of the Council.
- Elect its leadership from within the Council.
- Set Council meetings, agendas, and procedures.

The Council

Composition

The Council solicits applications and appoints, from those it has certified, a minimum of 9 to a maximum of 18 designers. The Council then elects from its members the leadership specified below.

Roster

A full roster of the current Council is available at AIBD.org/certification.

Terms

Each member of the Council shall serve a term of one (1) year and may serve a maximum of nine (9) consecutive terms.

Responsibilities

The members of the Board of Examiners are responsible for developing, scheduling and administering examinations following the established policies and procedures, and recruiting, training and overseeing local proctors. Examiners shall also work to promote to the public and the profession the concept, reasons for and benefits of certification. Examiners shall also act as public spokespersons for the NCBDC.

Leadership

The Council elects from its members a President, a Vice President and a Secretary for a term of two (2) years.

Vacancies

Vacancies on the Council are filled from qualified nominations considered at any regularly scheduled or legally called special meeting.

Code of Ethics and Conduct

A CPBD, regardless of affiliation, must agree to follow the principles of the AIBD Code of Ethics and Conduct. Disciplinary action resulting from a violation of the AIBD Bylaws, Book of Rules and Code of Ethics may vary and is dependent upon the severity of the infraction. Disciplinary action may range from loss of certification to letters of reprimand, suspension, probation or other such actions that might be deemed appropriate and reasonable.

A recent copy of the AIBD Code of Ethics and Conduct is available at [AIBD.org/code-of-ethics](https://www.aibd.org/code-of-ethics).

Enactment

This Code of Ethics and Conduct, adopted by the Council, takes effect at such time as is determined by the resolution of adoption.

Application

The Code of Ethics and Conduct applies to the professional activities of all designers certified by the National Council of Building Designer Certification.

Terms and Conditions for Application and Certification

By endorsing the certification application, either by hand or electronically, and with the initiation of each year of certification (i.e., first year and every subsequent year of renewal), all individuals shall agree to comply with NCBDC Policies and Procedures which include the following terms and conditions:

1. **Individual Status Defined:** Upon submittal of an application, individuals are categorized by the Council as an "Applicant." Upon approval of an application, the Applicant is categorized as a "Candidate," and after completing all parts of the certification evaluation, the Candidate is "Certified." The individual's status and contact information are viewable in the online Council Directory.
2. **Exam Registration:** Upon approval of the application, a Candidate has three (3) years to schedule, take and pass all of the CPBD exams. To be considered eligible for the scheduled exam, the full exam fee must be paid in advance.
3. **Identification:** Candidates are required to provide a valid photo ID to verify identification before beginning an exam.
4. **Exam Scoring:** Exams are scored electronically. A passing score requires a minimum of 97 test items answered correctly.
5. **Scoring Results:** Exam results are reported immediately upon finishing the exam. Scoring is reported as "Pass" or "Fail" only.
6. **Pre-Test Items:** Each exam includes 25 unscored pre-test items used for the development of future exam items (i.e., questions).
7. **Certification:** Approval of all prerequisite qualifications and the passing of the CPBD exam are both required for Candidates to qualify for certification.
8. **Exam Re-take Registration:** Re-takes may be scheduled immediately after receipt of the scoring results and for up to three (3) years from the date of approval as a Candidate. If the exam is not passed with the (3) year period, the Candidate must reapply and begin the certification process again.
9. **Appeals:** Appeals must be in writing and addressed to the Council within 60 days of receipt of the scoring results.
10. **Time Limits:** The online exam automatically closes and scoring is reported at the end of the time period. The exam may not be paused.
11. **Disqualification:** The Council and its proctoring representatives reserve the right to disqualify Candidates for non-cooperation with exam procedures.
12. **Reference Material:** The certification exams are "open book" exams. The Candidate may use any professionally published reference material. Study guides, study notes, photocopies and individually printed pages are not allowed in the exam area. Only reference books may be used to answer questions. Aid may not be given from examiners, proctors, other Candidates or any other sources with answering exam questions.
13. **Exam Date Scheduling:** All exams are proctored virtually using a third-party online proctoring service. All exam purchasing, scheduling, and rescheduling will be handled by the proctoring service directly with the candidate.

Qualifications for Certification

The Council establishes and upholds minimum qualifications for the certification process applicable to the certification scheme by defining the eligibility requirements for issuing a decision on certification, and specifies procedures for monitoring and continuing, changing, suspending or revoking the decision on certification.

Eligibility Requirements

A decision of certification may be awarded to individuals who meet all of the following eligibility requirements:

- Be at least eighteen (18) years of age;
- Meet prerequisites of related experience as outlined below;
- Submit an Application for Certification Form along with the documenting requirements and application fee;
- Agree to comply with the NCBDC Terms and Conditions and agree to the AIBD Code of Ethics;
- Meet the minimum requirements for experience;
- Pass written examinations;
- Pay the annual certification fee; and
- Recertify annually.

Experience

Certification exams are intended for design professionals who are currently preparing working drawings for one or two family dwellings and light commercial buildings. The following is the minimum experience required to begin the certification evaluation process.

- At least six (6) years of practical experience as defined and documented in the Application for Certification policy.
- Up to a maximum of three (3) years of educational experience, as defined and documented in the Application for Certification policy, may be substituted for practical experience.

Examination

Competence is examined based on the requirements of the scheme using written means.

Candidates who meet the requirements for reciprocity may receive a decision on certification without registering for and completing the written examinations. However, anyone qualifying for reciprocity who chooses to register for the written examinations must complete them all according to this policy.

Examinations shall be planned and structured in a manner that ensures that all scheme requirements are objectively and systematically verified, with sufficient documented evidence produced to confirm the competency of the candidate.

An Applicant that has been accepted to sit for the written examinations, now a Candidate, is eligible to take the exam for a period of three (3) years from the first day of the month following the notification that they have been approved to sit for the written examinations. If the Candidate does not pass all of the written exams during this eligibility period, they must reapply as a new Applicant by submitting a new complete application package and remit another application fee to become eligible to take the written examinations again.

Exams that are not passed may be purchased, scheduled and attempted again. There is no limit to the number of times a candidate may obtain eligibility. New attempts may be purchased and scheduled immediately following receipt of the results of the prior attempt.

The effective date of a certification is the first day of the month following the successful completion of all of the written exams or recertification. The expiration date is the last day of the twelfth (12th) month following. For example, a Candidate who passes his or her final remaining written exam on November 15th, 2017, shall have a December 1, 2017 effective date and a November 30, 2018 expiration date.

Annual certification fees must be paid no later than sixty (60) days after the effective date to avoid suspension.

Reciprocity

Waiver of the written examinations may be granted by the Board of Examiners to any Candidate who can offer appropriate documentation, according to the Application for Certification policy, of having received one of the following:

- Licensing or registration as an architect within the United States or its Territories;
- Licensing or registration as a civil or structural engineer within the United States or its Territories;
- Licensing or registration as a residential designer in the State of Nevada;

All other eligibility requirements still apply.

Decision on Certification

The decision on certification of a Candidate shall be made solely by the Council on the basis of the information gathered during the certification evaluation process.

No member of the Council shall participate in the examination or training of the candidate.

The Council shall provide a certificate to all certified persons and maintain sole ownership of the certificates. The certificate shall be in the form of a letter and shall contain all of the following information:

- The name of the certified person and a unique certification number;
- The name of the certification body;
- A reference to the competence standard on which the certification was based;
- The scope of the certification, including validity conditions and limitations;
- The effective and expiration dates of the certification; and
- Authorization by the Council President.

Recertification

In order to maintain currency and relevancy in the profession, certificate holders are required each year to do all of the following in order to maintain their certified status:

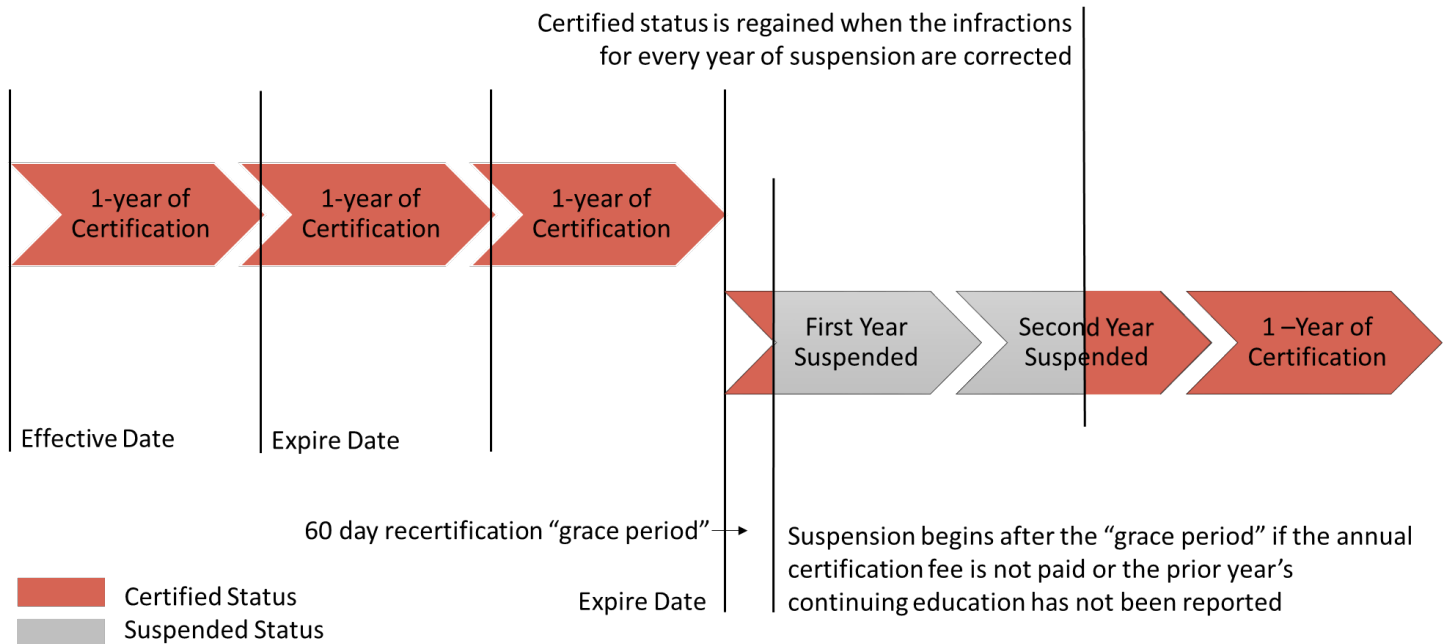
- Demonstrate their continuing participation in professional development activities in the building design field of practice. Credits are awarded for various activities and documented as required by the Continuing Education Policy.
- Pay the annual certification fee.
- Certificate holders who fail to recertify on or before their certification expiration date have up to sixty (60) days to recertify to avoid suspension.

Certification Status

Applicant – Individuals who have submitted an application package, paid an application fee and are being evaluated according to the Application for Certification policy are considered to be applicants.

Candidate – Individuals who have successfully been evaluated and notified that they are eligible to begin purchasing, scheduling and attempting the written exams are considered to be candidates.

Certified Status - Candidates who have met and continue to meet all of the eligibility requirements for



certification are considered to be in certified status.

Certificate holders in certified status may take advantage of the following:

- Be listed in the online Certification Registry, which allows verification of certified status. The online Certification Registry lists names of certificate holders. Certificate holders may choose to be removed from the registry. The absence of a certificate holder in the directory does not necessarily mean they are not certified.
- Use the certification title, designation, certificate, diploma, and mark according to the Use of Certificates and Marks policy.

Suspended Status – Certificate holders may be placed on suspended status for any of the following reasons:

- Not satisfying one or more of their recertification requirements; or
- Disciplinary action by the Council.

Certificate holders in suspended status may not refer to themselves as a certificate holder, use the certification designation, or their certification mark, until the infraction causing the suspended status is rectified.

The maximum suspension status period is three (3) years. After the suspension period expires, certificate holders may have their certification revoked.

The date of the next and future recertification cycles will not change after a certificate holder is reinstated to active status from suspended status. For example, see the illustration on the prior page.

Revoked Status - Certificate holders may have their certification revoked for any of the following reasons:

- Not satisfying one or more of their recertification requirements within the maximum suspension status period; or
- Disciplinary action by the Board of Examiners.

Certificate holders who have had their certification revoked may not refer to themselves as a certificate holder, use the certification designation or their certification mark. All certification stamps, certificates and diplomas must be returned to the NCBDC.

To attain credentialing again, individuals holding revoked status must reapply for certification by submitting a complete application package, meeting all of the eligibility requirements and obtaining a new decision on certification.

Retired Status – Certificate holders who voluntarily relinquish their certified status due to age or disability are considered to be in retired status, provided they meet the following conditions:

- Currently have certified status;
- Their participation in the practice of building design is minimal; and
- Have a combined age and number of years being certified that totals 75. For example, a 62 year old certificate holder that has been certified for at least 13 years; or
- Have been formally placed on disability.

Certificate holders who are members of AIBD and have obtained retired membership within the Institute will automatically have their certification placed in retired status.

Individuals who hold retired status do not have to demonstrate their continuing participation in professional development activities in the building design field of practice in order to recertify their status. However, a recertification fee for retired status may still apply.

Individuals who hold retired status shall not use the certification designation unless the designation is used with the word “retired.”

Individuals who hold retired status shall not use the retired status to practice as a certificate holder of the Council. Examples of an individual in retired status making public misrepresentation by the use of active credentials include, but are not limited to, the display of active credentials on working drawings, business cards or any other formal correspondence or representation (paper or electronic).

To ensure public protection, the Council shall clearly communicate to all the stakeholder groups that individuals who hold a retired status do not hold active certification to practice. The communication shall include a policy statement that is easily accessible on the Council website and in other media in which certification status is defined.

Eligibility Review and Update

The Council shall review and update the Qualifications for Certification no later than every six (6) years, beginning with the year 2015, utilizing all of the following influencers:

- Information stemming from a job task analysis;
- The certification scheme;
- The scope of the certification; and
- The standard practices of other certification bodies with comparable scopes and volume.

Fees

Certification Application Fee..... \$ 100.00
(Apply ONLINE at AIBD.org/cpbdbapp)

Examination Fees

- CPBD Exam (Each Attempt): \$ 300.00

Optional Examination Fees

- Take it now + \$ 8.75
- Take it soon + \$ 5.00

The standard exam fee allows Candidates to make their appointment at least 72 hours in advance of their desired start time. "Take it Soon" gives the examinee an option to schedule their test within 72 hours of the chosen start time and "Take it Now" allows them to take their test on-demand with no appointment needed.

Annual Certification Fees

Certified Status \$ 165.00
Retired Status \$ 35.00

Miscellaneous Fees

Practice Test (Must be an approved Candidate, Max. 5 attempts) \$0.00
Electronic Certification Mark (JPG Format) \$ 0.00
Rubber Stamp Certification Mark \$ 45.00
Embossed Certification Mark \$135.00
Paper Diploma \$ 45.00
Reinstatement From Suspension \$0.00

Refunds

Any request for an examination fee refund must be submitted to the third-party online proctoring service prior to the date of the examination. No refund will be made to any Candidate who takes the examination or fails to show for the scheduled examination. A \$10.00 non-refundable administration fee may be assessed in computing each item refund.

There are no refunds for application, certification, retirement or miscellaneous fees.

Certification Policies

Non-Discrimination and Accessibility

The Council is committed to the principle of equal opportunity in its activities and programs and does not allow, condone, or support discrimination of any type, whether based on ethnic origin, nationality, religion, sex, race, gender, age or disability within its practices, procedures, or vendors.

Americans With Disabilities Act of 1990

The Council, in adherence to the Americans with Disabilities Act of 1990 (ADA), provides reasonable and appropriate accommodations for individuals with disabilities who supply appropriate documentation. The Council also follows the guidelines set forth in the Principles of Fairness developed by the Council on Licensure, Enforcement and Regulation (CLEAR) and the Institute for Credentialing Excellence (ICE).

[http://www.clearhq.org/resources/Documents/Principles_of_Fairness\(3\).pdf](http://www.clearhq.org/resources/Documents/Principles_of_Fairness(3).pdf)

An Applicant may request a change in certification procedures or process due to disability, handicap or other reason. Candidates must complete the Request for Special Exam Accommodations Form (CPBD.info/specialrequest.pdf) and submit it to the AIBD office. Medical documentation of specific needs or evidence of receiving reasonable accommodations during schooling must accompany the request. The request must be specific as to the nature of the problem. Accommodation requests must be received along with the Exam Registration Form. The Applicant is responsible for demonstrating that the request should be granted.

Reasonable Accommodations

Reasonable accommodations provide a Candidate with fair and equal opportunity to demonstrate his/her knowledge and skill in the essential functions being measured by the exam. Reasonable accommodations are decided upon based on the individual's specific request, disability and documentation submitted as well as the appropriateness of the request. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the exam. No additional cost or burden is placed on the Candidate that would discourage access to the exam.

Qualified Individual With a Disability

A "qualified individual with a disability" is one who has a disability and satisfies the requisite skill, experience, education and other requirements of the service, program or activity of which he or she is being measured and, with or without accommodations, can perform the essential functions of the service, program or activity. An essential function is one that individuals are required to perform, and removing that function would fundamentally change the service, program or activity. A person must be a "qualified individual with a disability" to be protected under the ADA.

Proper Documentation

The Candidate must submit documentation provided by an appropriate licensed professional or certified specialist who diagnosed the disability and is recommending reasonable accommodations. The documentation must be submitted on the professional's letterhead. The documentation must provide a diagnosis of the disability and the test(s) used to determine the disability. The Candidate may also provide evidence of receiving reasonable accommodations during schooling on the school's letterhead. This may include an individualized education plan (IEP). The confidentiality of all documentation submitted by the Candidate is protected.

Requests for Reasonable Accommodations

The Evaluation Committee reviews all requests for reasonable accommodations. Candidates requesting

reasonable accommodations are notified in writing within 2-3 business days following the Evaluation Committee's decision regarding their approval of accommodations or reason for denial of accommodations. The Candidate may either make an appeal to the Council by providing additional documentation or sit for the exam under standard conditions.

Compliance

When participating in a certification program, whether as an employee, Candidate or vendor, in the unlikely event the individual feels they have been discriminated against for whatever reason, they are directed to notify the AIBD at info@AIBD.org, or 800-366-2423 (US Eastern Time, Monday - Friday, 9:00 am – 5:00 pm), and in writing if possible, so that the Institute can research and correct the problem quickly.

Use of Certification Mark and Designation

Refer to the AIBD Branding Guidelines booklet (AIBDmember.org/brandingguidelines.pdf) for the approved graphic, clear space, co-branding and other basic branding guidelines of the CPBD Certification Mark to be used by certified individuals.

Certification Mark Usage

- The certification mark may be used to indicate the user's certification by the Council, but not to imply the Institute's endorsement of the user's services or products.
- The image may not be altered, combined with other symbols or words or be used in part.
- The image may be co-branded with another AIBD subgroup logo or other organization logos according to AIBD branding guidelines and the guidelines of the logos from other organizations.
- It is encouraged, but not required, that a CPBD mark and any documents prepared by them.

Council Name and Acronym Usage

- When using the Council's name or acronym, "NCBDC," or one of its designation titles, "CPBD," the acronym and designations should always appear in capital letters and should utilize the same font style and size as the text the acronym is combined with. Example: Your Name, CPBD, NCBDC Certified, Certified by the NCBDC, A Certified Professional Building Designer for 10 years.
- The initials "NCBDC" and the formal name "National Council of Building Designer Certification" shall be used only in a context in which the mark is likely to be understood by the public to denote affiliation with the Council.
- Misuse of the NCBDC certification mark may result in termination of certification. Evidence of misuse is referred to the Board of Examiners for appropriate action on a case-by-case basis.

Obtain an Electronic Certification Mark File, Stamp or Embossed Seal

- All stamps and embossed certification marks are to be ordered by contacting the AIBD office by writing to info@AIBD.org or by calling 800.366.2423.
- For legal purposes, no editable certification mark files will be distributed. Therefore, .dwg, .dxf, any CADD or BIM files are available. Individuals may not create their own editable files.

Co-Branding

- When co-branding, every attempt should be made to present all the logo marks in the same size visually and with the minimum clear space, according to the AIBD Branding Guidelines booklet at AIBDmember.org/brandingguidelines.pdf.

Verification and Use of Personal Data

Candidates and certificate holders wishing to verify any personal data on file, other than scores, may do so by managing their accounts online at www.CPBD.info. Or they may contact the AIBD office during normal working hours. All inquiries about examination eligibility, procedures and scores should be directed to the AIBD office.

AIBD Member Services and Products

Generally, AIBD and its Councils use collected data to improve its own web content, to respond to visitors' interests, needs and preferences, and to develop new products and services.

Disclosures to Third Parties

AIBD does not offer applicant, candidate or certificate holder data to third-parties.

Consent to Use Personal Information

For the purposes of the Data Protection Act(s) 1984 and 1998 (as applicable), AIBD, its Councils or its agents must store, host and otherwise process the information (including personal data) supplied by the user. User supplies information, as defined above, when registering for the certification, in order to allow AIBD (or its designated agents) to use the information to send the user unsolicited direct mail advertisements, promotions, and solicitations for third-parties' products and services, such as its computer based testing vendor and its online proctoring service.

Credit Card Account Information

AIBD does not disclose credit card account information provided by its members and customers. When customers choose to pay using their credit cards, visitors are redirected to a secure server and this information is encrypted between your computer and our server.

Submissions and Records Retention

You are encouraged to submit applications, supplemental materials and electronically at AIBD.org/cpbdapp. However, arrangements may be made to submit in hard copy.

Electronic files must be submitted as a single file or one electronic transmission in PDF format ONLY.

- When submitting electronically, fees may be paid separately when paying by check.

Application packages and evaluation materials shall be identified, managed and disposed of in a manner as to ensure the integrity of the process and the confidentiality of the information.

- Hard copies shall be converted to digital copies and the originals shredded.
- All digital application package files must be stored in a location that is password protected and maintains a security policy.
- Only staff shall have access to the application packages without written consent from the Council, written consent from the Applicant, or by subpoena.
- Applications, supporting documents, evaluation results and communications shall be retained and disposed of in accordance with the AIBD Records Retention / Destruction policy.

Professional Development Guidelines (For Recertification)

Standards

A CPBD shall report a minimum of eight (8) continuing education (“CE”) credits annually, on or before their annual certification renewal date. The fulfillment of these requirements shall be necessary to maintain certified status with the Council.

Credit requests shall include all of the following:

- The member’s name and phone number or e-mail;
- The date, presenter, topic, and length of the event; and
- Supporting documentation verifying participation or credit request as provided in this policy.

Each credit shall consist of one (1) contact hour, which is one (1) clock hour of interaction between a member and instructor, or between a member and materials that have been prepared to cause learning. When calculating the number of “contact hours,” the number of contact minutes should be totaled and divided by 60 to arrive at the number of contact hours.

The Council shall designate a staff member to have the authority to review and approve or deny CE credits, provided the credits meet the guidelines of this policy.

Any CE credits submitted that do not meet the guidelines of this policy shall be reviewed and approved or denied by the Evaluation Committee.

Individuals submitting CE credits may appeal the decision of the Chief Staff Officer to the Evaluation Committee and may appeal the decision of the Evaluation Committee to the Council. The decision of the Council shall be final.

Calculation of Credits

CE credits shall be calculated and verified as follows:

- One (1) “Primary” CE credit for each contact hour of education based on, but not limited to, the following guidelines:
 1. Classroom credit from accredited universities, colleges, vocational, or technical training institutions in courses relating to architecture, design, engineering, business or industry related skills.
 - a) Provide a copy of a transcript.
 2. Seminars, events or approved courses presented by the Institute, AIBD CE Providers or industry peers, e.g., the American Institute of Architects (AIA), the National Association of Home Builders (NAHB), the American Society of Interior Designers (ASID), the Construction Specifications Institute (CSI), the International Code Council (ICC), the National Fire Protection Association (NFPA), etc.
 - a) Provide a copy of a written communication, i.e., letter, email, transcript, certificate, sign-in sheet, a form signed by the presenter, etc., confirming a member’s attendance and completion of the event.
- A combined maximum of four (4) “Elective” CE credits each year may be earned through any of the following activities:
 1. One (1) CE credit for each contact hour of voluntary service on a planning commission or architectural review committee for either a local government or private community.
 - a) Provide written verification, e.g., a letter from the organization, meeting minutes, a form signed by the chairperson, etc., which includes the member’s name as being in attendance.

2. One (1) CE credit for each article related to the profession of building design which is personally written and published in any media.
 - a) Provide a copy of the article that includes the source in which it was published and the member's name. (Electronic articles must be printed, URL links are not acceptable). Articles must be 250 words or more.
3. One (1) CE credit for each contact hour developing and presenting an educational workshop or seminar, or teaching a building design related course.
 - a) Provide a course syllabus, outline or a copy of the material presented and the amount of time to prepare and present. Or provide a course description and course length published in a catalog, brochure, email or other marketing piece.
4. One (1) CE credit for each contact hour of any industry related seminar, event or course.
 - a) Provide a copy of a written communication, i.e., letter, email, transcript, certificate, sign-in sheet, a form signed by the presenter, etc., confirming a member's attendance and completion of the event.
5. One (1) CE credit for each contact hour for hiring and teaching an intern.
 - a) Provide written verification by using the AIBD On the Job Training Form.
6. One (1) CE credit for each accepted entry in the American Residential Design Awards ("ARDA") program, a local chapter's design competition, or other industry design competition. Judging any design competition shall not be counted towards CE credits.
 - a) Provide written verification of the year and number of entries from the competition administrator. No report is necessary for AIBD award programs.
7. One (1) CE credit for each hour of participation in either design or construction of charitable projects, e.g., Habitat for Humanity.
 - a) Provide written verification, e.g., a letter from the organization, a sign-in sheet, a signed form, etc., of the member's participation.
8. One (1) CE credit for each hour taking and passing a certification or licensure exam, e.g., an industry related certificate program, or a state architectural, building or engineering licensure exam.
 - a) Provide a copy of a certificate or letter verifying completion and the length of the exam(s).
9. One (1) CE credit for each contact hour for a tour of a building, community, facility or vessel with architectural, construction, interior design, building code, or engineering significance.
 - a) To verify a professionally guided tour:
 - i. Provide a brief tour outline including location, length and subject matter, e.g., architectural, historical, building science, manufacturing, etc.
 - ii. Provide the name and credentials of the leader(s): A leader or designer who is a Certified Professional member, licensed architect or a professional with a relevant educational background or expertise.
 - b) To verify a self-guided tour:
 - i. Provide a brief tour outline including location, length and subject matter, e.g., architectural, historical, building science, manufacturing, etc.
 - ii. Provide a minimum 250 word composition on the knowledge and skills learned by having taken the tour and how the learning can be applied to the member's career.

Administration

- CE credits shall always be posted to the current or past due years and may not carry over from year to year.
- CE credits shall not be earned by duplication of tests, events, courses, tours, etc., that have been taken and submitted within the previous 36 months. Courses using the same name from year to year but presenting new content may be approved by the Evaluation Committee.
- All submitted reports that comply with this policy may be administratively approved by the Chief Staff Officer. Noncompliant reports shall be reviewed by the Evaluation Committee and approved, denied or deemed undecided pending more information. Decisions of the Evaluation Committee may be appealed to the Council for a final decision.
- Attendance at AIBD chapter or national business meetings, including committee, board or council meetings, does not count as CE credits. Only that portion of any meeting that is devoted specifically to continuing education, such as a program speaker or presentation relating to building design, can count towards CE credits.

Discipline

- Submission of fraudulent CE by certificate holders will be subject to disciplinary action as provided in the Council policy and procedures manual.
- A certificate holder's required CE credits shall be reported on or before their annual certification renewal date and shall be considered delinquent if not reported in a timely manner.
- A certificate holder whose required CE credits are delinquent by more than 60 days shall have his/her certification suspended. Suspended certifications not corrected within 36 months from the beginning of delinquency will be revoked.

Complaints and Actions

A Resolution Committee has been formed to hear and resolve complaints and disagreements, as well as violations of the Institute's Bylaws and Code of Ethics. This committee is charged with resolving all disputes relating to member/certificate holder vs. member/certificate holder disputes; client vs. member/certificate holder disputes; and member/certificate holder vs. Institute/Council/Chapter disputes.

Authority

The AIBD Bylaws Article IX, § 6, gives authority to the Resolution Committee to hear and resolve complaints within the purposes defined in the bullets above as they pertain to AIBD membership.

The NCBDC Policies and Procedures give authority to the Council to hear and resolve complaints within the purposes defined in the bullets above as they pertain to certification.

NEITHER the Resolution Committee nor the Council has authority to render an opinion on any matters that involve legal issues or to arbitrate financial disputes.

Resolution Committee

The Resolution Committee consists of three volunteer members certified by the Council. The chairperson is appointed by the AIBD President, the Institute's Immediate Past President is the second member, and the third committee member is appointed by the AIBD College of Fellows from its membership.

The Council

The Council is a group of at least nine (9) and no more than twelve (12) volunteer certificate holders chosen to serve based on their personal experience and knowledge in various interest areas.

Major and Minor Infractions

Examples of major infractions of the Institute's Bylaws and Code of Ethics shall include, but are not limited to:

- Conviction of any fraudulent, illegal, or deceptive business practice;
- Copyright infringement;
- Discrimination in professional conduct on the basis of race, religion, gender, physical disability, national origin or sexual orientation.

Examples of minor infractions of the Institute's Bylaws and Code of Ethics shall include, but are not limited to:

- Improper use of the acronym "AIBD," "American Institute of Building Design," or other such titles allowed as a benefit of membership and governed by membership category.
- Improper use of the term "Architect," "Architectural," or derivatives as determined by legal restrictions in the member's geographic area of practice.

Complaint Procedure

- A hearing may be requested by completing and submitting a signed Resolution Form. Any documents supporting the complaint should be attached.
- The AIBD office forwards the documents to the Resolution Committee in the cases involving membership, and to the Council in cases involving certification. The documents are also forwarded to the defendant, along with a request to provide a written response (and any supporting documents or attachments), within fifteen (15) business days.
- The Resolution Committee chairperson and/or the Council chairperson (e.g., the Council President) reviews the documents, contacts the person filing the complaint and provides an overview of the procedures and the timetable and clarifies any questions in the written complaint.
- If the complaint involves pending legal action, then any discussion must be delayed until the legal issues are resolved.
- Every effort is made to receive a response to allegations and to hear all parties to any issue.
- The Resolution Committee and/or the Council will meet and render a written opinion including disposition to the AIBD office within five (5) business days. The Resolution Committee meets when needed and the Council normally meets quarterly.
- Once the opinion is received, the AIBD office will notify all the parties of the disposition by certified return receipt mail within five (5) business days.

Disposition

- In cases involving membership, the Resolution Committee may render an opinion in favor of the defendant and dismiss the complaint, or they may render an opinion in favor of the complainant and take any of the following actions:
- Issue a verbal warning;
- Issue a written warning;
- Issue a written warning and recommend suspension of membership for up to three years; or
- Recommend the termination of membership.
- If suspension or termination is recommended, it would be the Board of Directors who would consider the

recommendation and take action. Termination would require a two-thirds affirmative vote while suspension is determined by a simple majority.

The Council handles all complaints and actions involving persons who are certified by them. However, if the defendant is also an AIBD member, the Council will delay any action until the Resolution Committee has resolved the complaint. The Council may levy letters of reprimand, suspension, probation, termination or other such action as might be deemed appropriate. A two-thirds affirmative vote by the Council shall be required for action involving loss of certification; a simple majority vote is required for all other disciplinary actions.

Appeals

Either the defendant or the complainant may appeal any opinion rendered by the Resolutions Committee. This request must be made to the AIBD office in writing, and the dispute will be placed on the agenda of the next Board of Directors meeting. The AIBD office will provide notice to all parties thirty (30) days prior to the Board of Directors meeting. The party filing the appeal (or their assigned proxy) must appear before the Board of Directors to explain the reason for the request. Failure to appear without sufficient reason will cause the immediate dismissal of the appeal.

Decisions made by the Board of Directors in the case of membership, and the Council in the case of certification, are final.

Application Process

Applicants for certification must submit a completed and signed Application for Certification Form, accompanied by all required supplemental documents and fees. This action provides the Council with adequate information and a timeline for evaluating and verifying that the certification body can deliver the desired certification, and that the Applicant has met the required education, experience and abilities specified in the certification scheme.

The Application for Certification Form

(AVAILABLE ONLINE at AIBD.org/cpbdapp)

The application form shall include all of the following minimum information about the Applicant:

- Personal information, such as name, physical (mailing) address, phone number, electronic mail address and birth date;
- Professional background;
- Educational background (if used to meet the experiential qualifications);
- Criminal background, if any;
- Any special needs such as language and/or disabilities;
- Existing licensures or registrations as an architect or engineer issued by a U.S. state or territory, if any;
- A statement from the Applicant verifying that the information provided is true.

The application shall verify the Applicant's review of the certification scope, acceptance of the NCBDC Terms and Conditions, acceptance of the AIBD Code of Ethics and Conduct, as well as the Applicant's agreement to provide any additional information needed for the evaluation.

Fees may be paid by the Applicant or by an individual or company on behalf of the Applicant.

Supplemental Documentation

In addition to the Application for Certification Form, all Applicants must provide the following supplemental documentation:

- Verification of professional experience
- Verification of educational background (if combined with the experiential qualifications)

Professional Experience

Professional experience shall be defined as one or more of the following activities:

- Employment, or self-employment, as a draftsman, CAD technician, designer, supervisor or manager for any company or firm, who contracts with the owner of a building for the design of the building structural system and/or who is responsible for the preparation of the construction documents.

You may claim up to one (1) year maximum of the following when listing your professional experience:

- Construction experience as an apprentice, journeyman, tradesman, subcontractor or general contractor; or
- Experience as a full-time teacher at a technical school, college or university; or
- Experience as a full time building official, plans reviewer and/or field inspector.

Applicants shall verify their professional experience by submitting at least one (1) form of verification using the following list of acceptable methods:

- Letter of employment verifying the Applicant's dates of employment.

- A statement by an individual personally known by the Applicant verifying the Applicant's number of years of experience. The statement shall be submitted on a Letter of Verification Form created and approved by the Board of Examiners.
- Annual W-2 provided, if employed, or the first page of a 1040 form if self-employed.
- A valid business license issued by a local municipality (verifying self-employment).
- Articles of incorporation (verifying self-employment).
- Additional forms of verification may be approved by the Board of Examiners on a case by case basis.

More than one form of verification, or multiple editions of the same form, may be used to establish the total number of years required, if one form of verification is not sufficient.

Professional experience shall be measured monthly using a minimum of 90 working hours per month. Reporting shall be done in "tenths" of a year. For example, one (1) month = 0.08 years; two (2) months = 0.16 years; three (3) months = 0.25 years; etc.

Educational Background

Educational background shall be defined as formal training received from a technical school, college or university in one or more of the following study areas:

- Architecture
- Engineering
- Interior Design
- Architectural Technology
- Architectural Drafting or Design
- Construction Management
- Additional study areas may be approved by the Council on a case by case basis.

Using ACCET Document 15 – Credit Hour and Clock Hour Policy (<http://docs.accet.org/downloads/docs/doc15.pdf>), educational background shall be measured using the following method of converting credit hours to clock hours for classroom, lecture, and laboratory:

- One semester credit hour is based on 37.5 clock hours of direct faculty instruction and out of class student work.
- One quarter credit hour is based on 25 clock hours of direct faculty instruction and out of class student work.

Educational experience shall be measured monthly using a minimum of 90 clock hours per month. Reporting shall be done in "tenths" of a year. For example, one (1) month = 0.08 years; two (2) months = 0.16 years; three (3) months = 0.25 years; etc. Instructional hours consisting of supervised work experience activities related to skills/knowledge acquired during a training program (i.e., externships/internships), shall be qualified as professional experience.

Applicants shall verify their educational background by submitting one or more forms of verification using the following list of acceptable methods:

- An image of a student transcript (certified copies are acceptable but not required).
- An image of a degree certificate.
- Additional forms of verification may be approved by the Board of Examiners on a case by case basis.

Application Evaluation

Each application package shall be reviewed and evaluated on a timely basis.

Evaluation Committee

At least three (3) members of the Council shall serve as the Evaluation Committee. Their term shall be twelve (12) months. One member shall serve as the committee chairperson.

Meetings

Committee meetings may be in person, by telephone or electronically.

The committee shall meet at least once annually for the following purposes:

- To review the Application for Certification policy and procedures and make recommendations to the Council.
- To audit the staff's application processing performance and provide the Council with a written annual review.

The committee shall meet when issued an appeal.

Evaluation Processes

Staff shall be responsible for validating all of the following:

- Letter of Verification Forms.
- Licensures or registrations.
- Employment letters.
- Tax forms, business licenses and articles of incorporation.

Appealing an Evaluation

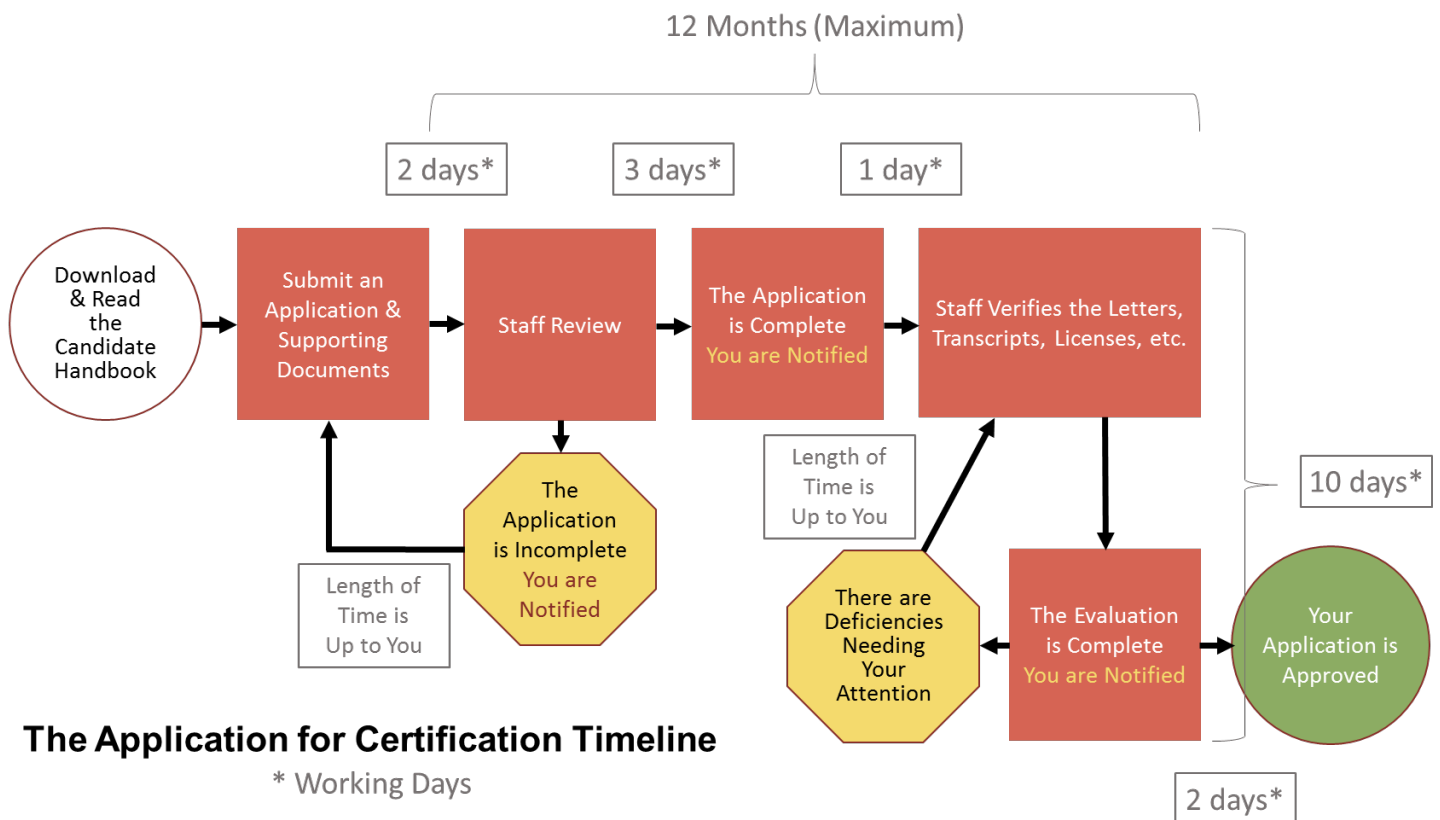
- All appeals must be in writing and submitted to staff.
- Applicants must first appeal to the Evaluation Committee who shall meet to review and make a decision on the appeal.
- Applicants may appeal the Evaluation Committee's decision to the Board of Examiners who shall meet to review and make a decision on the appeal.
- A decision by the Board of Examiners is final.
- Filing of an appeal does not change the application expiration date. Decisions rendered after the expiration date are valid.

Application Evaluation Timeline

All notifications and communications for the following activities shall be done using electronic mail within the prescribed timeframes:

- **Submissions** – The staff shall confirm receipt within two (2) working days of any submission.
- **Review of the Application Package** – Staff shall confirm the application package is complete or has deficiencies and notify the Applicant of their assessment within five (5) working days of any submission.
- **Submissions** – Staff shall verify the authenticity of all the submitted documents within fifteen (15) working days of any submission.

- **Application Expiration** – Applications not approved within twelve (12) months of the original submittal date shall expire. Staff shall notify the applicant within thirty (30) calendar days prior to expiration informing them of the deadline.
- **Appeals** – Staff shall distribute written appeals to the appropriate work group within five (5) working days.
 - * The Evaluation Committee shall meet within ten (10) working days of having received an appeal.
 - * The Applicant may appeal the decision of the Evaluation Committee to the Council.
 - * The Council shall meet at their next regularly scheduled meeting following the submittal of the appeal.
 - * The decision of the Council is final.
 - * Appeals do not affect the application expiration deadline.



Examination Administration

The Council delivers exams using standardized computer based delivery methods that maintain the security of the examinations and allow all Candidates the opportunity to be examined under identical and fair conditions. The practice ensures fair practices in the certification process and provides reasonable accommodations for all Candidates who qualify for certification.

Test Delivery and Computer System Requirements

The Council contracts with Test.com (the Platform) to provide computer based examination services and ProctorU (the Proctor) for virtual (online) proctoring.

The Proctor shall be issued an individual password for each exam to ensure only those Candidates authorized to attempt the examinations are allowed to do so.

The minimum computer requirements for the web based exam are as follows:

- A reliable computer running Windows XP (or higher) or Mac OS X 10 (or higher).
- A web cam with 640x480 video pixel resolution or higher.
- Headphones or working speakers connected to the computer.
- A working microphone connected to the computer. A web cam that has a built in microphone will produce the best results.
- A web browser with Adobe Flash Player installed. Flash Player 10 will produce the best results.
- A reliable, high-speed internet connection.
- The ability to allow video and screen sharing connections to the computer you will be using to take your exam.
- Candidates can test their computer and web cam at ProctorU.com/AmlReady.



Registering With Your Proctor

At any time, an applicant or a candidate may set up, at no cost, an account with the third-party proctoring service. Visit proctoru.com/portal/aibd and click the link to “Sign Up” in the tool bar across the top of the page.

In addition to signing up, there are helpful tools individuals may use to test their computer for compatibility, to learn how the proctoring process works, and when the time comes, to purchase their exams online.

Scheduling and Checking In Candidates

The Proctor shall be available 24 hours a day on all days that are not legal United States holidays.

The Proctor may be completely unavailable on four holidays annually: Thanksgiving (the fourth Thursday in November), Christmas Eve (Dec. 24), Christmas Day (Dec. 25) and the day after Christmas (Dec. 26).

The Proctor may have limited hours of availability on the following holidays:

- The day before Thanksgiving - Close at 4pm CST
- Thanksgiving Day - Closed
- Day After Thanksgiving - Open at 9am CST
- December 24th - Closed from 12am onward
- December 25th - Closed from 12am onward
- December 26th - Closed from 12am to 11:59pm

Testing Conditions

The public, home or office space used by the Candidate for this web-based examination should be quiet, well lighted, and adequately heated or cooled. The room should be well insulated from noise with no outside distractions nearby.

Security

The AIBD staff shall register each Candidate with the platform and generate a unique User ID and Passcode for each Candidate. The unique User ID and Passcode for each Candidate and for each examination will be provided to the Proctor to administer the examinations to the Candidates. User IDs and Passcodes shall be maintained in a secure manner.

Candidates may not attempt the same examination at the same time and in the same room as another Candidate.

Candidates may not take notes during the examination.

Using a webcam, the Proctor shall scan the Candidate's workspace before and after the examination.

The Candidate may not leave the view of the webcam during an examination.

Candidates may not talk to anyone other than the Proctor.

Candidates may not access any other web sites other than the platform and the Proctor web sites during the examination.

When Candidates connect online, the Proctor ensures their computer and internet connection are capable of

taking an online exam. The Proctor shall provide technical support for any issues that may arise before or during the testing session. In the rare event that the Proctor cannot get the computer working properly, they may request the Candidate to correct the issue and reschedule their test, free of charge.

An Institute representative must be on-call at all times that the Proctor is available and shall handle any issues outside of the scope of the Proctor.

Candidates may also run a computer and systems check with a live help-desk technician prior to the exam, free of charge, at proctoru.com/testitout.

Any time a Proctor spends getting the Candidate prepared to take their exam shall not take away from the exam time. For example, if the Candidate has a two-hour exam appointment and it takes 20 minutes to trouble shoot a technical issue on the Candidate's computer, the Candidate will still get the full 2 hours to take the exam.

If necessary, the Proctor shall reschedule a Candidate's exam in the event of a technical issue or if they simply need more time to study. Candidates may reschedule by emailing help@proctoru.com, calling [925-273-7588](tel:925-273-7588), or speaking with the Proctor at the time of their appointment. Candidates are encouraged to include identifying information in their emails.

Candidates shall provide a current, government issued photo ID prior to the examination. The following are acceptable forms of ID:

- Valid driver's license with a color photograph and signature
- Valid passport or military identification card with a color photograph and signature
- City, county, or state issued identification card with a color photograph and signature

Once the Proctor has verified the identity of the Candidate, a photograph of the ID shall be taken by the Proctor and stored in the Candidate's file.

Prohibited Items

The following items are NOT permitted on the workspace or within reach of the Candidate (without leaving the view of the web cam):

- Cell phones
- PDAs (Personal Digital Assistants)
- Pagers
- Additional tablets (i.e., iPad, Dell Venue, Microsoft Surface, etc.)
- Radio or headset devices
- Purses, briefcases or backpacks
- Hats (ceremonial or religious headwear is allowed)
- Food or drink
- Smoking items
- Personal papers
- Unbound (loose) reference materials
- Study materials provided by organizations offering preparatory classes.
- Watches

Allowable Personal Items

The following items may be permitted on the workspace or within reach of the Candidate (without leaving view of the webcam), but may be inspected by the Proctor:

- Eyeglasses
- Eyeglass cases
- Non-programmable calculators (spare batteries acceptable)
- Professionally published and bound reference materials
- Blank paper and writing utensils

Inspection Procedures

For Eyeglasses

- Any Candidate who is wearing heavy framed eyeglasses should remove them in order to demonstrate that no wire is attached.
- If a Candidate's eyeglasses have an attached lanyard, the Candidate should remove the lanyard to demonstrate that no wire is attached.

For Eyeglass Cases

- Any Candidate that has an eyeglass case in a shirt pocket should remove the case and place it outside of reach.

For Calculators

- Calculators shall always stay on the Candidate's work space within reach without leaving the view of the webcam.

For Reference Materials

- Examinations are open book and any professionally published and bound (saddle stitched, spiral bound, 3-ring, hard cover and soft cover perfect binding, etc.) reference materials are acceptable.
- Reference materials should be inspected for materials not originally published with the book, and that have been affixed within or to the cover and/or pages within the reference material.
- Hand written notes, highlights, tabs, dog ears, and underlines are acceptable.

Restroom Breaks

Breaks are not allowed during the examination (i.e., smoking breaks are NOT permitted).

Monitoring Candidates and Conditions During the Examination

Proctors shall be linked to test takers in real time, with live audio and video connections via webcam. Live feeds to test taker computer monitors are to be viewed through screen sharing technology. No additional equipment or software shall be required for Proctor's security protocol. The Proctor's screen sharing software shall provide Proctors with a list of current running processes, whether visible or hidden, as well as any cloned computer monitors or virtual machines. Proctors shall be able to remotely disable or close unauthorized software on a test taker's computer.

Reporting Irregularities

In the event of a breach of integrity, Proctors shall document the incident as it happens and report to the Institute within 24 hours. An incident report, containing a brief summary, photographs, screen capture images and all corresponding details, shall be emailed to the Institute's contact person within 24 hours of the incident.

Ending the Examination

Prior to the examination, Candidates shall be instructed to inform their Proctor when they are ready to submit their exam. At that time, the Proctor shall assist the Candidate through the logout procedure and ensure that the exam is submitted without issue.

Before signing off, the Proctor shall inspect scratch papers to safeguard test items.

Reporting Results

Candidates are notified of their examination results (pass/fail) following submission of their exam. Successful candidates will receive their certificate within approximately 30 days. A paper diploma will follow in four to six weeks. Upon request, candidates who fail may receive a diagnostic breakdown of their strong and weak areas on exam.

Troubleshooting & Contact Information

Loss of Internet Connection or Power

In the event of a loss of internet connection or power outage, the Proctor's application should automatically reconnect a Candidate to their Proctor when the problem is resolved. If a loss of contact with a Candidate lasts more than five minutes, the Proctor shall attempt to contact the Candidate by phone. Before an exam begins, the Proctor shall instruct the Candidate to call the Proctor's toll-free support line at [855-772-8678](tel:855-772-8678) to reconnect.

Contact Information

Should Candidates encounter any personal issues leading up to or during the scheduled time of the examination, or if Candidates have any questions, they may contact the AIBD staff, during typical working hours (Eastern Time), by phone at [800-366-2423](tel:800-366-2423), by e-mail at info@AIBD.org or by text message to [561-373-2537](tel:561-373-2537).

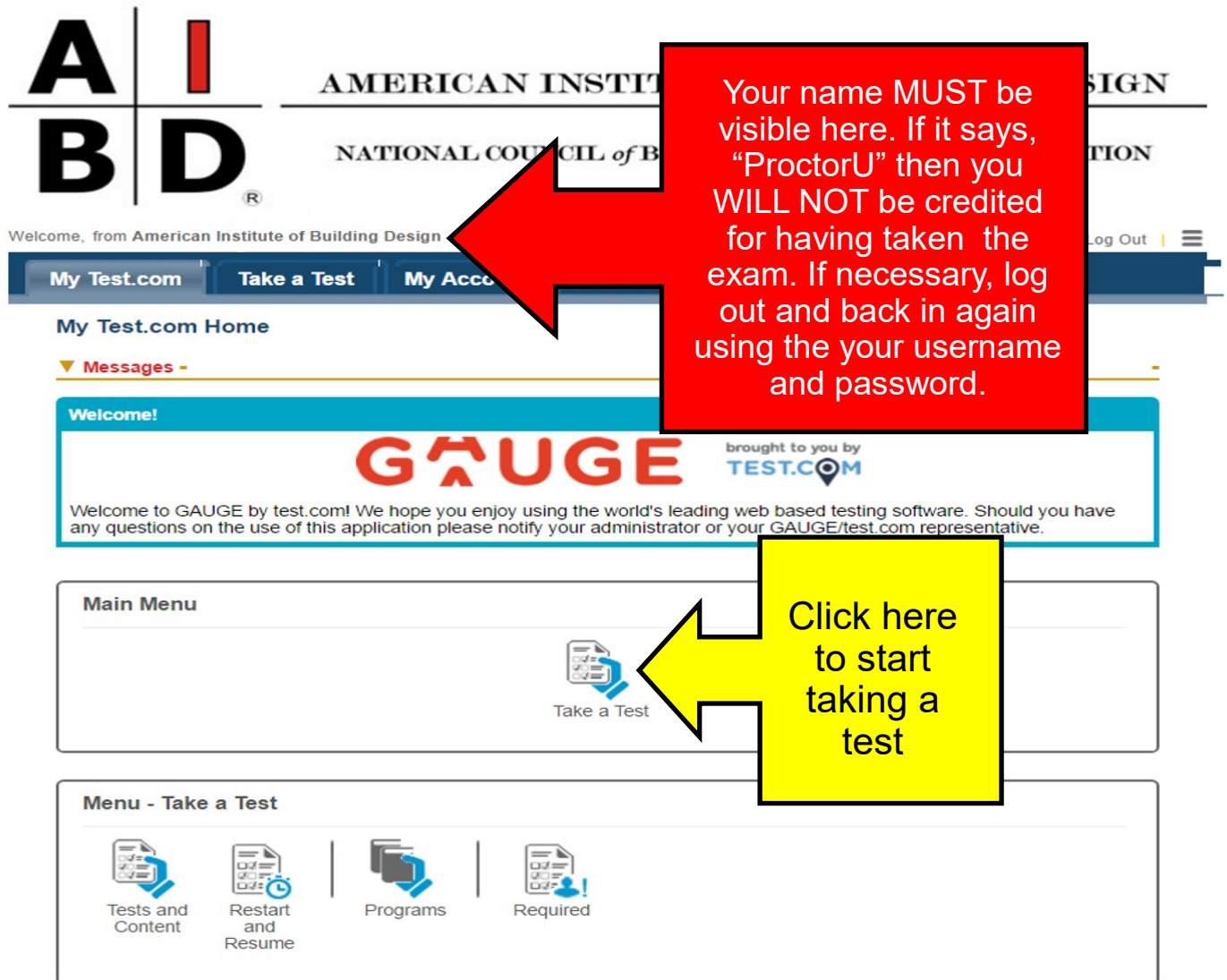
The Proctor may be reached 24 hours a day, seven days a week at [855-772-8678](tel:855-772-8678) or at the live help desk at proctoru.com/testitout.

The Proctor's dedicated Assessment Services team and live advocates, shall provide administrative support and handle any questions. This team is available Monday through Friday, 7 a.m. to 7 p.m. (Central Time) with limited coverage on Saturday and Sunday, via phone or email. After hours support is also available via phone or email and requests are typically handled by the next business day.

Login into Your Exam and Practice Test

At any time, individuals may visit AIBD.org/testlogin to set up their Test.com profile. Upon becoming a Candidate, AIBD staff will set up an individual's user name and temporary password in Test.com if the Candidate has not already done so.

When instructed by your Proctor, log into your Test.com account and click the "Take Test" icon in the middle of the landing page. The Practice Test does not require scheduling or a proctor.



Navigating Your Way Through the Exam/Test

Timer - Once you've begun taking a test, you'll find a clock at the top of the page counting down.

Pages - Each question has its own individual page. You can skip a question by clicking the "Submit → Forward" button to proceed to the next question.

Go Back - Click the "Submit ← Back" button to return to the prior page's question.

Bookmark - If you wish to save the question for later, click the "Bookmark This Question" button and then click the "Submit → Forward" button to proceed to the next question.

Click the "Open Bookmarks" button (bottom right) to open a list of all the test questions. Those with a check mark are bookmarked. Those with a filled box have been answered. Those with a hollow box have not been answered. Click on any question's number (the left hand column) to open the page containing that question.

Calculator - The testing platform provides a digital calculator with basic functions. Click the "Calculator" button and it will appear in the upper left corner of your computer screen.

Jump Back - Click the “Jump Back” button to return to the first unanswered question.

Finish - If you are viewing the final question (listed numerically), the “Submit → Finish” button will appear. This happens regardless of how many questions you’ve already answered. Be careful and be aware that the button exists. Don’t click the “Submit → Finish” button until you are sure you’re finished taking your exam. The “Submit → Finish” button also appears when all of the questions have an answer checked, regardless of where the question is listed numerically. But you may still go back and check your work by clicking the “Bookmark” button.

Images - If the question includes an image that supports the question, an icon will appear alerting you that an image is available. Click the icon to see the image. Click the image after it appears to enlarge the image.

The screenshot shows the AIBD test interface. At the top is the logo for the American Institute of Building Design (AIBD) and the National Council of Building Designer Certification. Below this is the title "Test - BUILDING CODES". A yellow arrow points to the "Test" dropdown menu. Below the menu, it says "You are taking the following test:". The "Name" field is "BUILDING CODES". The "Timer" field shows "Time Remaining (minutes:seconds) : 36:31". A yellow box labeled "Time Clock" has an arrow pointing to the timer. Below the timer, the "Progress" section shows "You have completed 17 out of 20 questions". A yellow box labeled "Go to the last unanswered question" has an arrow pointing to the "Jump Back" button. Below the progress section, the "Question" section contains instructions: "Use one of the Submit buttons to save your answer and move to the next or previous question. You can also use the Bookmark button to save your answers and navigate to any other question page. Please note, when you've answered all the questions, you must click the Save and Finish button on the final question page to indicate you're done taking this test and it's now ready to be scored." Below the question instructions, a yellow box labeled "For your convenience" has an arrow pointing to the "Calculator" button. The question itself is "8) What is the minimum". Below the question, there is a checkbox labeled "Bookmark this question". A yellow box labeled "Bookmark for quick reference" has an arrow pointing to this checkbox. Below the checkbox, there are four multiple-choice options: A) 15, B) 20, C) 25, and D) 30. A yellow box labeled "Go to the next question" has an arrow pointing to the "Submit → Forward" button. To the right of the question, a yellow box labeled "Go to a list of ALL questions. Those that are bookmarked will have a check mark beside their number" has an arrow pointing to the "Open Bookmarks" button. At the bottom, there are two buttons: "Submit <- Back" and "Submit -> Forward".

AIBD
AMERICAN INSTITUTE of BUILDING DESIGN
NATIONAL COUNCIL of BUILDING DESIGNER CERTIFICATION

Test - BUILDING CODES

▼ **Test** -

You are taking the following test:

Name BUILDING CODES

Timer Time Remaining (minutes:seconds) : 36:31

Progress
You have completed 17 out of 20 questions. Click the Jump Back button to jump to the first unanswered question.

Jump Back

Question
Use one of the Submit buttons to save your answer and move to the next or previous question. You can also use the Bookmark button to save your answers and navigate to any other question page. Please note, when you've answered all the questions, you must click the Save and Finish button on the final question page to indicate you're done taking this test and it's now ready to be scored.

Calculator

8) What is the minimum

☐ Bookmark this question

A) 15
B) 20
C) 25
D) 30

Submit <- Back **Submit -> Forward**

Open Bookmarks

Preparing for Examination

Study Materials

The Council does not develop, require, approve, or endorse any specific training materials.

Practice Tests

Approved Candidates have free access to a practice test (maximum five (5) attempts). The Practice Test is authored using the same scheme and blueprint as the CPBD Exam, however it is delivered at a smaller scale. Each Practice Test attempt will include 58 questions with a 60 minute time limit.

Self Study

The certification exams are “open book” and any professional bound and published reference is allowed. The intent is to provide a more realistic exam question that mimics the professional work environment where information is available and skill is determined through application. Review the exam content (page 39) and take note of the topics, their weight on the exam. Using this information, begin to build a library of references and plan to study accordingly. Familiarize yourself with the format, layout and structure of the text books in your library. Make your reference materials as user-friendly as possible with highlights, notations, tabs, etc.

Work Experience

You may take the exam based on your personal knowledge from experience in the field; it is not required that you take or pass a preparatory course nor study materials on your own. Applicants can apply directly to take the exam without purchasing study materials or enrolling in a course.

Bibliography

The exam writers used the following texts to determine, verify and defend the correct answers to the exam questions. This reference list is for information only. The content of the exam may be found in multiple texts or learned through practical experience.

- 2015 International Residential Code
- A Field Guide to American Houses
- A Visual Dictionary of Architecture
- AIBD Code of Ethics & Conduct (<https://aibd.org/code-of-ethics>)
- Architectural Drawing and Light Construction
- Architectural Graphic Standards
- Construction Principles, Materials and Methods
- CPM Construction Scheduling Survival Guide
- Dictionary of Architecture and Construction
- Get Your House Right
- Green Building: Principles & Practices in Residential Construction
- ICC-ASHRAE 700-2015 National Green Building Standard (http://www.nahbclassic.org/fileUpload_details.aspx?contentID=250713)
- Keeping the Books
- Law for Architects: What you need to know
- Marketing Metrics: The Definitive Guide to Measuring Marketing Performance
- Olin's Construction: Principles, Materials and Methods
- Simplified Engineering for Architects and Builders
- The Elements of Building, Mark Q. Kerson
- The Professional Practice of Architectural Working Drawings

Test Development

Job Analysis

To establish the framework for the CPBD exams, several focused workshops, each addressing a different aspect of the test development process, were held. The first workshop, which took place in July 2015, launched an extensive Job Analysis Study. This in-depth research study involved building design Subject Matter Experts (SMEs) defining the tasks, knowledge, and skill sets most pertinent to the building design profession. The results of the analysis were used to validate the content of the exams and ensure that they accurately reflected changes in the profession. A key component of the Job Analysis was the release of a profession wide survey that was completed by hundreds of building design professionals. Survey respondents' participation helped determine the knowledge and skill sets deemed most vital to the profession. The SMEs then used the survey findings to develop exam blueprints.

Test Specifications and Item Writing

Following the initial Job Analysis, a series of additional workshops focused on a variety of exam aspects: Test Specifications, which documented the relative importance of each exam's content areas and how many items (questions) should be written to each knowledge area; Item Development & Validation, which involved the review of existing exam questions, the writing of new exam questions, and the review of the newly-created questions; Forms Assembly, which created and reviewed the tests; and, lastly, Item Analysis, which involved a statistical and analytical review to help improve the quality and accuracy of the exams.

Standard Setting

Each Candidate's performance on the CPBD exam is measured against a predetermined standard. For the CPBD standard setting studies the Modified Angoff standard setting method was implemented during a two day standard setting meeting facilitated by PSI. These methods use a panel of subject matter experts (SMEs) to first reach a consensus on the acceptable level of knowledge and skill that is expected for passing Candidates. SMEs then review each examination item to determine the level of knowledge or skill that is expected. The SMEs' ratings and difficulty predictions were analyzed to provide a recommended cut score. The recommended cut-scores (passing scores) were reviewed and approved by Council.

The exam Content Outlines, as created through the job task analysis, detail the specific areas of knowledge necessary to perform the duties associated with each certification. The Content Outlines also detail the percentage weight for each of the exam sections. The higher the percentage weight, the more heavily the questions in that area will affect your overall test score.

The Passing Score

The CPBD exam is a criterion-referenced test. This means that candidates are scored against a fixed standard (the passing score). The final passing score for the CPBD exam has been established by a panel of subject-matter experts who determine the minimally acceptable level of competence for awarding the certification utilizing acceptable psychometric procedures. The passing score is applied consistently to all test takers. Candidates are not competing against one another, and grades are not curved. You must achieve the passing score to pass the examination. There are no exceptions.

Candidates are notified of their examination results (pass/fail) following submission of their exam. Successful candidates will receive their certificate within approximately 30 days. A paper diploma will follow in four to six weeks. Upon request, candidates who fail may receive a diagnostic breakdown of their strong and weak areas on exam.

Test Content

Exam Specifications Meeting

The following specifications were developed during a Scheme Committee review meeting in May, 2016 and revised during a Scheme Committee meeting in November 2017. The updated specifications included updating domain subgroups, including all subdomain groupings into one (1) exam, and additional exam specification information such as item types.

Knowledge Domain	Number of Knowledge Statements	Percentage Weights	Number of Test Items
1. Business Administration	22	10%	19
2. Business Practices	6	10%	17
3. Design Process	8	20%	38
4. Building Design	111	60%	101
Total	147	100%	175

Examination Content Weights:

Knowledge Domain Breakdown

1. Business Administration (22 Statements)

Knowledge Areas and Statements:

A. Ethics (4 Test Items)

1. AIBD Code of Ethics
2. Copyright registration
3. Federal copyright law

B. Licensure (3 Test Items)

1. State business licensing
2. County business licensing
3. Municipal business licensing
4. Architectural/Professional business licensing

C. Insurance (3 Test Items)

1. General liability
2. Workers comp
3. Health benefits
4. Errors and omissions

D. Employment Law (2 Test Items)

1. Federal employment compliance (e.g., minimum wage, discrimination, breaks, age, disability)
2. Regional employment compliance (e.g., minimum wage, discrimination, breaks, age, disability)
3. Employment/sub-contractor copyright issues

E. Accounting (1 Test Item)

1. General accounting principles (e.g., book keeping, profit and loss statements, balance sheet, income statements)
2. Federal tax requirements
3. State/Province tax requirements
4. Local tax requirements

F. Marketing (2 Test Items)

1. Marketing plan creation
2. Social media
3. Networking
4. Advertising (e.g., web site, print, radio)

2. Business Practices (6 Statements)

Knowledge Areas and Statements:

A. Project Management (3 Test Items)

1. Quality Standards
2. Quality Control
3. Project design budgeting (i.e., direct design costs and expenses)

B. Programming and Due Diligence (9 Test Items)

1. Scheduling
2. Communications (e.g., RFIs, change orders)

C. Contracts (3 Test Items)

1. Clients
2. Employees
3. Sub-contractors
4. Lien rights

3. Design Process (8 Statements)

Knowledge Areas and Statements:

A. Concept Development (15 Test Items)

1. Criteria development
2. Conceptual plans
3. Preliminary design
4. Concept modifications

B. Construction Document Development (11 Test Items)

1. Working drawings
2. Support documents/Specifications

C. Contract Completion (4 Test Items)

1. Publishing/Release for construction
2. Design fee (e.g., cost per square foot, hourly consultation, fixed fee)

4. Building Design (111 Statements)

Knowledge Areas and Statements:

A. Building Planning (13 Test Items)

1. Code scope, administration, and definitions
2. Wind loading design criteria
3. Snow loading design criteria
4. Seismic category design criteria
5. Weathering design criteria
6. Room dimensions, egress, clearances, minimum room sizes, and ceiling heights
7. Life safety criteria (e.g. Glazing, guards, and fall protection)
8. Light, ventilation, heating, and sanitation
9. Flood and termite protection
10. Garages, carports, and storm shelters
11. Elevators and lifts
12. Accessibility
13. Consistent drafting standards (e.g., ANSI drafting standards, Architectural Graphic Standards)

B. Site Design (9 Test Items)

1. Zoning compliance
2. Curb cuts public access
3. Driveways and off street public access
4. Public utilities (i.e., available services, accessibility)
5. On site utilities
6. Site orientation (e.g., viewscales, solar, ventilation)
7. Soil characteristics/bearing capacity
8. Cut/fill/balance grading
9. Erosion control
10. Storm water management
11. Hardscapes landscaping
12. Greenscapes landscaping

C. Foundations, Concrete, Structural Masonry (18 Test Items)

1. Concrete characteristics and structural performance
2. Mortar characteristics and structural performance
3. Footing types, sizes, and applications
4. Wall and piers applications
5. Flatwork applications (e.g., floors, driveways, patios)
6. Subgrade drainage and associated solutions
7. Radon mitigation and associated solutions
8. Waterproofing and associated solutions
9. Anchorage and associated solutions
10. Material Expansion and associated solutions
11. Reinforcement and associated solutions
12. Moisture control and associated solutions (e.g., capillary breaks, vapor barriers)
13. Backfill and associated solutions (e.g., membranes, French drains, gravel)

D. Framing Systems (16 Test Items)

1. Dimension lumber characteristics and structural performance
2. Engineered lumber characteristics and structural performance
3. Structural panels characteristics and structural performance
4. Structural steel characteristics and structural performance
5. Trusses characteristics and structural performance
6. Connectors characteristics and structural performance
7. Applied solutions characteristics (e.g., fundamental structural design, basic load calculations, load path tracing)
8. Braced wall systems structural design
9. Seismic structural concepts
10. Continuous load paths tracing
11. Advanced framing design (e.g., single top plates, stud spacing, eliminating unnecessary headers)
12. Floors systems (e.g., floor trusses, engineered lumber)
13. Wall types and application
14. Ceiling types and application (e.g., suspended, gypsum, acoustical)
15. Roofs styles and systems

E. Thermal and Moisture Protection (10 Test Items)

1. Lightweight wall cladding (e.g., wood, fiber cement, metals, vinyl, other composites)
2. Stucco wall cladding
3. Masonry veneer wall cladding
4. Shingles roofing (e.g., asphalt composite, shakes)

(Knowledge Domain 4.E Continued)

5. Metals roofing
6. Tiles roofing (e.g., slate, concrete, terra-cotta, synthetic, ceramic)
7. Membrane roofing (e.g., rubberized, single-ply, torch-down)
8. Gutters and downspouts
9. Roofing underlayment
10. Vapor barriers and retarders (e.g., felt underlayment, Advantech zip system, house wrap)
11. Air barriers
12. Weather resistant barriers
13. Flashing
14. Drainage planes
15. Insulation materials
16. Insulation properties
17. Doors and egress
18. Windows, fenestration and egress
19. Skylights, fenestration and egress
20. Air distribution and mechanical systems
21. Hydronic distribution mechanical systems (e.g., geothermal, radiant slab)
22. Ventilation systems (e.g., kitchen/bath ventilation systems, whole house heat exchange)
23. Fireplaces and wood stoves mechanical systems
24. Natural ventilation systems (e.g., skylights, cross ventilation, clerestory)
- F. Mechanical, Electrical, Plumbing (MEP) (10 Test Items)**
 1. Interior water distribution plumbing systems
 2. Water heating plumbing systems
 3. Pipe insulation plumbing systems
 4. Drain, waste, and vent plumbing systems
 5. Sewer connection or septic plumbing systems
 6. Fixtures plumbing systems
 7. Electrical service entrances
 8. Electrical grounding
 9. Schematic electrical layout (e.g., device and fixture locations)
 10. Electrical circuit control, arc, and ground fault control
 11. Electrical branch wiring
 12. Electrical Devices (e.g., fans, blowers, pumps)
 13. Electrical fixtures
 14. Conduction heat flow
 15. Convection heat flow
 16. Radiation heat flow
 17. Vapor drive/ vapor flow
 18. Vapor accumulation and condensation
- G. Building Science, and Sustainability (8 Test Items)**
 1. Air tightness (e.g., air barrier, envelope integrity, blower door testing)
 2. Indoor air quality
 3. Life cycle analysis resource efficiency
 4. Waste mitigation-recycling resource efficiency
 5. Local sourcing resource efficiency
 6. Material certification and content analysis resource efficiency (e.g., industry recognized software and analysis tools)
 7. LEED-H green building programs
 8. NAHB green building programs

(Knowledge Domain 4.G Continued)

9. Local green building programs
10. Passive house green building programs
11. Energy star green building programs

H. Domestic Architecture (6 Test Items)

1. Climate, technology, and tradition as a basis for regional house styles

Field Test Items

In addition to the number of Items listed above, twenty-five (25) field test items (questions) will also be distributed among the knowledge areas according to the percentage weights. Thus the total number of items will ultimately be 175. The field test items do not count toward the test score. The performance of the field test questions will be studied and they will be considered as scored items on future exams.

Additional Exam Specification Information

During the review meeting, additional information was decided upon such as the number of exams and how long examinees have to complete the exam. The Scheme Committee decided upon one (1) exam, which must be completed within three (3) years of application approval. The exam specifications include only the use of multiple choice single answer - four (4) option, and multiple choice multiple answer - five (5) to seven (7) option questions.

Development Specifics	
Delivery Method	Online
Format of Exam	1 exam
Item Types	MCSA– 4 options, MCMA– 5 to 7 options
Number of Scored Items	150
Number of Field Test Items	25
Total Number of Items	175
Minimum Number of Correct Answers to Pass	97
Exam Time Length	180 Minutes
Maximum Time to Complete	3 Years From a Candidate's Date of Approval



Please include:

- To verify background and experience, please include at least one of the recommended documents (see page 2)

- To verify education, please provide a copy of your educational transcript or an image of your diploma

Fees:

- \$100 Application Fee

Submit to:

- Email: info@AIBD.org

- Fax: 866-204-0293

- USPS:
AIBD
725 N. A1A, Suite E-108,
Jupiter, FL 33477

Contact:

Phone: 888-726-7659

Fax: 866-204-0293

Email: info@AIBD.org

Corporate Address:
7059 Blair Road NW
Suite 400
Washington, DC 20012
www.NCBDC.com

APPLICATION FOR CERTIFICATION

GENERAL INFORMATION

Full Name (as you would like it to appear on your certificate): _____

Nickname: _____ Business Name: _____

Business Street Address: _____

Unit/Suite: _____ City: _____ State: _____ Zip: _____

Home Street Address: _____

Apt./Unit: _____ City: _____ State: _____ Zip: _____

Business Phone: _____ Mobile: _____ Home: _____

Fax Number: _____ E-mail: _____

Birthday: ____/____/____

Professional Designation(s): _____

APPLICATION TYPE

☐ GENERAL Application to sit for the Certified Professional Building Designer exams.

☐ RECIPROCITY Those who are U.S. registered/licensed architects, engineers, or building designers in Nevada.

Registration/license number: _____

What state issued the above registration/license number? _____

SPECIAL ACCOMMODATIONS FOR EXAMINATION

☐ Check here if you have special needs which may impair your ability to take the exam. Please complete the **Special Accommodations Form** and return it and supporting medical documentation attached with this application. www.CPBD.info/ada/pdf

APPROVAL

☐ I have read and understand all the policies and procedures in the **Candidate Handbook**. www.CPBD.info/chb.pdf

☐ I have read and accept the terms and responsibilities outlined in the **AIBD Code of Ethics and Conduct** and in the **Terms and Conditions of Application and Certification**. www.CPBD.info/code.pdf www.CPBD.info/terms.pdf

☐ I hereby affirm that all the information I have provided on all pages of this application is true and accurate. I understand that misrepresentations or incorrect information provided can result in disciplinary action(s), including suspension or revocation of my eligibility or certification.

☐ I understand that I may be selected for audit at any time.

Signature: _____ Date: _____

PAYMENT INFORMATION ☐ VISA ☐ MasterCard ☐ American Express ☐ Discover ☐ Paying by check

Total Amount to be Charged: \$ _____

Credit Card Number: _____ Exp. Date: _____

Cardholder's Name: _____

Signature of Card Holder: _____

ADMINISTRATIVE USE ONLY

☐ Complete ☐ Incomplete, Please explain: _____

Staff: _____ Initials: _____ Date: _____

Paid By: ☐ Check ☐ Credit Card Amount: \$ _____

Committee Approval: Name: _____ Initials: _____ Date: _____

Applicant's Name: _____

BACKGROUND AND EXPERIENCE

- Please list **at least six (6)** years (minimum 1040 hours/year) of building design experience (one (1) year of relevant education may be used as an alternate for one year of work experience—maximum three (3) years, and attach **at least one (1)** form of verification using the following list of verification options:
 - ⇒ Letter of employment verifying the Applicant's dates of employment.
 - ⇒ A statement by an individual personally known by the Applicant verifying the Applicant's number of years of experience. The statement shall be submitted on a Letter of Verification Form created and approved by the Board of Examiners.
 - ⇒ Annual W-2 provided, if employed, or the first page of a 1040 form if self-employed.
 - ⇒ A valid business license issued by a local municipality (verifying self-employment).
 - ⇒ Articles of incorporation (verifying self-employment).

Company Name, City, State	Type of Business, Position & Title	Years	Phone Number
1.			
2.			
3.			
4.			

Description of employment and duties relevant to the table above (provide additional sheets if necessary).

- _____
- _____
- _____

EDUCATION

- Include this portion of the application only if education is being used as an alternative to experience (maximum three (3) years).
 - ◇ Twenty-eight (28) Semester credit hours = one (1) year.
 - ◇ Forty-two (42) Quarter credit hours = one (1) year.
- Please include copies of transcript, letter of completion or diploma.

School Name	City	State	Phone Number	Cr. Hrs.
1.				
2.				
3.				

Description of education listed above as it relates to building design (provide additional sheets if necessary).

- _____
- _____
- _____

Have you ever been convicted of a felony? ☐ Yes ☐ No

If yes, please explain: _____



NATIONAL COUNCIL of
BUILDING DESIGNER
CERTIFICATION

Submit:

- This form must accompany the Application for Certification Form. (Document App.2)
- Email: info@AIBD.org
- Fax: 866-204-0293
- USPS: AIBD
725 N. A1A, Suite E-108,
Jupiter, FL 33477

Contact:

Phone: 888-726-7659
Fax: 866-204-0293
Email: info@AIBD.org
Address:
7059 Blair Road NW
Suite 400
Washington, DC 20012
www.NCBDC.com

REQUEST FOR SPECIAL ACCOMMODATIONS FORM

GENERAL INFORMATION

Full Name: _____

DESCRIPTION OF DISABILITY OR SPECIAL REQUEST:

REQUESTED ACCOMMODATIONS:

☐ Other equipment or accommodation (Please explain):

- ☐ Reader
☐ Additional time
☐ Foreign language interpreter
☐ Sign language interpreter
☐ Paper and pencil test

Accommodations previously provided to you (list accommodation and purpose, such as "sign language interpreter for SAT examination"):

Proper Documentation

The candidate must submit documentation provided by an appropriate licensed professional or certified specialist who diagnosed the disability and is recommending reasonable accommodations. The documentation must be submitted on the professional's letterhead. The documentation must provide a diagnosis of the disability and the test(s) used to determine the disability. The candidate may also provide evidence of receiving reasonable accommodations during schooling on the school's letterhead. This may include an individualized education plan (IEP). The confidentiality of all documentation submitted by the candidate is protected.

ADMINISTRATIVE USE ONLY

☐ Complete ☐ Incomplete, Please explain: _____

Staff: _____ Initials: _____ Date: _____

Committee Approval: Name: _____ Initials: _____ Date: _____



Voluntary Relinquishment of Certification

Your CPBD certification has expired. By not sending your recertification fee, you have indicated you wish to relinquish your certification.

To complete this process please fill out, sign, and return this form along with your seal(s) and certificate(s) to the address below. The form may be faxed to the number below and the seal and certificate(s) sent physically. In the event that the seal and/or certificate(s) are unavailable or have been destroyed, please provide a written statement attesting this to be the case.

Certificate holders may reinstate their certification(s) within three (3) years of their expiration date without applying for and passing the current certification exams, provided they comply with the following.

- (1) A request to reinstate your certification is submitted in writing;
- (2) All delinquent recertification and late fees are paid; and
- (3) All continuing education requirements are met.

If the voluntary relinquishment date is effective before the active certification expiration date, fees already paid will not be prorated or refunded.

Statement of voluntary relinquishment:

In accordance with the National Council of Building Designer Certification (NCBDC) Recertification Policy, I am hereby notifying the Council of the relinquishment of the following certification(s) granted to me. By signing this notification below, I accept and agree to all terms and conditions applicable to voluntary relinquishment. Accordingly, I understand and agree that;

- (1) I may not make any representations or statements that I am an active NCBDC certificate holder, certified by, or affiliated with NCBDC;
- (2) I may not engage in any use of the NCBDC credential or certification mark until such time as I obtain reinstatement to active certification status; and
- (3) I must, upon submission of this notification of relinquishment, return all original and copied NCBDC credential materials to the NCBDC office.

Name: _____

Certification #: _____

Signature: _____

NCBDC Staff:

Received by: _____ Date: _____

Return this form to:
NCBDC

725 N A1A • Suite E-108 • Jupiter, FL 33477

T: 1-800-366-2423 • F: 1-866-204-0293

certification@AIBD.org

A Council of the American Institute of Building Design



TERMS AND CONDITIONS FOR APPLICATION AND CERTIFICATION GRANTED BY THE NATIONAL COUNCIL OF BUILDING DESIGNER CERTIFICATION

A council of the American Institute of Building Design, Inc.

By endorsing the certification application, either by hand or electronically, and with the submittal of each recertification (i.e., renewal), all individuals shall agree to comply with National Council of Building Designer (the Council or NCBDC) Policies and Procedures, which include the following terms and conditions:

1. **Individual Status Defined:** Upon submittal of an application, individuals are categorized by the Council as an "Applicant" in its database. Upon approval of an application, the Applicant is listed as a "Candidate." After successfully completing all parts of the certification examination within three (3) years, each Candidate is recognized as "Certified." The individual's status and contact information is viewable in the Council's online directory.
2. **Identification:** Candidates are required to provide a valid photo ID to verify identification prior to beginning an exam.
3. **Exam Scoring:**
 - a. Exams scores are determined by dividing the number of correct answers by the number of correct answers possible, for an average number of correct answers. 70% or greater is considered a passing score.
4. **Scoring Results:** Candidates will be informed of the results (pass or fail only) immediately upon finishing an exam.
 - a. During standard setting periods, no score is reported until the full sample of exam attempts has been completed and the Scheme Committee has established the cut score, at which time Candidates will be notified if they passed or failed. Candidates will be informed when tests are being offered during standards setting periods.
5. **Certification:** All certification exams listed in the associated program's candidate handbook must be passed and all prerequisite qualifications approved for Candidates to qualify for certification.
6. **Exam Re-take Registration:** Re-takes of failed exams may be scheduled at any time for up to three (3) years from the date of the initial date of Candidate approval. If any exams are not passed within the three (3) year period, the Candidate must reapply and begin the certification process again.
7. **Appeals:** Appeals should be stated in writing, and addressed to the NCBDC Board of Examiners at the national office within 60 days of receipt of the scoring results.
8. **Reference Material:** The certification exams are "open book" exams. The Candidate may use any professionally bound reference material. Spiral notebooks, binders, the NCBDC Study Guides, study notes, photocopies and individually printed pages are not allowed in the exam area. Reference books only may be used to answer questions. Aid may not be given from examiners, proctors, other candidates or any other sources with answering exam questions.
9. **Refunds:** Once an exam is purchased and scheduled there are no refunds. Exams may be rescheduled with advance notice without penalty.

7059 Blair Road NW, Suite 400 - Washington, DC 20012
Phone: 1-800-366-2423 • e-Fax: 1-866-204-0293
e-Mail: CE@AIBD.org

Step 1 Personal Information: Name: _____ Bus. Phone: _____ E-Mail: _____	Step 4 CE Event Information Date(s): _____ Topic or Title: _____ Presented By: _____ Step 5 Signature of Presenter: _____
Step 2 Credits Requested: Credits are based on 1.0 / contact hour, unless noted otherwise in Step 3 (below)	Step 3 Elective Credits A maximum of 4 may be credited towards the required 8 each year C. Seminar/Webinar/Workshop (Provided by a source other than one listed in Primary Credits - B.) <input type="checkbox"/> Provide completion certificate, proof of attendance or the presenter/teacher's signature (See Step 5) D. Write an Article - 1 credit each (In Step 4, list the name of the publication and the date the article was published) <input type="checkbox"/> Provided a copy of the article or blog (URLs are not acceptable). Must be a minimum of 250 words. E. Study on Your Own (Provide completion certificate, completion e-mail or self-study exam) <input type="checkbox"/> Recorded presentation <input type="checkbox"/> Web based presentation <input type="checkbox"/> Correspondence course Step 6 NCBDC Approval: Date Approved: _____ Approved Credit: _____ Approved By: _____ Primary Credit: <input type="checkbox"/> Elective Credit: <input type="checkbox"/>
Step 3 (Please mark the type of event you attended and provide the requested verification) Primary Credits These must account for at least 4 of the 8 required credits each year A. Classroom <input type="checkbox"/> University/College/Trade School B. Seminar/Webinar/Workshop (Provide completion certificate, proof of attendance or presenter/teacher signature - see Step 5) <input type="checkbox"/> Education provided nationally by the AIBD <input type="checkbox"/> Provided by an approved AIBD CE Provider <input type="checkbox"/> Provided by NAHB, ICC, ASID, CEDIA, AIA, NFPA, USGBC, etc.	Step 4 F. Be a Teacher or Presenter Please provide one of the following: <input type="checkbox"/> Presentation/Syllabus <input type="checkbox"/> Catalog/Pamphlet with your name G. Volunteer Your Services (In Step 4, list the name of the board you serve on or the recipient of your volunteer services) <input type="checkbox"/> Provide verification of your service H. Train an Intern (In Step 4, list the name of the intern and the dates they worked for you) <input type="checkbox"/> Provide a completed AIBD On the Job Training Form. I. Go on an Architectural Tour Professionally Guided Tours: <input type="checkbox"/> Provide a tour outline and subject matter in Step 4 <input type="checkbox"/> Provide the name and credentials of the tour guide in Step 4 Step 5 Self-Guided Tours Please provide both of the following <input type="checkbox"/> Provide a tour outline and subject matter in Step 4 <input type="checkbox"/> Attach a 250 word composition on the knowledge and skills learned by having taken the tour and how the learning can be applied to the member's career. J. Pass an Exam (In step 4, list the title of the exam you took— taking the NCBDC exam does not qualify for credit) <input type="checkbox"/> Provided a copy of the certificate verifying the certification, licensure or registration earned by passing the exam K. Design Comp's - 1 credit each (In step 4, list "Design Competition") <input type="checkbox"/> Provide a copy of the call for entries L. My event is not listed <input type="checkbox"/> Provide all materials necessary to describe the event and its educational significance to the Recertification Committee.