



# NKBA Kitchen and Bath Certification Guidebook

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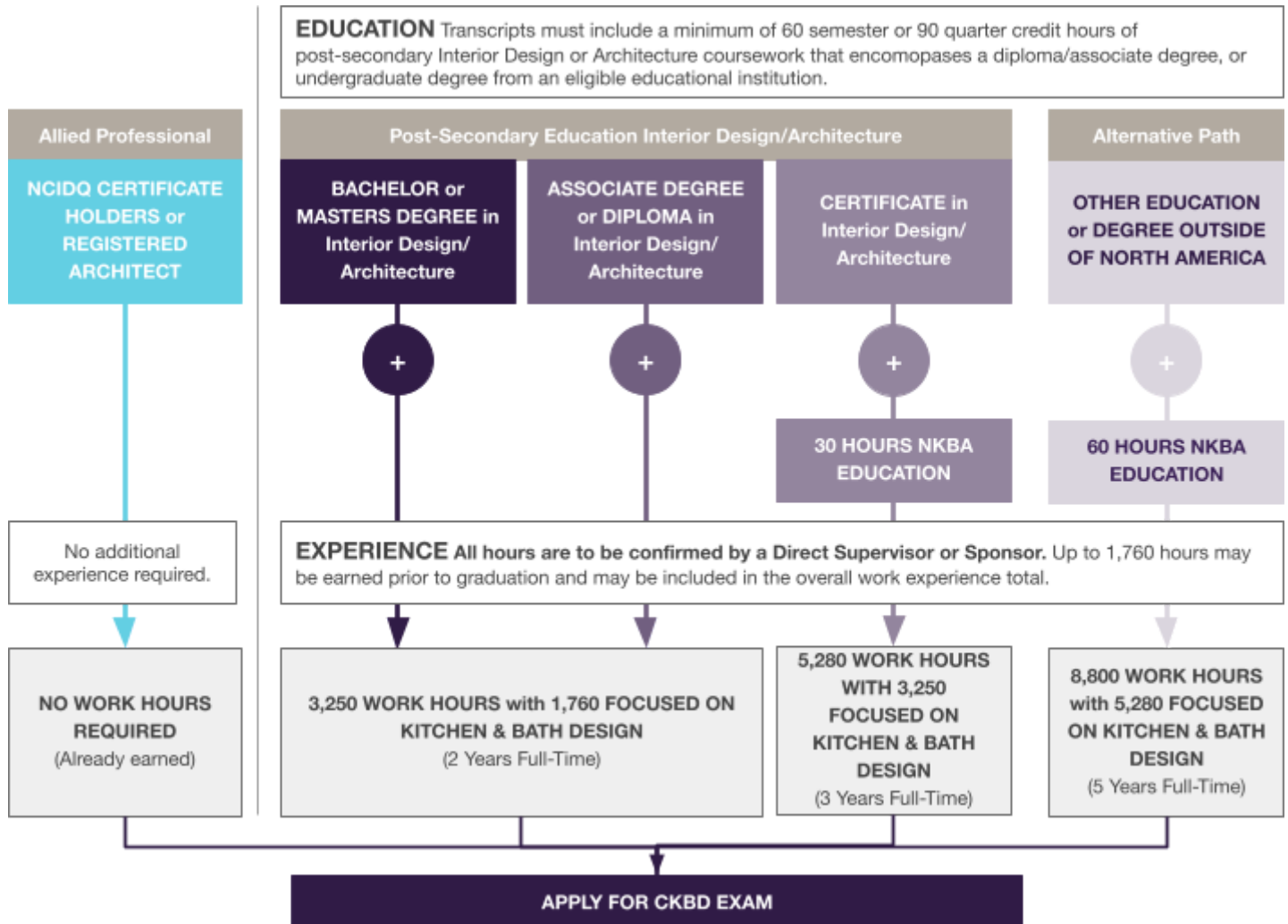
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# CKBD ELIGIBILITY REQUIREMENTS

To be eligible for the CKBD Exam, candidates who are an NKBA Member in good standing must meet specific **education** and **work experience** requirements as outlined below.



All candidates may apply for the CKBD Exam when they have completed all **education** and **work experience** requirements.

## ALLIED PROFESSIONAL CANDIDATE

### Eligibility Criteria

The following certifications qualify as an Allied Professional:

- NCIDQ Certificate Holders
- A Registered Architect in a Province/Territory or State

Both Allied Professional certification types will be required to work in residential and design kitchens or baths.

### Education Hours

No Official Transcript is required

### Work Experience Hours

No documented Work Experience Hours are required.

## POST-SECONDARY EDUCATION CANDIDATE

### Eligibility Criteria

Candidates with following types of Post-Secondary Education earned in Canada/U.S. qualify:

- Master Degree in Interior Design/Architecture
- Bachelor's Degree in Interior Design/Architecture
- Associates Degree/Diploma in Interior Design/Architecture
- Certificate Interior Design/Architecture (excluding educator candidates)

All post-secondary education must be earned from an Eligible Education Institution (page 9). The candidate must provide an Official Transcript(s) from and submit to NKBA (electronically online) included in their application.

### Education Criteria

The Candidate must document a minimum of 60 semester hours or 90 quarter credit hours in post-secondary Interior Design or Architecture coursework that encompasses a certificate, diploma/associate's degree, or undergraduate degree from an eligible education institution.

- **Semester Credit Hours.** Academic year is divided into 2 equal semesters of 15 to 16 weeks duration, with a winter break of 2 to 3 weeks and summer session of 10 to 12 weeks. (E.g. This is a Degree-Granting Institution Standard) (Formula: Quarter Credit Hour X 1.5)
- **Quarter Credit Hours.** Academic years are divided into quarters, usually 10 to 11 weeks duration plus a summer session. (E.g. This is a Diploma-Granting Institution Standard)

Candidates who do not meet these requirements must meet the required education hours **prior to application**. For example, a Certificate in Interior Design that qualifies as 30 semester hours will be required to complete either a) an additional 30 hours of NKBA Education, or b) fulfill the remaining 30 hours from an Eligible Education Institution (page 9).

### Work Experience Hours

All Candidates that meet the Post-Secondary Education eligibility criteria must document a minimum number of Work Experience Hours prior to applying for the CKBD Examination.

- **Bachelor or Masters Degree in Interior Design/Architecture.** Applicants must document a minimum 3,520 work hours (2-years full-time) in industry related experience with 1,760 hours (1-year full-time) focused on kitchen and bath design.

- **Certificate in Interior Design/Architecture.** Applicants must document a minimum 5,280 work hours (3-years full-time) in industry related experience with 3,520 hours (2 years full-time) focused on kitchen and bath design.

The Candidate may earn a maximum of 1,760 hours prior to graduation from an eligible education institution.

All hours are to be confirmed by a Direct Supervisor or Sponsor (page 8).

For **Full- and Part-time Educators** with a Bachelor or Masters Degree in Interior Design or Architecture, or a Bachelor's Degree with additional diploma/associate degree in Interior Design or Architecture, qualify with the same work experience hours. Educators with a Certificate in Interior Design (1-year) do not qualify.

## ALTERNATIVE PATH CANDIDATE

### Eligibility Criteria

Candidates may qualify for the Alternative Path when they do not meet the Allied Professional or Post-Secondary Education criteria or they are unable to fully document their qualified education. These types of Candidates may have various levels of industry experience related to kitchen and bath design such as working for a cabinetry sales showroom, cabinet manufacturer, a certified remodeler with a specialty in kitchens and baths, or be a Candidate with education earned outside of Canada/US.

### Education Criteria

Candidates pursuing the CKBD Exam through the Alternative Path (who do not have post-secondary Interior Design or Architecture coursework in Canada/U.S.) must document a minimum of 60 hours of education earned through NKBA Education (page 10), post-secondary education from an Eligible Education Institution (page 9), or both.

### Work Experience Hours

The Candidate must document a minimum 8,800 work hours (5-years full-time) in industry related experience with 5,280 hours (3-years full-time) focused on kitchen and bath design prior to applying for the CKBD Examination.

All hours are to be confirmed by a Direct Supervisor or Sponsor (page 8).

# WORK EXPERIENCE REQUIREMENTS

## DIRECT SUPERVISORS

A Direct Supervisor provides substantial oversight and control of the candidate's work and possesses detailed knowledge of the tasks performed. The Direct Supervisor will validate the candidates Work Experience Hours. A Direct Supervisor applies to an Employee Member of an NKBA Member Company or a Non-Member Company.

100% of work under a Direct Supervisor counts toward the candidates required Work Experience Hours.

## SPONSORS

The Sponsor agrees to attest to the Candidates Work Experience Hours based upon the applicable qualifying criteria. A Sponsor is defined as a one (1) of the following:

- A Certified Master Kitchen & Bath Designer (CMKBD) and NKBA Certified Member in good standing,
- A CKBD with a minimum of six (6) years experience and NKBA Certified Member in good standing,
- An NCIDQ certificate holder with a minimum of (6) years experience who works in residential and design kitchens or baths, and
- A Registered Architect in a province/territory or state who works in residential and designs kitchens or baths.

100% of work attested by a Sponsor counts toward the candidates required Work Experience Hours.

An **NKBA Certified Member in good standing** is defined as a current and active member who has paid membership dues and certificate renewal fees consecutively (without default) and who is up-to-date with required CEU's.

## QUALIFIED WORK EXPERIENCE

The following types of kitchen & bath design experience qualify:

- Residential Interior and Architecture Design firms with a focus on kitchen and bath design
- Cabinetry and cabinet showroom
- Kitchen and bath product showroom
- Appliance sales/specialty
- Decorative plumbing and hardware specialists
- Trainer for kitchen and bath products

The following types of industry related experience qualify:

- Residential Interior and Architectural Design
- Commercial Interior Design
- Showroom with design services
- Plumbing, Hardware, Counters, Cabinet, etc. showrooms
- Architectural and Designer Specification Representative



# To be completed by the Direct Supervisor Sponsor

## Supervisor/ Sponsor Representation

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

Supervisor name: \_\_\_\_\_ Current title: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

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

If no, please list corrections: \_\_\_\_\_

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

Supervisor / Sponsor signature: \_\_\_\_\_

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

## Self Employed Applicants Only

If you are self-employed, and have someone who can verify that you are self-employed complete the information below. The verifier can be an accountant, attorney, vendor. The verifier may not be a relative.

I certify that I have firsthand knowledge that \_\_\_\_\_ is/was self-employed and performed the type of work described above for the indicated period. Relationship to Applicant:

Name (print): \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

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

# EDUCATION REQUIREMENTS

## ELIGIBLE EDUCATION INSTITUTIONS

An Eligible Educational Institution delivers a qualified curriculum with a program in Interior Design/Architecture providing education with instructor-lead learning (formats include both in-person or online delivery) with studio, history and planning theoretical curriculum. These institutions are defined as:

- Public degree/diploma granting university institutions,
- Private training institutes that are degree/diploma granting and accredited by their State or Province/Territory education ministry authority, and
- Interior Design/Architecture degree/diploma earned outside of Canada/U.S. with credentials verified by the World Education System (<https://www.wes.org/>). All additional costs are the responsibility of the candidate and the official report must be in a sealed envelope and provided to NKBA Learning.

It is the responsibility of the candidate to verify that the Education Institution meets the eligibility criteria listed prior to submitting their application. Candidates are required to supply Official Transcripts with their application.

## Ineligible Learning Program Providers

In addition to learning earned outside of Canada/U.S., some Learning Program Providers do not meet the minimum Eligible Education Institution criteria and are defined as:

- Unqualified institutions located outside of Canada/U.S. that not verified by World Education Systems
- On-demand (correspondence or distance) interior design or architecture programs (excluding NKBA Education programs),
- Online business management programs, and
- decorating programs, etc.

Candidates should refrain from submitting Ineligible Learning Program Providers to avoid a rejected application. Refunds for application fees are not available for any rejected application.

## NKBA EDUCATION

NKBA Education provides a candidate with educational opportunities led by NKBA's Subject Matter Experts (SME's) where such education may be absent. This education includes NKBA's exclusive education programs and other certifications.

Continuing Education Units (CEU's) and/or Chapter Meetings, trade shows, VFTI, or webinars will not qualify as NKBA Education; however, these formats continue to be a part of professional development requirements for Certified Members.

### Approved NKBA Education Programs & Certifications

PROGRAM NAME	NKBA ED. HOURS	ADDITIONAL HOURS REQ'D	
		TO CKBD	TO CMKBD
NKBA Kitchen & Bath Professional Programs			
NKBA Professional Program (PEP)	(30) Hours	+ (30) Hours	+ (40) Hours
NKBA Advanced Professional Education Program (APEP)	(60) Hours	(0) Hours	+ (40) Hours
CKBD Professional Study Program (PREP)	(0) Hours	+ (60) Hours	+ (40) Hours
NKBA Certifications & Specialties			
Certified Kitchen & Bath Designer (CKBD)	(60) Hours	(0) Hours	+ (40) Hours
Certified Master Kitchen & Bath Designer (CMKBD)	(100) Hours	(0) Hours	(0) Hours
Certified Kitchen Designer (CKD)	(30) Hours	+ (30) Hours	+ (40) Hours
Certified Bath Designer (CBD)	(30) Hours	+ (30) Hours	+ (40) Hours
Associate Kitchen & Bath Designer (AKBD)	(30) Hours	+ (30) Hours	+ (40) Hours
Certified Kitchen & Bath Installer (CKBI)	(10) Hours	+ (50) Hours	+ (40) Hours
Badge Certificate Holders	Varies	Varies	Varies

AKBD, CKBI, or Badge Certificate Holders with qualified education from an Eligible Education Institution are not required to re-fulfill any allotted education hours. These candidates must supply the necessary Official Transcripts in a sealed envelope with their education. Any applicable work experience shall be documented as required.



National Kitchen and Bath Association  
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