



# NKBA Kitchen and Bath Certification Guidebook

- + Certification Overview
- + Eligibility & Assessment Criteria
- + Exam Process & Deadlines

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Designed by Reisa Pollard

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## CERTIFICATION OVERVIEW

Congratulations on taking your first step toward a professional designer certification with the National Kitchen & Bath Association (NKBA)!

The purpose of NKBA Certifications is to qualify design professionals that ensure the health, safety and welfare of occupants using kitchens and baths in single- and multi-family residential dwellings. Additional spaces include outdoor kitchens and outdoor baths, but also include support spaces extending into laundry, clothing storage, home exercise and home office areas contained within the homeowners physical environment. NKBA Certifications are available exclusively to candidates who possess the knowledge and experiences identified in the [Definition of a Kitchen & Bath Designer](#) (page 5).

Becoming an NKBA Certified Designer is the only way for practicing design professionals and educators in Canada and the U.S. to distinguish themselves in the kitchen and bath industry to their employers, allied professionals, consultants, and consumers.

### NKBA Design Certifications



Certified Kitchen & Bath Designer (CKBD)



Certified Master Kitchen & Bath Designer (CMKBD)

### Nondiscrimination Statement

NKBA does not discriminate based on race, color, national origin, sex, gender identity, age, religion, sexual orientation, disability, or any other status that is protected by applicable law.

### About the NKBA

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

# How to Use This Guidebook

The NKBA Certification Guidebook is the primary source of information for the Certified Kitchen & Bath Designer (CKBD) and Certified Master Kitchen & Bath Designer (CMKBD) examinations and application process. All Candidates should read this Certification Guidebook thoroughly to familiarize themselves with the policies and procedures as changes to examinations, eligibility and educational requirements are outlined throughout.

Candidates going through NKBA Certification and its processes must comply with all policies, procedures, and deadlines identified in this handbook and must attest that they have read and reviewed the [NKBA Member Standards of Conduct](#) and [NKBA Professional Code of Ethics](#) when applying. The policies and procedures in this Certification Handbook maintain application process integrity and ensure examination fairness and validity for all Candidates and NKBA Certified Designers.

NKBA reserves the right to, at its own discretion, to change the fees, standards, policies, procedures, application and/or requirements without prior notice. Please visit review the entire handbook for the most current list of fees, application deadlines, and examination windows.

## DEFINITION OF A KITCHEN & BATH DESIGNER

Kitchen and bath design is a specialty focused on the analysis and planning of fixtures, fittings, equipment selections, cabinetry/casework, furnishings, finish and material specifications. Responsibilities include the execution of construction drawings for residential interior construction and alteration projects, exclusive of structural/seismic design, in compliance with applicable codes, guidelines, standards and regulations as required by the local jurisdiction.

A Certified Kitchen & Bath Designer (CKBD) and a Certified Master Kitchen & Bath Designer (CMKBD) are qualified by means of education, practical work experience, and examination. A CKBD and CMKBD have the moral and ethical responsibility to protect homeowners and occupants through the design and execution of code-compliant, inclusive and accessible interior environments that are sustainable and supportive of the homeowner and occupants while addressing their health, safety and welfare.

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Kitchen and bath design is a specialty profession with extensive knowledge in the planning and design of accessible and inclusive interior environments that address the homeowner and occupants needs.

**A Certified Kitchen & Bath Designer (CKBD) and a Certified Master Kitchen & Bath Designer (CMKBD) are qualified by means of education, professional experience, and examination with skills such as, but not limited to:**

- **Human Factors and Sustainability:** Design spaces for homeowners and occupants that provide support for nourishment, cleansing, working, and wellness activities that apply ergonomics and anthropometrics which are inclusive of physical and cognitive ability, all cultures, personal preferences, genders, and appearances.
- **Accessibility and Visitability:** Plan spaces to be supportive of the homeowner and occupants while addressing their psychological, behavioral, cognitive and physical abilities with interior environments that are accessible, visitable, and apply the principles of Universal Design.
- **Planning and Selections:** Provide space planning and source and/or select building material and finish methods, cabinetry/casework, wall and work surfaces, plumbing fixtures, cooking, preservation and cleaning equipment, low-voltage lighting, ventilation and indoor air quality, acoustics, furnishings and window treatments.
- **Materials and Systems:** Source, sell, procure, manufacture, and install building materials through trusted vendors/suppliers and craftsperson/carpenter/contractor relationships. Environments are to be energy and water conserving, technologically integrated, provide quality indoor air, access to daylight, utilize sustainable methods and support local markets within all types of local housing sectors.
- **Professional Practice:** Partake in the moral and ethical responsibility to protect homeowners and occupants. Collaborate and consult with professional consultants such as Licenced Contractors,

Professional Engineers, Registered Architects, Architectural Technologists, Building Designers, Building Specialists, other Interior Designers and decorators through the application of construction, fire, life-safety and energy codes, standards and planning guidelines for the purposes of obtaining a building permit, as allowed by law.

Kitchen and bath design concerns itself with the cultural/rituals, economic, ergonomic and anthropometric, and technological needs for spaces such as kitchens (indoor/outdoor), baths (indoor/outdoor), closets and dressing spaces, laundry and mudrooms, home gyms, and many more residential spaces.

**A CKBD and CMKBD scope of services and trade of merchandise are not limited to and may include:**

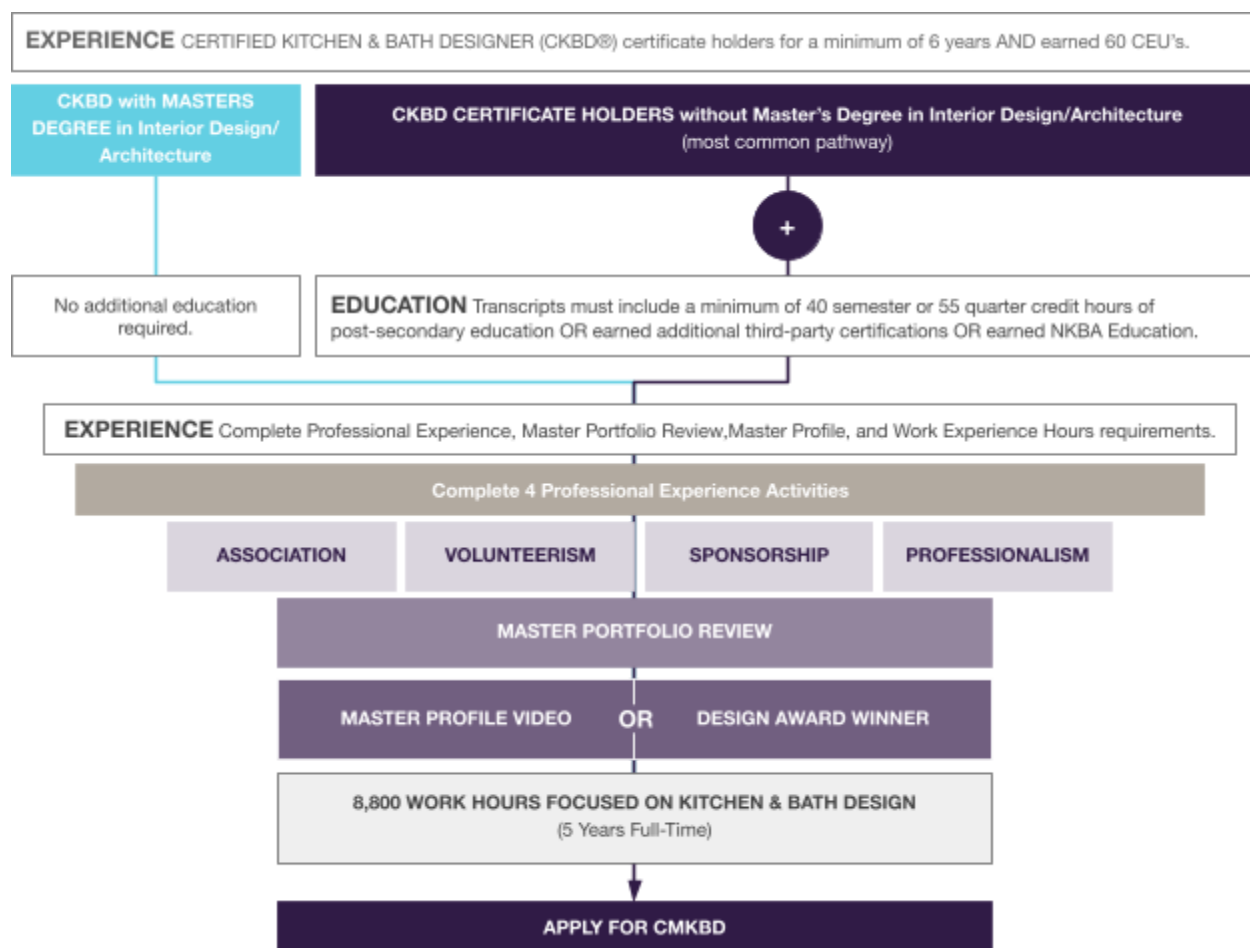
- **Pre-design Services:** Activities include gathering important information about the project in order to establish a project's scope and goals as identified by the client. Tasks may include questionnaires, project surveys, project site walkthroughs, and meetings with key stakeholders in order to establish project data. Results may include determining appropriate proposals that identify design retainers, provide prototypical models, and prepare clients for contingency items.
- **Conceptualization:** Application of critical and creative thinking that synthesizes the project data with code-compliant space planning, equipment and fixture allowances, and client inspiration translating into a design solution. Professional graphic presentation and communication skills are utilized.
- **Materials and Selections:** Selection and recommendation of interior building products, materials and finishes; residential cooking, preservation, and cleaning equipment; residential plumbing fixtures and fittings; assist/grab bars; interior glazing; material methods and waterproofing; fire-safety components; lighting and integrated technology; accessibility equipment; and furnishings and window treatments. Selections are based on the clients needs, project budget, maintenance and sustainability, water use, energy efficiency, installation methods, and code-compliance.
- **Cabinetry/Casework:** Design, specification, and selection of built-in cabinetry/casework in consideration of material performance, interior fitting hardware, acceptable tolerances, humidity and temperature controls, wear and tear, maintenance, and manufacturing limited life-time warranty. Consultation with allied professionals may be required.
- **Documentation:** Preparation of construction drawings and specifications (project documents) for the purposes of obtaining a building permit. Drawings may consist of floor plans, power and lighting plans/reflected ceiling plans, elevations, cabinet/casework and millwork details, sections, finish and material schedules and calculations for the purposes of designing non-load-bearing/non-seismic interior construction or alterations.
- **Coordination:** Oversight and review of the non-structural/non-seismic project documents in coordination allied professionals such as, but not limited to, Contractors, Registered Architects/Architectural Technologists, Certified Residential Designers, Structural Engineers, qualified electricians, plumbers and fitters, security system and life-safety specialists, home automation specialists and/or integrators and other allied interior professionals such as Registered Interior Designers and/or decorators. Coordination may

include, but is not limited to, the (i) placement of fixtures and equipment, lighting, electrical, and life-safety equipment in accordance with the contract documents and physical site limitations, (ii) documentation of the project site and rough-ins locations for the purposes of limiting exposure to errors in cabinetry manufacturing and installation, (iii) working closely with contractors to ensure timely completion and value-based budgeting/alternatives, (iv) pricing, payment, and coordination of qualified trades-persons, (v) review of shop drawings and submittals, and (vi) construction management of the project site in accordance with building code and workers safety requirements as per the local jurisdiction for the purposes of obtaining an occupancy permit.

- **Supply & Installation Contracts:** Provide supply contracts that identify and include information of product performance and disclaimers such as materials and finishes, manufacturing tolerances and construction methods, interior humidity and temperature control requirements, and the terms and conditions of purchase, payment, delivery, and warranty to the end user, as permitted by law. Provide installation contracts that identify scope work including supply of materials and costs or disclosure of cost-plus mark-ups, worker safety requirements, limitation of liability, and a project installation schedule. All supply and installation contracts outline the estimated project installation and completion process to the owner and/or occupants and qualified trade professionals.
- **Project Management:** The ordering, scheduling and installation of projects in a variety of size and complexity by following a contracted, methodical, and sequenced procedure that ensures a profitable project and satisfied client. Preparation of punch-lists and other deficiencies with the client, acting on delivery of a reasonable period for completion. Construction management may be performed independently or in consultation with allied professionals and/or other trade professionals.
- **Business Management:** Execution and implementation of the fundamental parts of financial management, human resource management, and marketing management. May include showroom leasing and tenant improvements, sales objectives and analysis, and frequent worker and company performance reviews.
- **Post-design Services/After-Sales Support:** The communication of warranty, care and maintenance procedures, and the coordination of final move-in. Follow-up with the client within the first 30 days for ad-hoc adjustments or to address concerns. Secure and review client feedback within a 3-6-9 month review period to ensure satisfaction.

## CMKBD Eligibility Requirements

To become a Certified Master Kitchen & Bath Designer (CMKBD®), CKBD's who are NKBA Members in good standing must meet specific **education** and professional work **experience** requirements as outlined below.



All Candidates may apply to become a CMKBD up to one (1) year prior to the six (6) year experience criteria AND they have completed all **education**, **professional**, **master profile**, and professional work **experience hours** requirements.

## CKBD Certificate Holder Candidate

### Eligibility Criteria

CKBD Certificate Holders who apply to become a CMKBD must meet and complete the **education**, **professional**, **master profile**, and professional work **experience** requirements, have maintained a CKBD Certification for a MINIMUM of six (6) consecutive years, and completed a minimum of 60 hours continuing education units (6.0 CEUs) in the past six (6) years.

### Education Criteria

The Candidate must document a minimum of 100 semester hours or 150 quarter credit hours in their application, meaning CKBD certificate holders must provide an additional forty (40) hours of education.

#### Formula:

$$\begin{aligned} &\text{CKBD Certification valued at sixty (60) hours} + \text{additional forty (40) hours} \\ &= (100) \text{ hours of education} \end{aligned}$$

See the table below for one (1) of the following two (2) qualifying educational requirements:

#### 1) CKBD with Master's Degree in Interior Design/Architecture

Earned a **Master's Degree in Interior Design/Architecture** (including non-practicing) from an [Eligible Educational Institution](#) (page 14) resulting in a successful thesis defense (Official Transcript required) will be **granted the full forty (40) hours of educational requirements**. Master's Degrees may be awarded prior to a Candidate's application; however, CKBD Master Review Work Experience Hours must be fulfilled prior to application.

#### 2) All Other Candidates

Completed a MINIMUM of **forty (40) hours** of education after becoming a CKBD certificate holder with the following options:

- A. Instructor-lead education focused on project management, construction management, business administration, human resources, leadership, architectural sciences & design or interior design & planning (commercial or residential focused), etc. from an Eligible Educational Institution (Official Transcript and/or Certificate awarded required),
- B. Self-directed learning certification in the same requirements as (A) above (transcript and/or certificate required),

- C. Earned industry appellations through [Pre-Approved Credential for CMKBD Education Hours](#) (page16) programs providing additional education hours.
- Cl. Earned an [NKBA Specialty Badge\(s\)](#) (page 18) within the past two (2) years prior to CMKBD application.
- CII. **Any combination of (A - D) above to total forty (40) hours.**

## Professional Experience Criteria

The candidate must have demonstrated professional experience in all four (4) criteria areas below:

### 1) Association Activities

Complete a minimum of one (1) of the following NKBA leadership and/or volunteer activities, groups or events:

1. One (1) full Chapter Officer term, OR
2. Participate as an ad-hoc Chapter committee member for a minimum of (2) years such as a membership committee, design awards committee, or program committee, OR
3. Participate one (1) time as a Judge in the annual NKBA Student Design Competition, OR
4. Participate one (1) time as a Judge in the annual NKBA Design Competition, OR
5. Participated two (2) times as a Judge for a local NKBA Chapter Design Competition outside of the CMKBD Candidates own Chapter.

### 2) Volunteerism Activities

Participated for a minimum of two (2) years in one (1) of the following volunteer activities outside of the NKBA:

1. Sitting on industry-related association boards, OR
2. Program advisory committee at an Eligible Educational Institution, OR
3. Participate on an editorial advisory board of a trade publication, OR
4. Support a nonprofit through non compensated volunteerism, such as; serve on the board of directors, coordinate community projects or programs including fundraising campaigns, apply for grants and/or provide administrative support (provide documentation of your contribution), OR
5. Participated in two (2) non-NKBA Design Competitions as a Judge.

### 3) Sponsorship Activities

Complete one (1) of the following two (2) sponsorship activities:

1. Sponsor a minimum of two (2) CKBD Candidates in the past six (6) years (see CKBD Direct Supervisor or Sponsor Requirements),
2. For Full-time Educator CMKBD Candidates provide a Professional Affidavit from four (4) former students successfully complete their CKBD within two (2) years of graduation.

### 4) Professionalism Activities

Bring awareness to hiring an NKBA certified designer by participating in a MINIMUM of two (2) of the following:

1. Presented at a Chapter Meeting or Voice from the Industry Conference at KBIS (provide slideshow and/or recording), OR
2. Presented at an industry-related trade show or conference (provide slideshow and/or recording), OR
3. Published as an sole author in with a MINIMUM of 500 word written article in either:
  - a. KBB Magazine, OR
  - b. NKBA.org member homepage, OR
  - c. Another industry-related publication (provide content copy)
4. Promoted the value of hiring an NKBA certified designer to a group of clients and/or consumers in an industry publication, at a home- or trade-show, in a television or print interview, etc. (provide content copy), OR
5. Presented as a Certification Ambassador at an Eligible Educational Institution for a minimum of sixty (60) minutes (Contact NKBA for training materials and branded slideshow), OR
6. Prepared Professional Continuing Education Units (CEU's) with an accompanying Facilitator Guide that is approved by IDCEC and/or NKBA (provide training recording and facilitator guide).

**The Candidate must document they have demonstrated the criteria with supporting materials accompanying a Professional Affidavit.**

### Work Experience Hours

Document a minimum of an additional 8,800 hours of work experience (approximately five (5) years full-time) beyond CKBD requirements by either:

- a. Designing and installing kitchens and baths full-time, OR
- b. Working in a qualified educational institution where the CKBD instructs students tracking toward their CKBD Examination, OR
- c. Both (a) and (b) culminating to the total number of required hours

All hours are to be confirmed by a [Direct Supervisor or Sponsor](#) (page 19).

## Master Portfolio Review

The candidate must submit a portfolio review of six (6) projects that are a mix of kitchens, baths, support spaces, showrooms, trade-show booths or community service projects.

Each submission must demonstrate that the CKBD designed, prepared construction drawings, prepared cabinetry orders, and participated in project management including cabinet installation. Portfolio reviews shall be accompanied by the applicable Client Affidavit Form for each submission.

For **Full-time Educator CMKBD Candidates**, an alternative to a portfolio submission requires supplying an affidavit of instructional experience from their College Dean. Part-time/Adjunct Educators do not qualify and must submit a portfolio for review.

## Master Profile

In addition to the portfolio review, the candidate must meet a minimum of one (1) of the two (2) following Master Profile requirements:

1. A 5 - 10 minute video of the Candidates testimony showcasing exemplary projects, notable professional accomplishments, awards, and clearly identify the Candidates motivation to become a CMKBD and how their work has made an impact on the kitchen & bath industry (see guidelines below), OR
2. Placed first, second, or third in an NKBA design contest such as:
  - a. NKBA Design Industry Awards a minimum of one (1) time since becoming a CKBD, OR
  - b. Local NKBA Chapter design contest or other design competition a minimum of two (2) times since becoming a CKBD.

### Master Profile Video Guidelines

Candidates shall include a 5-10 minute video that **could** include some of the information and topics of the following:

- What would it mean for you to become a CMKBD? If applicable, in what ways has CKBD helped your career and/or developed your skills as a designer/leader/educator within the industry?
- Talk about engagement with students, emerging professionals and the younger generation of designers overall such as mentoring opportunities provided to other kitchen & bath designers.
- Share with us other design-related national organizations that you have been actively involved with (ASID, CIDQ, WELL, AIA, IIDA, USGBC, NCARB, CIDA, etc.); identify your role and contribution.
- Share your experience working with non-profit organizations; identify your role and contribution.
- Has your work made an impact on the profession of kitchen & bath design? Elaborate.
- Discuss your contributions to the Profession and Industry. How have you brought forward thinking, innovative ideas to NKBA and/or other organizations?

- Describe interesting problem solving opportunities in the work you do, (or have done); describe the problem and elaborate on the outcome.
- Elaborate on the NKBA's Professional Code of Ethics and a particular situation that has challenged you; identify the problem and meaningful steps taken toward results.

Additional considerations such as lighting, sound and background noise/echo, framing of the shot, and overall visual background are important considerations. **All candidates who produce this video are encouraged to publish the master video profile and content on their business website.**

# Qualified Education Criteria

## 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 approved 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.

### Approved Programs & Certifications

Program Name	Allocated NKBA Education Hours	Additional Hours Required	
		To CKBD	To CMKBD
NKBA Kitchen & Bath Professional Programs			
CKBD Study Program (Self-Directed)	+ (60) Hours	(0) Hours	+ (40) Hours
NKBA Professional Program	(30) Hours	+ (30) Hours	+ (40) Hours
NKBA Advanced Professional Education Program	(0) Hours	(60) Hours	+ (40) Hours
Earned NKBA Certifications & Specialties			
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 ( <a href="#">see details</a> )	Varies	Varies	Varies

CKD, CBD, and AKBD Holders with qualified education from an Eligible Education Institution will apply under NKBA Professional Program (Post Secondary Education with Certificate). These candidates must upload the required documentation including educational transcripts within the application. Any applicable work experience shall be documented as required.

### Continuing Education Units (CEU's)

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.

## Transferable CMKBD Education Hours

CMKBD Candidates who have earned credentials and certificates from third-party licensing bodies or providers are eligible to account for hours toward the required forty (40) hours of education. These Transferable CMKBD Education Hours do not qualify for Candidates who are applying for the CKBD Examination. A list of pre-approved credentials and education hours that qualify are below:

Provider	Program	Transferable Hours	Website
American Institute of Architects - University (AIAU)	Business Foundations Certificate Program (AIAU)	10 Hours	<a href="https://aiau.aia.org/business-foundations-certificate-program">https://aiau.aia.org/business-foundations-certificate-program</a>
American Lighting Association (ALA)	Certified Lighting Consultant (CLC)	40 Hours	<a href="https://alalighting.com/">https://alalighting.com/</a>
American Lighting Association (ALA)	Lighting Specialist (LC)	20 Hours	<a href="https://alalighting.com/">https://alalighting.com/</a>
California Council for Interior Design Certification (CCIDC)	Certified Interior Designer (CID)	40 Hours	<a href="https://ccidc.org/">https://ccidc.org/</a>
Canada Green Building Council (CAGBC)	LEED-AP ID+C	40 Hours	<a href="https://www.cagbc.org/learn/leed-credentials/">https://www.cagbc.org/learn/leed-credentials/</a>
Canada Green Building Council (CAGBC)	LEED Green Associate	20 Hours	<a href="https://www.cagbc.org/learn/leed-credentials/">https://www.cagbc.org/learn/leed-credentials/</a>
Canadian Architectural Certification Board (CACB/CCCA)	Provincial/Territory Registered Architect Certificate	40 Hours	Varies by province
Council for Interior Design Qualification (CIDQ)	NCIDQ Certificate	40 Hours	<a href="https://www.cidq.org/">https://www.cidq.org/</a>
Living In Place Institute	Certified Living In Place Professional (CLIPP)	10 Hours	<a href="https://livinginplace.institute/">https://livinginplace.institute/</a>
National Association of Remodeling Industry (NARI)	Certified Remodeler (CR)	10 Hours	<a href="https://www.nari.org/Certification-Accreditation/Certification/Certified-Remodeler">https://www.nari.org/Certification-Accreditation/Certification/Certified-Remodeler</a>
National Association of Remodeling Industry (NARI)	Master Certified Kitchen and Bath Remodeler (MCKBR)	5 Hours	<a href="https://www.nari.org/Certification-Accreditation/Certification/Master-Certified-Remodeler">https://www.nari.org/Certification-Accreditation/Certification/Master-Certified-Remodeler</a>
National Association of Remodeling Industry (NARI)	Master Certified Remodeler (MCR)	5 Hours	<a href="https://www.nari.org/Certification-Accreditation/Certification/Master-Certified-Remodeler">https://www.nari.org/Certification-Accreditation/Certification/Master-Certified-Remodeler</a>
National Association of Remodeling Industry (NARI)	Certified Kitchen and Bath Remodeler (CKBR)	10 Hours	<a href="https://www.nari.org/Certification-Accreditation/Certification/Certified-Kitchen-and-Bath-Remodeler">https://www.nari.org/Certification-Accreditation/Certification/Certified-Kitchen-and-Bath-Remodeler</a>

National Certification of Architectural Registration Board	NCARB Certificate	40 Hours	
National Council on Qualifications for the Lighting Professions (NCQLP)	Lighting Certified (LC)	10 Hours	<a href="https://www.ncqlp.org/Certification">https://www.ncqlp.org/Certification</a>
National Home Builders Association (NAHB)	Certified Aging in Place Specialist (CAPS)	10 Hours	<a href="https://www.nahb.org/education-and-events/education/designations/Certified-Aging-in-Place-Specialist-CAPS">https://www.nahb.org/education-and-events/education/designations/Certified-Aging-in-Place-Specialist-CAPS</a>
National Home Builders Association (NAHB)	Certified Green Professional (CGP)	10 Hours	<a href="https://www.nahb.org/education-and-events/education/designations/certified-green-professional-cgp">https://www.nahb.org/education-and-events/education/designations/certified-green-professional-cgp</a>
Project Management Institute (PMI)	Project Management Professional (PMP)	40 Hours	<a href="https://www.pmi.org/">https://www.pmi.org/</a>
Rick Hansen Foundation	Rick Hansen Foundation Accessibility Certification (RHFAC)	40 Hours	<a href="https://www.rickhansen.com/">https://www.rickhansen.com/</a>
Technology Professionals Canada (TPC)	Certified Technician (C.Tech. by Registered Provincial Authority)	20 hours	<a href="http://www.technologyprofessionals.ca/?page=65#head2">http://www.technologyprofessionals.ca/?page=65#head2</a>
The Passive House Network (NAPH)	Certified Passive House Designer (CPHD)	40 Hours	<a href="https://naphnetwork.org/cphd-cphc-continuing-education-certification-renewal/">https://naphnetwork.org/cphd-cphc-continuing-education-certification-renewal/</a>
The Passive House Network (NAPH)	Certified Passive House Consultant (CPHC)	20 Hours	<a href="https://naphnetwork.org/cphd-cphc-continuing-education-certification-renewal/">https://naphnetwork.org/cphd-cphc-continuing-education-certification-renewal/</a>
United States Green Building Council (USGBC)	LEED-AP ID+C	40 Hours	<a href="https://www.usgbc.org/credentials/leed-ap">https://www.usgbc.org/credentials/leed-ap</a>
United States Green Building Council (USGBC)	LEED Green Associate	20 Hours	<a href="https://www.usgbc.org/credentials/leed-green-associate">https://www.usgbc.org/credentials/leed-green-associate</a>
WELL Building Institute (WBI)	WELL-AP	20 Hours	<a href="https://www.wellcertified.com/well-ap/">https://www.wellcertified.com/well-ap/</a>

## Calculating Other Appellations and Transferable Hours

Additional credentials may be submitted by CMKBD Candidates as a part of their application; however **NKBA reserves exclusive right to evaluate and review each certification on its quality and merits prior to awarding education hours.** To submit a program to the Pre-approved Credential for CMKBD Education list above, please contact [learning@nkba.org](mailto:learning@nkba.org) or call 1-800-THE-NKBA for more information.

Instruction Hours	Type of Instruction	Transferable Hours
+ 40 Hours	Instructor-led or Hybrid	40 Hours

30 - 40 hours	Instructor-led or Hybrid	30 Hours
20 - 30 hours	Instructor-led or Hybrid	20 Hours
10 - 20 hours	Instructor-led or Hybrid	10 hours
Less than 10 hours	N/A	No hours

Hours do not include study time, homework, assignments, or any required training. Software program certifications do not qualify.

## NKBA Specialty Badges

### Transferable Hours for CMKBD Candidates

NKBA Specialty Badges are a micro-credential and qualify as NKBA Education for CMKBD Candidates only. Each of the badges content areas have been awarded education hours as they compare to the Definition of Kitchen & Bath Design and a Candidate's required knowledge areas to be present at the time of application. All awarded Specialty Badges must be active (paid in full) at time of CMKBD application submission.

NKBA Specialty Badge	Transferable Hours
Remodeling Specialist	2 Hours
Cabinetry Specialist	1 Hours
Sales and Marketing Specialist	2 Hours
Floor Plans & Specifications Specialist	1 Hours
Color Specialist	1 Hours
Sustainability Specialist	2 Hours
Lighting Specialist	4 Hours
Universal Design Specialist	1 Hours

## 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/speciality
- Decorative plumbing and hardware specialists
- Trainer for kitchen and bath products

The following types of industry related experience qualify:

- Residential Interior Design and Architectural Design
- Commercial Interior Design
- Other showrooms offering Interior Design services (excludes decorating, etc.)
- Plumbing, Hardware, Counters, Cabinet, etc. showrooms
- Architectural & Designer (A&D) Specification Representative

Work experience not listed does not qualify. Candidates shall ensure that their listed experiences meet these requirements.

For **Full- and Part-time Educators** with a Masters Degree in Interior Design or Architecture, qualify with the same work experience hours. These candidates will complete the Educator Work Experience Hours Form on page 37 as an alternative to the standard work experience hours. Educators with a Certificate in Interior Design (1-year) do not qualify. See Appendix A for more information.

## APPLICATION PROCESS

### Become a Certified Master Kitchen & Bath Designer (CMKBD)

1	CKBD candidates <b>MUST</b> be an NKBA member in good standing, have maintained their CKBD certification for a minimum of six (6) consecutive years and completed 60 hours of continuing education units (6.0 CEUs) in the past six (6) years prior to submitting the CMKBD application.
2	Review and ensure you meet all six (6) eligibility, education, professional experience, work experience, master portfolio and master profile requirements.
3	Visit <a href="https://www.nkba.org">NKBA.org</a> and log-in to your NKBA Member Profile.
4	Locate the Learning tab, select Certification, then CMKBD and finally “Apply Now” to start the <b>FREE</b> application. Candidates will sign NKBA Professional Code of Ethics and Member Standard of Conduct Agreements at this time.
5	Applications will be reviewed and approval notifications will be provided by email within 10 <i>business days</i> (not including holidays).
6	Once an application is approved, the candidate will receive an instructional email with purchase invoice to process payment.
7	Applications will be reviewed and approval notifications will be provided by email within 10 business days (not including holidays).
8	Once payment is received, candidates have one (1) full year to complete and demonstrate ALL six (6) eligibility, education, professional experience, work experience, master portfolio and master profile requirements.
9	CMKBD candidates will have access to the Learning Management System (Learn Dash). This platform will be used to upload necessary documentation outlined in the criteria section, including educational transcripts, work verification forms, the Master Portfolio Review and Master Profile submissions.
10	Candidates will submit the Master Portfolio Review in line with the submission deadline structure (page 23). Upon successful completion of exam, candidate will receive the CMKBD Certification packet in the mail and authorized to use the CMKBD appellation.
11	All certification holders must maintain an NKBA membership, annually renew their certification and complete the required twenty 20 hours (2.0 CEUs) of Continuing Education Units (CEUs) within the two (2) year CEU Cycle to remain active and use the appellation.

# POLICIES AND CANDIDATE CONSENT AGREEMENT

The NKBA Exam Candidate Authorization and Consent Agreement is a legally binding contract between the candidate and the NKBA. The agreement sets the terms and conditions under which the NKBA will permit candidates to apply, register and take the exams. All candidates are required to agree and abide by these policies when completing their application.

## Deficient Applications

Deficient applications will be held during the examination schedule session after which all candidates will be required to start the application process again by submitting all documentation, paying all fees, and meeting current eligibility requirements. Applicants will have until the application deadline to resolve any deficiencies. If the deficiency is not resolved by the deadline dates, the application will be on-hold for two (2) years from the initial payment day for the applicant to resolve the deficiency.

## Reasonable Testing Accommodation

NKBA is committed to providing reasonable testing accommodations for a documented medical condition that qualifies as a disability under the Americans with Disabilities Act (ADA). To request testing accommodations, a candidate must complete the Testing Accommodations Request form prior to scheduling the exam during the Spring and Fall exam scheduling periods.

Once the exam is scheduled, NKBA cannot add testing accommodations. Testing accommodations made after scheduling an exam will require the candidate to cancel their exam appointment in order for the request to be reviewed. See terms and conditions in the proceeding sections regarding cancellation and rescheduling process and fees. Any personal information provided to the NKBA will be strictly confidential and the need for accommodations will only be shared by NKBA with the test delivery vendor, to facilitate the exam accommodation.

# EXAM DATES & DEADLINES

The NKBA CMKBD Portfolio Reviews are offered twice per year, in the spring (May) and in the fall (November). Applications will be accepted year-round. Exams will only be scheduled during the designated scheduling period two (2) times each year.

	SPRING EXAMS	FALL EXAMS
<b>CMKBD Applications Accepted</b>	August 1 to January 31 <b>Deadline: January 31*</b>	February 1 to July 31 <b>Deadline: July 31*</b>
<b>Master Portfolio Submission</b>	May 30	November 30
<b>Results Delivery Deadline</b>	June 30	December 30

\*A complete and paid application must be received by the application deadline date to be reviewed for eligibility for that exam administration period. If the application deadline falls on a weekend, the deadline date will be the next business day at 11:59pm ET.

## EXAM FEES

All fees are payable in U.S. Dollar amounts only. Purchase fees are non-refundable and non-transferable. NKBA does not accept payment via check/cheque. Fees are subject to change without prior notice.

### Certified Master Kitchen & Bath Designer (CMKBD)

CANDIDATE APPLICATION	PURCHASE FEE
CMKBD Application fee & Master Portfolio Review Exam	<b>\$650</b>

### Medical or Personal Emergencies

Emergency cancellations are medical or personal emergencies that are unplanned events affecting the candidate and arise within five days of a scheduled exam appointment and prevent the candidate from taking an exam. An Emergency Exam Cancellation form and supporting documentation must be received no later than 10 days following a candidate's scheduled exam window. Requests are considered on a case-by-case basis.

## Additional Fees

TYPE OF FEE	AMOUNT	DESCRIPTION
<b>Portfolio Submission Retake Fee</b>	\$400	Candidates who do not successfully complete or pass the Master Portfolio Review will be charged a \$400 retake fee.
<b>Annual Certification Renewal</b>	\$100/yr	Renewal fees are paid annually.
<b>Reinstatement Fee</b>	\$100	One time fee for reinstatement of any earned NKBA certification plus Annual Certification Renewal Fee (not prorated.)

\* All fees are payable in U.S. Dollars. Application fees are non-refundable. Payments are made to the NKBA using the candidate's NKBA Member Profile. We do not accept check payments.

\*\* Emergency cancellations are medical or personal emergencies that are unplanned events affecting the candidate and arise within five days of a scheduled exam appointment and prevent the candidate from taking an exam. An Emergency Exam Cancellation form and supporting documentation must be received no later than 10 days following a candidate's scheduled exam window. Requests are considered on a case-by-case basis.

## CMKBD EXAM OVERVIEW

The CMKBD Exam consists of the CMKBD Master Portfolio Review. These sections measure the candidates competency in kitchen and bath design knowledge areas to project the health, safety and welfare of the public. The NKBA and Exam Development Committee develops questions that test on the NKBA's Fourth Edition Kitchen & Bath Planning Guidelines and Professional Resource Library (PRL).

### CMKBD Master Portfolio Review

The review is administered by the NKBA and juror committee consisting of selected CMKBD's with a minimum of ten (10) years of experience. The Portfolio Review requires a candidate to submit examples of their professional work pertaining to a blend of six (6) kitchen, bath, support spaces, showroom, trade-show booth or community service projects.

The candidate will supply a completed set of design drawings and specifications completed to NKBA Drawing & Presentation Standards and photographic documentation of the completed projects. Professional photography is not required.

## TAKING THE EXAM

The Master Portfolio Submission must include a blend of six (6) kitchen, bath, support spaces, showroom, trade-show booth or community service projects.

Each of the six (6) projects will include eight (8) required drawings, a specification sheet, a design statement, plus before and after photos to be uploaded on the candidates LearnDash profile. This must be submitted within the Spring or Fall deadline in order for results to be delivered within the designated NKBA deadline by either June 30th or December 30th.

## IDENTIFICATION REQUIREMENTS

Candidates will need to use their NKBA credentials on the LearnDash platform. This includes a legal name as it appears on the candidate's NKBA member profile and email address.

## VIOLATIONS

If the NKBA suspects the candidate has falsely represented themselves in any form, we reserve the right to revoke the initial exam results. The candidate will be subject to suspension of pursuing their CMKBD certification and also be subjected to reapplication fees.

## EXAM RESULTS

### HOW SCORES ARE DETERMINED

The CMKBD Master Portfolio Review is scored by an expert committee of Certified Master Kitchen and Bath Professionals. Candidates must receive a total score of 75% to be considered passing. Candidates will receive instructions and checklist on the LearnDash platform. The complete set of drawings, including specification sheet, design statement, plus before & after photos will need to be completed before being submitted. Candidates will upload all necessary packet documents directly on the LearnDash account. A complete packet submission is required in order to be scored by the juror committee results deadline.

### SCORING INFORMATION

When submitting the CMKBD Master Portfolio Review, preliminary results are not provided. The Official Score Report will be provided within approximately six (6) weeks after the close of the exam administration period.

### RETAKING THE EXAM

Portfolio submission retake exams must be completed within the designated Spring (May 30) and Fall (November 30) periods. Candidates who do not successfully complete or pass the portfolio submission exam will be charged a \$400 retake fee.

If a candidate misses the first period they must wait until the next available period to reschedule their exam.

## BECOMING AN NKBA CERTIFIED DESIGNER

### BECOMING NKBA CERTIFIED

NKBA Certification is based on in-depth testing, education, and industry experience, allowing consumers to know that their designer's professional skills have been independently evaluated and tested. NKBA certified members are committed to improving those skills by meeting continuing education and professional development requirements.

There are two levels of NKBA Certification: Certified Kitchen & Bath Designer, CKBD and Certified Master Kitchen & Bath Designer, CMKBD. NKBA certification qualifications are determined by specific eligibility requirements that include kitchen and bath industry education and work experience. For additional information, visit the [NKBA Certification](#) website.

### USING THE CREDENTIAL

Individuals who have earned the CKBD or CMKBD certification and are an NKBA Member in good standing may use the appellation to display their professional expertise and achievement.

NKBA Certified Members should protect the integrity of their appellation and use it correctly in alphabetical order such as:

Jonathan Jones, AIA CMKBD

Margaret Smith, CKBD LEED Green Associate

Businesses and organizations are not permitted to state "Certified Kitchen Designer On-Staff" or "Speak to our Certified Kitchen & Bath Designers", for example, because this is a misrepresentation that the appellation is not designated to the individual. Only staff or employee biographies may state the individual's expertise and achievement.

The CKBD and CMKBD appellations cannot be used in conjunction with each other. Once the certification is no longer active, the appellation is not valid and is not permitted to be used by an individual.

The CMKBD and CKBD appellations are registered trademarks of the NKBA. To report incorrect use of any NKBA appellations, please contact Membership Services.

### MAINTAINING AN ACTIVE CERTIFICATION

To maintain a certification, the Certified Member must:

- Be an active NKBA Member in good standing,
- Pay annual certification renewal fee,
- Meet the continuing education requirements earning 20 hours (2.0 CEUs) per two-year cycle,
- Agree to abide by the NKBA Professional Code of Conduct & Ethics.

Certification renewals made 60 days after due date are subject to a reinstatement fee of \$100 per year outstanding with a letter of explanation plus the current certification renewal fee of \$100. For example, a lapse of one (1) year would be a total of \$200 paid to renew the certification.

Certification renewals are sent to the email address on file under the NKBA Membership Profile. NKBA is not responsible for misdirected or unopened emails. To ensure that the Certified Member receives the renewal notification, NKBA recommends that the certification holder have consistent access and can manage filters and permissions for email delivery. When paying the renewal fee, certification holder's will be directed to NKBA's payment gateway/processor.

## REPLACEMENT CERTIFICATES

Candidates who maintain active certification status (as stated above) can order replacement certificates (with seal) on the NKBA store for a \$10.00 fee.

# CKBD & CMKBD APPELLATION AGREEMENT

## 1. INTENT

Although firms employing individuals certified by the Association enjoy many direct and indirect benefits from employing such individuals, any advertising, literature or promotions used by the firm or the individual shall benefit only the individual to whom such certification has been awarded in a manner as shall be determined by the Board of Directors. The Board of Directors shall, at any time, be the final determinant of whether proper use is being made of certification.

## 2. TITLE AND LOGOS: USAGE AND RESTRICTIONS

Titles and logos may only be used by certified members in good standing. The titles and logos may be used to identify the individual as a professionally qualified and competent kitchen designer, bathroom designer, kitchen design educator, bathroom design educator, kitchen and bath installer, etc. The individual may use the Logo, the initials "AKBD, CKD, CBD, CKE, CBE, CKBI, CMKBD or CKBP" and/or the words "Associate Kitchen & Bath Designer", "Certified Kitchen Designer", "Certified Bathroom Designer", "Certified Kitchen Educator", "Certified Bathroom Educator", "Certified Kitchen and Bath Installer", "Certified Master Kitchen and Bath Designer", or "Certified Kitchen & Bath Professional" in printed materials, correspondence, business cards, advertisements, etc.

The identification may only be used in conjunction with the certified individual's name. The use of such titles or logos to identify a business (such as: "Certified Bathroom Designers on staff") is strictly prohibited.

The legal use of these professional symbols is protected by registration Certificate #935513 under the Trademark Act of 1946 and is on file with the Commissioner of Patents, United States Patent Office. Usage is strictly limited to identifying the individual and the Association. The Logo cannot be used to identify a business.

Titles and logos shall not be used in word-of-mouth advertising, promotional material or otherwise by a business or corporate entity or by one who has not been certified or whose certification is NOT in good standing.

## 3. BUSINESS MATERIALS

Each new certified member will receive a certification package, the contents of which will typically include:

A. Certificate attesting to credentials;

- B. Certification lapel pin;
- C. Copy of Certification Policies and Procedures;
- D. CEU Program information;

Each active, certified member will be listed as soon as possible in the Associations' database and website for distribution to consumers, allied professionals and other interested parties.

## **4. CERTIFICATE REVOCATION (CONDUCT)**

The Association may file charges against any certified member of the Association if they determine there is sufficient cause to find that a member has violated these Policies and Procedures, the Code of Professional Conduct, or that he has been guilty of conduct detrimental to the Association. Prior to removing the membership and/or certification of any member for misconduct, that individual shall receive, by certified mail, notification of the charges. The individual receiving these charges shall have 30 days in which to reply to the charges.

The individual so charged shall be given notice of the date and location of the meeting at which the charges will be discussed by NKBA's Member Standards Committee and shall be allowed to appear at said meeting to reply in-person to those charges.

In the event that the Member Standards Committee finds there is sufficient cause for the removal and/or denial of certification, the committee shall, recommend revocation of the individual's certification and prohibit the use of certification.

In order to protect the business and personal reputation of the individual charged, all proceedings shall be private, unless said individual so charged elects to have them made otherwise. Certification revocation in this manner shall be for a minimum of seven years. Certification reinstatement can only be achieved by re-applying and re-testing.

## **5. CERTIFICATE REVOCATION (ANNUAL REGISTRATION/CEU/LOGO MISUSE)**

The Association may remove the certification from any member failing to comply with payment of the annual renewal fees, or failing to adhere to The Advertising Graphics Standards. Members will be notified of non-compliance with these requirements once by regular mail to the member's home address. Upon further failure to comply, the member will be notified by certified mail to the member's home address. Final notice of the revocation of the member's certification will be made 30 days after the initial certified letter was mailed if compliance has not been achieved.

Individuals who fail to meet the CEU Program requirements at the end of each cycle will be given 30 days notice to submit the necessary credits. Upon further failure to comply, the member will be notified via regular and certified mail to the member's home address. Final notice, via regular and certified mail, of the revocation of the member's certification will be made 30 days after the initial certified letter was sent if compliance has not been achieved. Members whose certification is revoked for non-compliance with the CEU program will not be allowed to reinstate unless they reapply and retake the certification exam.

## 6. REINSTATEMENT

Individuals whose certification has been voluntarily canceled or revoked by NKBA within **seven** years of their initial certification date will be required to pay the current year's annual membership dues (where applicable), certification maintenance fee, reinstatement fee, plus up to two year's back dues/certification fees prior to reinstatement of their certification. CEU point requirements will be prorated.

Individuals whose certification has been voluntarily canceled or revoked by NKBA and who wish to reinstate their certification will be required to reapply and retake the certification examination if they had originally become certified more than seven years previously. Individuals whose membership has been revoked due to non-compliance with the CEU program will be required to reapply and retake the certification exam, regardless of when they originally passed their certification exam, unless they can document proof of having earned the required CEU credit.

Any certified member whose certification has been voluntarily canceled or revoked and wishes to petition the Board of Directors for reinstatement without retesting may do so, in writing. The Board will review reinstatement petitions at their next available, in-person meeting. The Board's decision regarding reinstatement is to be considered final.



# Standards of Conduct

## For NKBA Members

In order to maintain the dignity of our profession, to assure public confidence in our industry, and to render proper service to individuals and the public, it is the duty of the owners, executives, and employees of each member firm of the National Kitchen & Bath Association to:

- Conduct all work and business affairs with fairness to all concerned, fidelity to clients and suppliers, and devotion to high ideals of personal honor;
- Accept compensation for a particular service or in particular business dealings from one source only, except with the full knowledge and consent of all interested persons;
- Make no false or misleading statements to the public, to employers, to employees, or to those with whom we maintain business relationships;
- Disclose all interest charges, carrying charges, and fees, and to uphold all laws and regulations pertaining to the business and professional activity;
- Assist the client in understanding and obtaining the full measure of the services and rights expressed or implied in contracts, agreements, or warranties;
- Conduct all business activity without prejudice as to an individual's age, gender, race, color, religion, national origin, ethnicity, disability that cannot be reasonably accommodated, marital or domestic partnership status, sexual orientation, liability for service in the armed forces or other protected trait or class;
- Refrain from using unfair means to win professional advancement disseminating any malicious information concerning any individual or business; or using improper or questionable methods of soliciting professional work or sales; and
- Cooperate in advancing the kitchen and bathroom industry by voluntarily exchanging information and experience with fellow members and by contributing to the work of educational groups, schools, and public and trade press, without disclosing confidential matters.

These Standards of Conduct have been adopted to promote and maintain the highest standards of business conduct and professional service among the members of the NKBA. Adherence to these Standards of Conduct is required for membership in the Association and serves to assure public confidence in the integrity and service of its members.



# NKBA Professional Code of Conduct & Ethics

## For NKBA Certified Designers

Whereas an **NKBA Certified Designer** is defined as an individual and NKBA Member in good standing possessing an active certificate with NKBA of Certified Kitchen & Bath Designer (CKBD), Certified Master Kitchen & Bath Designer (CMKBD), Certified Kitchen Designer (CKD), or Certified Bath Designer (CBD);

And

Whereas an **NKBA Certified Professional** is defined as an individual and NKBA Member in good standing possessing an active certificate with NKBA of Associate Kitchen & Bath Designer (AKBD), or Certified Kitchen & Bath Installer (CKBI);

And

As such, the Individual has the right to use the appellations “CKBD”, “CMKBD”, “CKD”, “CBD”, “AKBD” or “CKBI”, I agree to abide by the following statements:

### 1. Laws and Regulations

I shall:

- Abide by the regulations, building codes, statutes and ordinances, permit procedures and such laws and practices in any state, province or territory where I practice business;
- Sign and/or seal drawings, specifications or other project documents only where I or my firm have prepared, supervised, or professionally reviewed and approved such documents as allowed by law in any state, province or territory where I practice business.

### 2. Professional Behavior

I shall:

- Perform to the highest standards of personal and professional conduct when working with the public (clients), colleagues, contractors, related professionals, tradespersons, vendors, suppliers and manufacturers;
- Perform professional services with consideration of the health, safety and welfare of the public;
- Conduct all professional and business activities without prejudice as to an individual’s age, gender, race, color, religion, place of origin, ethnicity, physical or mental disability that cannot be reasonably accommodated, marital or domestic partnership status, sexual orientation, liability for service in the armed forces or other protected trait or class;

- Continue to attain increased knowledge and skill through continuing education in kitchen or bathroom design, construction systems, business management, and the like for the betterment of my professional abilities.

I shall not:

- Make misleading, deceptive or false statements or claims about my professional qualifications, education, experience or performance;
- Engage in any form of misleading advertising or promotional activities, nor imply through any means that employees and business consultants of my business(es) are registered/licensed/certified, or have qualifications unless such is fact;
- Engage in fraud, deceptive business practices, misrepresentation or dishonesty in my professional or business activities;
- Attempt to obtain a business contract to provide design and/or installation services through unlawful means;
- Make payment or offer a gift to any public official or take any other action to unduly influence the official's judgment in conferring a current project or future project that I am interested in;
- Assist or abet improper or illegal conduct of anyone in the completion of a project.

### **3. Responsibilities to the Client**

I shall:

- Agree to undertake professional responsibility only for design services that I am qualified by means of education, experience and examination to perform;
- Clearly set forth the scope and nature of the entire project scope, services to be provided, compensation methods, and other legal terms and conditions of my agreements in writing;
- Disclose to my employer and/or client a financial interest that I may have that could affect their impartiality in specifying a good or service, and shall withdraw upon objection by the employer or client;
- Maintain confidentiality about projects or clients and shall not disclose personal information about said individuals, use photographs, or other project documents without prior written consent, except those documents to which I retain property rights;
- Act with fiscal responsibility and in the best interest of my clients, maintain sound business relationships with suppliers, manufacturers, tradespersons, contractors and related professionals for the best service possible to the public.

## 4. Responsibilities to the Industry

I shall:

- Abide by common law and statutory prohibitions against tortious interference of a contract and I will not interfere with another allied professionals or their businesses relationships;
- Take credit only for work that has actually been created by me, my business, or under my immediate supervision, direction or control;
- Refrain from criticizing the works of others, except on the bases of well-founded knowledge and fact or, upon request of when it does not present a conflict of interest, provide a second opinion to a client or serve as an expert witness in a judicial or arbitration matter;
- Cooperate professionally in reasonable ways with the NKBA, suppliers, vendors, manufacturers and competitors for the betterment of the kitchen and bath industry.

And I shall not:

- Intentionally make false statements, either written or spoken, that harms another NKBA Member's or allied professionals reputation or otherwise disparages their character;
- Accept instructions from my clients that knowingly involve plagiarism, nor shall I plagiarize another's work;
- Endorse an NKBA Certified Designer or NKBA Certified Professional of an individual known to be unqualified with respect to education, experience, examination or character, nor shall I knowingly misrepresent the professional expertise or moral character of that individual.

NKBA Certified Designers and Certified Professionals shall adhere to this Professional Code of Conduct & Ethics and shall, at the time of certification and annual renewal, attest to this Code.

## Education Review Form

### Personal Information

Name (last, first, middle): \_\_\_\_\_ Member ID#: \_\_\_\_\_

Home Address: \_\_\_\_\_

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

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

Business Name: \_\_\_\_\_

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

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

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

☐ Direct all correspondences to my home ☐ Direct all correspondences to my business

### Education Information

Institution Name: \_\_\_\_\_

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

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

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

### Type of Degree/Diploma

☐ 4-Year Bachelor's Degree ☐ Master's Degree ☐ Associate's Degree ☐ Certificate Program

☐ Architecture Degree ☐ No Post-Secondary ☐ Other: \_\_\_\_\_

Degree Title: \_\_\_\_\_ Year of Completion: \_\_\_\_\_

Additional Institutions should be included on a separate form.

Member ID#:			
Knowledge & Skill Requirements	Course Title, Number, & Institution	Class Type LE = Lecture, LA = Lab, ST = Studio, OT = Other	Narrative
<b>1. Human Factors and Sustainability</b>			
Design spaces for homeowners and occupants that provide support for nourishment, cleansing, working, and wellness activities that apply ergonomics and anthropometrics which are inclusive of physical and cognitive ability, all cultures, personal preferences, genders, and appearances.			
Human Factors including ergonomics, anthropometrics, psychological, physiological, social conditions, and			

sensory conditions such as lighting, acoustics, visual stimuli, color response, scent, tactile, and thermal comfort, etc.			
<b>Sustainability and environmental impact</b> including recyclability, cradle to cradle, embodied energy, carbon footprint, material sourcing, ratings and certifications, etc.			
<b>Environmental and wellness attributes</b> regarding energy and water, conservation, renewable resources, indoor air quality, resiliency, active design, etc.			
<b>Cultural Awareness</b> including inclusiveness of physical and cognitive ability, all cultures, personal preferences, genders, and appearances, etc.			
<b>Rituals</b> such as group interaction, public/private, bathing, grooming, toileting, cooking, entertaining, and outdoor entertaining, etc.			
<b>History of design</b> including the history of interiors, kitchens, and baths, etc.			
<b>2. Accessibility and Visitability</b>			
Plan spaces to be supportive of the homeowner and occupants while addressing their psychological, behavioral, cognitive and physical abilities with interior environments that are accessible, visitable, and apply the principles of Universal Design.			
<b>Universal Design</b> including inclusive design, accessible design, barrier-free design, accessibility, ability level, inclusivity, special needs, aging population, bariatric, and pediatric needs, etc.			
<b>Visitability</b> such as zero steps between entrances/exits to spaces, clear passage at doorways and hallways, accessible bath on the main floor, adaptable future bedroom, etc.			
<b>Accessibility</b> including approach and access, work zones, activity centers, fixtures & equipment, clear floor space, etc.			

3. Planning and Selections			
Provide space planning and source and/or select building material and finish methods, cabinetry/casework, wall and work surfaces, plumbing fixtures, cooking, preservation and cleaning equipment, low-voltage lighting, ventilation and indoor air quality, acoustics, furnishings and window treatments.			
<b>Analysis tools</b> such as spreadsheets, site photographs, matrices, bubble diagrams, graphs, behavioral based analytics, <u>conceptual diagrams</u> such as bubble diagrams, adjacency matrices, and <u>prototypical Sketches</u> considering circulation, privacy, interior zoning, etc.			
<b>NKBA Kitchen and Bath Planning Guidelines</b> (specify edition covered in narrative).			
<b>Cabinetry/casework</b> including case construction types, joinery, door styles, wood/substrate species, finishes, joinery methods, door hinges, drawer glides, adjustable shelves, interior finishing, finished ends, applied panels/gables, etc.			
<b>Moulding &amp; Millwork</b> including Room Mould vs. Cabinet Mould integration & terminus, Moving Part Collisions, etc.			
<b>Accessories &amp; Hardware</b> including Integrated Functional Storage Components & Collisions, Decorative Hardware & Collisions, Millwork Lighting, etc.			
<b>Materials and methods</b> including residential materials, fire-resistance, slip-resistance, waterproofing, durability, outgassing, installation detailing and methods, etc.			
<b>Wall and work surfaces</b> such as backsplashes, end and side splashes, counter tops, edge details, material abutments and transitions, corners, etc.			
<b>Lighting and integrated technology</b> including code-compliance and energy consumption, light fixture types, CRI, temperature, efficacy, illumination types, switching and dimming, integrated			

interfaces, etc.			
<b>Home Automation Technology &amp; Components</b> including Electronic opening/closing, Home Automation, WiFi Connectivity, etc.			
<b>Accessibility equipment</b> including assist/grab bars types, grabability, installation locations, access points, commodes, residential lifts, etc.			
<b>Cooking equipment</b> including residential code-compliance and energy consumption, free-standing, drop-in, slide-in, fully-integrated, etc.			
<b>Preservation equipment</b> including residential code-compliance and energy consumption, free-standing, drop-in, slide-in, fully-integrated, etc.			
<b>Ware/dish-washing equipment</b> including residential code-compliance and energy consumption, free-standing, drop-in, slide-in, fully-integrated, etc.			
<b>Clothes washing equipment</b> including residential code-compliance and energy consumption, free-standing, drop-in, slide-in, fully-integrated, etc.			
<b>Equipment integration</b> including appliances or specialty equipment within the design, accessibility and code compliance) and parameters of maintenance (e.g., warranties, manuals, cleaning protocols, documents), etc.			
<b>Light fixture selection and specification</b> including general, accent and task lighting; color temperature, color rendering, lamp types, energy load, etc.			
<b>Furnishings and window treatments</b> including dining tables/chairs, counter-height and bar-height stools, storage furniture, window shades, drapery and controls, code-compliance, etc.			

<b>Home exercise equipment</b> including equipment types, supply, etc.			
<b>Wine storage &amp; equipment</b> including storage types, humidity control, etc.			
<b>Accessible Recreation/Leisure</b> such as home gym, yoga, massage, sauna, pool, etc.			
<b>4. Materials and Systems</b>			
Source, sell, procure, manufacture, and install building materials through trusted vendors/suppliers and craftsperson/carpenter/contractor relationships. Environments are to be energy and water conserving, technologically integrated, provide quality indoor air, access to daylight, utilize sustainable methods and support local markets within all types of local housing sectors.			
<b>Life safety systems</b> including egress, fire separation, fire-rated partitions and doors, and a/v alarms location coordination for residential construction, etc.			
<b>Fire protection systems</b> including sprinklers, strobes, alarms, extinguishers, smoke and heat detectors, etc.			
<b>Building systems</b> including load bearing, non-load bearing, steel, concrete, post-tension, etc.			
<b>Building construction types</b> including wood, steel, concrete, etc.			
<b>Building components</b> including doors, windows, wall assemblies, hardware, glazing assemblies, etc.			
<b>Vertical and horizontal systems of transport</b> such as stairs, elevators, etc.			
<b>Wall and ceiling treatments</b> including types, testing standards and codes, applications, installation methods, estimating, technical specifications, etc.			
<b>Plumbing systems</b> including low flow, waterless, filtration, water metering, gray water, etc.			
<b>Kitchen plumbing fixtures</b> including			

residential code-compliance and energy consumption, kitchen faucets, garburators, kitchen sinks, etc.			
<b>Bath plumbing fixtures</b> including code-compliance and energy consumption, lavatory faucets and sinks, shower valves and trims, hand showers, body-jets, bath tubs, jetted tubs, etc.			
<b>Textiles and window treatments</b> including types, testing standards and codes, applications, installation methods, estimating, technical specifications, etc.			
<b>Floor coverings</b> including types, transitions, testing standards and codes, applications, installation methods, estimating, slip resistance, technical specifications, etc.			
<b>Lighting systems</b> including fixtures, zoning, sensors, daylighting, circadian rhythms, calculations, distribution, energy efficiency, etc.			
<b>Low voltage systems</b> including data and communication, security, a/v, etc.			
<b>Electrical systems</b> including outlet placement, switching, GFI, occupancy sensors, etc.			
<b>Mechanical systems</b> including types of systems, coordination with ceiling plans, indoor air quality, make-up air systems, heat recovery, kitchen exhaust, bath exhaust, etc.			
<b>Acoustical systems</b> including sound masking, NRC, STC, CAC, AC, sound batting, wall types and ceiling elements, etc.			
<b>5. Professional Practice</b>			
Partake in the moral and ethical responsibility to protect homeowners and occupants. Collaborate and consult with professional consultants such as Licenced Contractors, Professional Engineers, Registered Architects, Architectural Technologists, Building Designers, Building Specialists, other Interior Designers and decorators through the application of construction, fire, life-safety and energy codes, standards and planning guidelines for the			

purposes of obtaining a building permit, as allowed by law.			
<b>Life safety codes &amp; standards</b> including flammability, toxicity, slip resistance, accessibility & egress clearances, fixed & loose furniture, indoor air quality, residential code compliance, etc.			
<b>Reference standards and guidelines</b> including ADA/accessibility, BIFMA, ASHRAE, OSHA, NFPA, IBC, ICC			
<b>Residential construction drawings</b> including site plan, building code analysis, floor plans, elevations, details and sections, schedules, annotations & dimensioning, graphic symbols, etc.			
<b>Specification documents</b> including project manuals, drawing specifications, documenting project selections, code-compliance, etc.			
<b>Architectural Casework Standards</b> including KCMA/CKMA, AWI/AWMAC, MPI, etc.			
<b>Research methods</b> including observations, interviewing, surveying, case studies, benchmarking, precedent studies)			
<b>The site context</b> including location, views, solar orientation, zoning, historical information, constraints, change of use, transportation, etc.			
<b>Existing conditions analysis</b> including, hazardous materials, seismic, accessibility, construction type, occupancy type, etc.			
<b>Project drivers</b> including stakeholder requirements, space usage, preferred culture and branding, goals and objectives, budget, etc.			
<b>Budgeting and cost estimating</b> including quantity takeoffs, product cost, install cost, overage, attic stock, life cycle costing, return on investment, etc.			

<b>Square footage standards</b> including building codes, boma calculations and terminology, etc.			
<b>Project management</b> including quality assurance, ordering, production, delivery, packaging materials, logistics, scheduling, cabinet installation, etc.			
<b>Appropriate measuring conventions</b> including scale, unit of measure, dimensioning, etc.			
<b>Allied professionals' drawings</b> including mechanical, electrical, and structural engineering, architecture, security, specialty consultants) Phased construction plans (e.g. projects phased into different schedules.), etc.			
<b>Oversight &amp; review Allied Professional consultant documents</b> including Contractor, Structural Engineer, Registered Architects/Architectural Technologists, Registered Interior Designers, Certified Residential Designer, Decorators, etc.			
<b>Oversight &amp; review trade consultant documents</b> including qualified electricians, plumbers and fitters, security system and life-safety specialists, home automation specialists and/or integrators, etc.			
<b>Site review of fixture &amp; equipment locations</b> including rough-in locations, fixture placement, equipment placement, reduction of cabinet manufacturing & install errors, etc.			
<b>Value-engineering</b> including monitor project schedules, value-based alternatives, pricing, payment, etc.			
<b>Review of submittals</b> including shop drawings, contractor substitutions & alternatives, etc.			
<b>Construction management</b> including code-compliance, worker safety, building permit application, inspections,			

occupancy permit, etc.			
<b>Processes for procurement, delivery, and installation</b> including sequencing, purchase orders, prepayment requirements, customer's own material, liabilities, shop drawings, lead time, etc.			
<b>Design Contract Details</b> including Door Style Selection/Specification, Counter materials, etc.			
<b>Installation &amp; Management</b> including Subcontractor Agreements, Scheduling, Site Supervision, Payment, Warranty, etc.			
<b>Project close-out</b> including warranty documentation & registration, Homeowner follow-up, care & maintenance guidance, etc.			
<b>Scope of practice</b> including legal liability, laws and regulations, certification vs licensure, practice and title act, etc.			
<b>Post occupancy evaluation</b> including metrics, timing, scope, analyzing data, evaluating criteria, commissioning, homeowner surveys, etc.			

## Attestation

I hereby verify that the information I have provided above is correct. I release this information to NKBA for review of education credentials.

By signing below I attest to the accuracy and truthfulness of the information given in this application and authorize NKBA to investigate statements made herein.

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

## APPENDIX A: Educator Experience Hours

Educators are required to document each course taught by providing an approved course outline. The candidate will be required to provide a minimum of 3,520 Qualified Teaching Hours

- Each course contact hours (number of hours teaching per week) will be determined using the formula below.
- Courses taught two or more times in subsequent different semesters/sessions count at 50%.

### Formula

Course Contact Hours (number of hours teaching per week) X Weeks Taught = Total Contact Hours

Total Contact Hours X 2.25 = Total Qualified Teaching Hours (QTH)

### Calculation Example

Course (identifier and descriptor)	When Taught	Contact Hours (CH)	Total Weeks (of qualified content)	Total Contact Hours (TCH)	Total Qualified Teaching Hours (TCH X 2.25)
INTD 250 - Materials and Specifications	F 2021	4	12	48	108
INTD 350 - Fabrics and Applications	F 2019	4	12	48	108
INTD 510 - Fabrics and Applications	W 2020 S 2020	2*	12	48	108
INTD 630 - Professional Practices	S 2020	4	12	48	108
Total Hours for Qualified Teaching					432

\*Course taught two or more times in subsequent semesters