

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 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 Representative

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: _____

Dates of employment (Month/Year) _____ / _____ to _____ / _____

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: _____