

# NKBA Kitchen & Bath Certification Guidebook

- + Process & Requirements
- + Exam Procedures
- + Application Forms

>> [NKBA.org](http://NKBA.org)



Designed by  
Peter Ross Salerno, CMKBD



National Kitchen and Bath Association  
687 Willow Grove Street  
Hackettstown, NJ 07840  
1-800-843-6522  
[NKBA.org/Certification](http://NKBA.org/Certification)

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# Program Overview

Congratulations on taking your first step toward certification with the National Kitchen & Bath Association (NKBA). Be sure to read this guidebook thoroughly, as changes to the exams, deadlines, fees, and forms are outlined throughout. Please note: fees are subject to change.

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.

The primary purpose of NKBA certification programs is to provide for the health, safety, and welfare of the public. To ensure this, certification is offered exclusively to individuals who prove specialized qualifications through experience and testing. As a result, there will be a higher level of education and professionalism in the industry worldwide and NKBA members will be the most highly skilled and recognized for their expertise.

Earning an NKBA certification is an excellent way to set you apart from the competition and to distinguish yourself to consumers as a professional dedicated to enhancing your knowledge and experience in the kitchen and bath industry. As an NKBA-certified designer, your professional skills will be acknowledged and validated. You will be identified as a leader in the industry and gain access to numerous benefits offered through the National Kitchen & Bath Association.

## NKBA Design Certifications:

Associate Kitchen & Bath Designer (AKBD®)

Certified Kitchen & Bath Designer (CKBD®)

Certified Master Kitchen & Bath Designer (CMKBD®)



# Examination Overview

## Development

The NKBA certification exams, which include the Associate Kitchen & Bath Designer (AKBD) and the Certified Kitchen & Bath Designer (CKBD) test on the NKBA's 31 kitchen planning guidelines and 27 bathroom planning guidelines, as well as the NKBA Professional Resource Library (PRL).

The PRL is a nine-volume educational resource series that provides content on creating safe design, product specification, business practices, and more. PRL's are available in full text or digital. Listed below are the titles of each volume:

- Kitchen & Bath Residential Construction and Systems
- Kitchen & Bath Products and Materials
- Kitchen Planning
- Kitchen & Bath Design Presentation
- Kitchen & Bath Design Principles
- Bath Planning
- Kitchen & Bath Lighting
- Kitchen & Bath Sustainable Design
- Kitchen & Bath Business and Project Management.

The NKBA creates the design certification exams (AKBD and CKBD) utilizing expert NKBA-certified kitchen and bathroom designers under the direction of a nationally recognized testing authority with expertise in certification and licensure examinations.

The academic exams required for the AKBD and CKBD certifications are computer-based exams consisting of multiple-choice questions that test both kitchen and bathroom competencies. The exam is administered at more than 300 testing centers throughout the United States and Canada.

# Applying For Your Exam

## 1. Submitting the Paperwork

There is no submission deadline for the AKBD or CKBD. The NKBA does not process applications if payment is not included, nor does the NKBA invoice applicants for these fees. Payment will be accepted via personal check, credit card, money order, or company checks when attached to each individual application.

The completed application must be mailed to:

NKBA  
Certification Application Department  
687 Willow Grove Street  
Hackettstown, NJ 07840

## 2. Confirmation/Registration Process

For CKBD candidates applying for both the AKBD and CKBD exams, you are required to pass the AKBD exam before you are eligible for the CKBD. You must use the same name on your application as your government issued identification.

## 3. Dues/Fees

To activate your certification, you must be an NKBA member (pay annual membership dues, when applicable, and the annual certification fee).

## 4. Continuing Education Program

When the NKBA issues the certification, the candidate will receive a certification packet including a certificate. Once certified, you must earn 20 hours of continuing education (2.0 CEUs) in a designated two-year cycle, beginning on July 1, 2016.

# Cancellations and Postponements

## Cancellations

The NKBA will retain the exam fee for candidates that cancel their scheduled exam without at least 72 hours' notice.

## Postponements

Candidates who wish to reschedule an exam without at least 72 hours' notice will be charged a \$100 rescheduling fee. Candidates must reschedule their exam through the testing center website.

## No Shows

Candidates who do not show for their scheduled exam date must resubmit their exam fee. Candidates who wish to cancel their scheduled exam up to 72 hours before their scheduled exam date will be refunded the exam fees.

Cancellations and postponements must be completed via [www.webassessor.com/nkba](http://www.webassessor.com/nkba).

# Approval & Exam Process

## Review

The NKBA Certification department reviews each application to determine eligibility and verify candidate information. Processing time is four to six weeks. If the application is incomplete, the applicant will receive notification via e-mail requesting the missing documentation by a specified deadline.

If the applicant does not respond or the missing materials are not received, the application is not approved and is placed in a “pending” status until the application is complete. Pending applications are held on file for two years.

An application will not be approved for any of the following reasons:

- Application not completed
- Fees are not included in the application
- Proper documentation not submitted
- Education not completed
- Experience requirement not met

No grace period is given if the experience requirement is not met at the time of application. Such applications are denied and the candidate is notified of his or her ineligibility to take the exam.

If you are unable to meet the qualifications for certification at the time of application, you have the option of delaying your exam until the necessary qualifications are satisfied or requesting a refund of your exam fees (applications are non-refundable). The request must be submitted to the NKBA in writing.

## AKBD Approval

Once your AKBD application has been approved, the NKBA will email further instructions to register for your AKBD exam.

## CKBD Approval

You must successfully pass the AKBD exam before applying for the CKBD certification. Once your CKBD application has been approved, the NKBA will email to you instructions for completing and submitting your drawing requirements. Once your drawing requirements have been reviewed and approved (approx. four weeks), the NKBA will email further instructions to register for your CKBD exam.

The CKBD Exam is separated into a two-part process.

## Step 1: CKBD Drafting

Once your CKBD application has been approved, the NKBA will email instructions for completing and submitting your drawing requirements. The CKBD application requires a set of eight (8) design drawings including:

- Kitchen Floor Plan
- Bath Floor Plan
- Kitchen Elevation Plan
- Bath Elevation Plan
- Kitchen Construction Plan
- Bath Construction Plan
- Kitchen Mechanical Plan
- Bath Mechanical Plan

Drawings to be completed with CAD software of choice or with hand drafting skills. Both CAD and hand drawings must meet the presentation standards outlined by the NKBA. Candidates will have 72 hours to complete all plans. All plans must be submitted electronically in pdf format to the address given in your instructions. Scoring of drawings is identical for either method and evaluated by an expert committee of jurors (see Scoring).

The purpose of the drawing submission is to test the skills necessary to design and plan a residential kitchen and bath solution and demonstrate advanced technical skills required to succeed as a kitchen and bath design professional.

## Step 2: CKBD Exam

The CKBD Exam consists of 100 multiple choice questions that test problem-solving skills faced by professionals in the kitchen and bath industry.

The purpose of the exam is to test the knowledge and skills necessary to design and document a residential kitchen and bath solution and demonstrate advanced communication skills required to succeed as a kitchen and bath design professional.

## Scoring – AKBD & CKBD

A third party service provider electronically scores the AKBD and CKBD examinations.

The AKBD academic exam consists of 150 multiple-choice questions that test both kitchen and bathroom competencies. The AKBD examination consists of four (4) major content categories:

- 40% of the exam questions are related to Planning and Design,
- 22% related to Construction/Mechanical Systems,
- 18% to Business Management,
- 20% to Products/Materials.

The Exam Development Committee develops questions. Each question references NKBA's Professional Resource Library, the primary resource for the material on the AKBD exam. AKBD candidates must correctly answer a minimum of 100 test questions (66%). Candidates do not receive a numerical score, and will only receive a pass/fail notification with a break down by the four major content categories.

The CKBD application process consists of eight (8) design drawings (See Application) scored by expert certified kitchen and bath design professionals. Scoring is divided into the following content categories: graphics and presentation standards, design solution, elevation plan, mechanical plan, and construction plan. Applicants receiving a score of 75% or higher are permitted to sit for the CKBD Exam. Candidates do not receive a numerical score, and will only receive a pass/fail notification with a break down by the major content categories.

The CKBD Exam consists of 100 multiple-choice questions testing on both kitchen and bath competencies. The CKBD examination consists of four (4) major content categories:

- 40% of the exam questions are related to Design Solution (Planning and Safety Floor Plan),
- 22% to Specifications,
- 21% to Graphics and Presentation,
- 17% to Mechanical and Construction.

The Exam Development Committee develops questions. CKBD candidates must correctly answer a minimum of 75 test questions (75%). Candidates do not receive a numerical score, and will only receive a pass/fail notification with a break down by the four major content categories.

Candidates who do not successfully pass an exam must submit an exam registration form and exam fees for the next exam. The NKBA holds applications on file for two years. If your last application is over two years old, you must submit an additional application and application fee.

## Accommodations

The NKBA will make accommodations for candidates who need special assistance or testing conditions due to a disability. The request must be made to the NKBA in writing with supporting documentation from a physician or other qualified professional reflecting the diagnosis of the condition and an explanation of the modifications or accommodations needed.

# NKBA Education

In order to meet the increasing educational need for qualified professionals in the kitchen and bath industry, NKBA Certification + Design offers many opportunities that serve as the foundation for professional career development.

NKBA Certification + Design offers:

- Self-paced On Demand courses,
- Live Online Courses referred to as Virtual Instructor-Led Training (VILT),
- Live Instructor-Led courses, primarily offered at KBIS,
- Webinars,
- Local chapter study groups, or online study groups.

These offerings provide learners with the tools necessary to succeed in the demanding kitchen and bath industry.

There are over 50 supported and accredited programs at colleges and universities throughout North America where NKBA kitchen and bath learning materials are woven into the curriculum. These programs offer students an introduction to the kitchen and bath industry while providing a springboard to becoming NKBA-certified. For further information on course offerings see the NKBA Certification + Design area of the NKBA website (NKBA.org) for professional development courses that can help candidates prepare for certification exams.

## Accredited Program Students

Students from an NKBA accredited program are automatically granted a minimum of 30 NKBA Education Hours and two years of experience after completing 85% of their coursework. Students may sit for the AKBD exam after completing 85% of their coursework, and providing the appropriate documentation.

## Preparing for the Exam

In addition to the PRL books, the NKBA also offers an exam prep course for both the AKBD and CKBD Exams, certification study guide which provides an examination overview, study tips, and practice questions, and an Exam Flashcard app available on the App Store, Google Play, and Amazon. Local NKBA chapters often conduct study groups — check with your local chapter to participate.

# Application and Eligibility Requirements

	Experience	Education	Documentation	Exam & Format
AKBD	<p>2 years</p> <p>1 year of kitchen/bath experience</p> <p>1 year of related experience</p>	<p>30 NKBA approved education hours recommended, but not required.</p>	<ol style="list-style-type: none"> <li>1. Application</li> <li>2. Exam Registration Form</li> <li>3. 2 Professional Affidavits</li> <li>4. Work experience verification form(s)</li> <li>5. College Transcripts (optional)</li> <li>6. Candidate Testimony</li> </ol>	<p>AKBD multiple choice exam</p>
CKBD	<p>5 years</p> <p>2 years of full-time residential kitchen or bath experience</p> <p>3 years of related experience or education</p>	<p>60 NKBA Education hours or NKBA approved college education</p>	<ol style="list-style-type: none"> <li>1. Application</li> <li>2. Exam Registration Form</li> <li>3. 2 Professional Affidavits</li> <li>4. 2 Client References</li> <li>5. Work experience verification form(s)</li> <li>6. College Transcripts (Optional)</li> <li>7. Candidate Testimony</li> <li>8. Drawing Requirements</li> </ol>	<p>AKBD exam &amp; Approved drawing requirements and CKBD multiple choice exam</p>
CMKBD	<p>2 years beyond receiving CKBD certification</p>	<p>100 NKBA Education hours or NKBA approved college education, and/or CMKBD requirements on page 11</p>	<ol style="list-style-type: none"> <li>1. Application</li> <li>2. Work experience verification form(s)</li> <li>3. College Transcripts</li> <li>4. Candidate Testimony</li> <li>5. See additional CMKBD requirements on page 11</li> </ol>	<p>No exam – must possess both CKD and CBD or CKBD certifications</p>

Note: CEUs do not fulfill NKBA education requirements. For CKBD candidates applying for the AKBD and CKBD exams, you are required to pass the AKBD exam before you are eligible for the CKBD.

# Requirements for CMKBD

The CMKBD candidate must have all requirements met in all four quadrants.

Each item under 'Engage with the Industry', 'Promote Professionalism', and 'Cultivate New Talent' is worth five NKBA Education Hours

## Meet Functional Requirements

The CMKBD candidate must accomplish all of the following:

- Be an NKBA certified member in good standing
- Possess CKBD certification (or if received prior to July 1, 2016, CKD and CBD certification)
- Have an additional two (2) years of experience in the industry beyond the date of receiving the CKBD, meaning that CMKBDs must have a minimum of 7 years of industry experience; four (4) years of this additional experience must be from full-time kitchen/bath design work
- Earn 100 NKBA hours from NKBA courses, approved college education, and /or CMKBD experience requirements.

## Engage with the Industry

In the past five years, the CMKBD candidate must have accomplished at least two of the following:

- Leadership activity in NKBA groups or events, such as a chapter officer, chapter committee member, council member, regional or national volunteer leader
- Activity in groups or events outside of the NKBA, such as by sitting on industry-related boards, participating in industry events
- Presentation at an NKBA event, such as KBIS Voices From The Industry conference, or a local chapter program
- Presentation at an event outside of the NKBA, such as an industry-related trade show or conference
- Design contest placement or honorable mention
- Published an industry-related project in an NKBA publication or newsletter
- Published an industry-related project in a publication outside of the NKBA

## Promote Professionalism

In the past five years, the CMKBD candidate must have accomplished at least one of the following:

- Promoted the value of professional kitchen and bath design services to increase consumer awareness via industry media outreach, such as a television or print interview, a show house display, a webinar, a promotional video, etc.
- Promoted the value of professional kitchen and bath design services to increase consumer awareness by presenting in-person or online to a consumer group or end user group
- Promoted the value of professional kitchen and bath design services to increase consumer awareness by publishing an article or blog post for consumer or end-user group

## Cultivate New Talent

In the past five years, the CMKBD candidate must have accomplished at least one of the following:

- Activity in an NKBA accredited institution, such as an instructor, adjunct instructor, an NKBA certified expert for a specific school's accredited program, or offered internships to students of NKBA accredited programs
- Activity in the NKBA Accreditation program by acting as a judge in the annual student design competition or submission of annual accreditation requirements for two or more years
- Offered internships to students of kitchen and bath industry-related programs who are from schools other than those accredited by the NKBA
- Acted as a mentor to an up and coming designer or to a young kitchen and bath industry professional via a formal mentoring program

# Certification Application Checklist

## Applicants

Refer to this checklist when completing your application packet. Once you have checked every box, your application is complete. Applications received by the NKBA will not be approved unless they are complete. Faxed or emailed applications will not be accepted.

## AKBD Application

- Contact Information – Name, address, phone, and e-mail information are all listed on the form.
- Work Experience Verification Form – All signatures, contact information, and dates are complete.
- Two Professional Affidavits – Completed applicant and affidavit information is included in the application packet.
- Certificates and Official Transcripts – Copies or originals are included, if applicable.
- Registration Form
- Candidate Testimony/Fees – All exam, registration, and other applicable fees are included.

## CKBD Application

- Contact Information – Name, address, phone, and e-mail information are all listed on the form.
- Work Experience Verification Form – All signatures, contact information, and dates are complete.
- Two Professional Affidavits – Completed applicant and affidavit information is included in the application packet.
- One Kitchen Client References – Completed applicant and reference information is included in the application packet.
- One Bath Client References – Completed applicant and reference information is included in the application packet.
- Educational Documentation – Academic information listed on the application.
- Certificates and Official Transcripts – Copies or originals are included, if applicable.
- Candidate Testimony/Fees – All exam, registration, and other applicable fees are included.

## CMKBD Application

- Contact Information – Name, address, phone, and e-mail information are all listed on the form.
- Work Experience Verification Form – All signatures, contact information, and dates are complete.
- 3 Third-Party Endorsements – Endorsements and verification forms are included.
- Educational Documentation – Academic information is listed on the application.
- Certificates and Official Transcripts – Copies or originals are included, if applicable.
- Candidate Testimony/Fees – All exam, registration, and other applicable fees are included.
- Four (4) Functional Requirements
- Two (2) Engage with the Industry Requirements – Use 3 Third-Party Endorsements where applicable
- One (1) Promote Professionalism Requirement – Use 3 Third-Party Endorsements where applicable
- One (1) Cultivate New Talent Requirement-- Use 3 Third-Party Endorsements where applicable

Questions? Please call NKBA Member Services at 1-800-843-6522.

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# Exam Registration: AKBD, CKBD

(Not required for CMKBD candidates.)

## Instructions

Read the “Eligibility Requirements” and other sections before completing this application. If you need extra space, use additional blank sheets; write your name and date on each sheet. Include your \$159 nonrefundable application fee, applicable exam registration fee, professional affidavit forms (where applicable), third party endorsements (where applicable), references (where applicable), transcripts, work verification forms, and exam registration form with your application.

Review the Application Checklist on the previous page before submitting this application to the NKBA.

- Check this box to give the NKBA permission to release your name (once certified) to your local NKBA chapter.

I am registering for the following exam:

- AKBD  
 CKBD  
 CKBD (Bath only portion – must hold CKD)  
 CKBD (Kitchen only portion – must hold CBD)  
 Check this box if you are registering for a re-examination

Please indicate if you require special accommodations (attach appropriate documentation): \_\_\_\_\_

**Note:** CKBD candidates are required to pass the AKBD exam prior to taking the CKBD exam.

I hereby authorize the NKBA to make independent audits to verify statements made in this application. I have enclosed the required affidavits and references along with this application. Also enclosed is my payment in full, which includes a \$159 non-refundable application fee and applicable exam registration fees.

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

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

For NKBA Office  
Use Only

# Education and Training

(To be completed by all certification candidates)

## Formal Education

For college credit to reduce the balance of related work experience or NKBA-equivalent education, you must attach copies of transcripts or your NKBA transcript review letter.

Did you attend college or take advanced courses?  Yes  No

If yes, how many years? \_\_\_\_\_ Did you graduate?  Yes  No

If yes, was the college NKBA-Accredited?  Yes  No

Are you currently a student at an NKBA-Accredited college or University?  Yes  No

If yes, have you completed 85% of your kitchen and bath coursework?  Yes  No

If you attended college, technical school, or took advanced courses, list schools or colleges below (please include transcript):

School Name: \_\_\_\_\_ Location: \_\_\_\_\_

Yrs. Attended: \_\_\_\_\_ Date Graduated: \_\_\_\_\_ Major & Degree: \_\_\_\_\_

School Name: \_\_\_\_\_ Location: \_\_\_\_\_

Yrs. Attended: \_\_\_\_\_ Date Graduated: \_\_\_\_\_ Major & Degree: \_\_\_\_\_

## NKBA Certification + Design

Please list each NKBA professional development course you have taken, the date of the course, and attach copies of certificates of completion, if possible.

Minimum Requirement:

- AKBD – No Education Hours Required
- CKBD – 60 NKBA Education Hours
- CMKBD – 100 NKBA Education Hours

Are you presently enrolled in any NKBA courses?  Yes  No

Please list the name of any courses you have taken or are presently enrolled in, along with completion dates. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you completed NKBA's Kitchen or Bathroom Correspondence Course?  Yes  No  
(Note: This program is no longer available.)

If yes, KDeC or BDCC (circle one) and completion date: \_\_\_\_\_

\_\_\_\_\_

# Work Experience Verification

(To be completed by all applicants.)

## All Applicants

Submit a completed form for each employer with your application to certify that the experience requirements have been met. A supervisor or human resources representative knowledgeable of your work history must sign each form. You may also attach a job description. The work experience documented below must meet or exceed the eligibility requirements for which you are seeking certification. If you are self-employed, complete all sections of this form and attach a copy of your business letterhead or business card.

Applicant Name: \_\_\_\_\_

Present/Past employer: \_\_\_\_\_

NKBA Member Firm  Yes  No Member ID# \_\_\_\_\_

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

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

Full name and title of supervisor: \_\_\_\_\_

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

Your Title: \_\_\_\_\_  Full-time  Part-time

Dates of employment (Month/Year) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

List a specific description of your job responsibilities (25-word minimum) or attach a job description. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total hours per week or total number of kitchens and/or  
baths designed annually for the time period noted above: \_\_\_\_\_

# To be completed by the Supervisor

## Supervisor/Human Resources Representation – Employer 1

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's 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's/HR Representative's signature: \_\_\_\_\_

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

# Self Employed Applicants Only

If you are self-employed, complete the information on page 15 and have someone who can verify that you are self-employed complete the information below. The verifier cannot 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: \_\_\_\_\_

# Professional Affidavit 1: AKBD, CKBD

Applying for:  AKBD  CKBD

_____ Name of applicant	_____ Applicant's business name
_____ Business address	_____ City, state/province, and zip/postal code

## To the Attesting

The certification policies and procedures established by the NKBA Board of Directors require that the Board certify only individuals of proven competency in the kitchen and bath industry. The above named individual has applied for such certification and is required to collect two professional affidavits on the forms provided from CMKBDs, CKBDs, CKDs, CBDs, or other association, remodeling, or design trade professionals, principals of NKBA member firms, or other industry professionals who can attest to the competence of the candidate. The NKBA therefore respectfully requests that you complete and submit this form.

\*Please read both sides of the form before signing. Note: An applicant's relatives, employers, coworkers, and relatives of employers may not provide an affidavit.

Your signature and address below will testify that you believe the applicant named above is competent in the planning, drafting, manufacturing, sales, or distribution of residential kitchen and/or bathroom designs or products, and meets the requirements stated below. Please note that all affidavits may be audited by the NKBA.

_____ (Print name of attesting individual)	_____ (Type of business)
_____ (Business Name)	_____ (Business Address)
_____ (City, state/province, zip/postal code)	_____ (Work phone)
_____ (Signature and Date)	

# General Requirements for Certification

The right to use the NKBA's certification designations is protected by law and may be granted only by the National Kitchen & Bath Association and its Board of Directors to persons who meet the qualifications established by the Association.

1. The candidate is trained and experienced in the design, planning, and/or supervision of design execution of residential kitchens or bathrooms. The individual's education and experience is demonstrated through successful completion of the following:
  - a. Demonstrates specific areas of knowledge and skill levels required for the planning and/or execution of the design of complete residential kitchens or bathrooms during a rigorous examination and through a specified number of years of experience as established by the Board of Directors.
  - b. Provides evidence of design experience and practical knowledge through the submission of professional and client recommendations.
2. Once certified the individual agrees to be bound by all applicable laws, building codes, statutes, and ordinance/permit procedures, as required by the communities and states in which he or she practices to ensure the protection of consumer health, safety, and welfare.
3. The candidate must be of good moral character and a citizen of the United States, Canada, or anyone who has declared intention of becoming such a citizen, or any citizen of another country having diplomatic relations with the United States or Canada.
4. The candidate must be free of any criminal convictions or guilty verdicts of unethical business practices.
5. Once certified, the individual must pledge to adhere to the annual registration procedure including remuneration of annual registration fees, and the Code of Professional Conduct adopted by the Board of Directors.
6. Once certified, the individual must pledge to acquire all Continuing Education Units as required by the Board of Directors.

# Professional Affidavit 2: AKBD, CKBD

Applying for:  AKBD  CKBD

Name of applicant	Applicant's business name
Business address	City, state/province, and zip/postal code

## To the Attesting

The certification policies and procedures established by the NKBA Board of Directors require that the Board certify only individuals of proven competency in the kitchen and bath industry. The above named individual has applied for such certification and is required to collect two professional affidavits on the forms provided from CMKBDs, CKBDs, CKDs, CBDs, or other association, remodeling, or design trade professionals, principals of NKBA member firms, or other industry professionals who can attest to the competence of the candidate. The NKBA therefore respectfully requests that you complete and submit this form.

\*Please read both sides of the form before signing. Note: An applicant's relatives, employers, coworkers, and relatives of employers may not provide an affidavit.

Your signature and address below will testify that you believe the applicant named above is competent in the planning, drafting, manufacturing, sales, or distribution of residential kitchen and/or bathroom designs or products, and meets the requirements stated below. Please note that all affidavits may be audited by the NKBA.

(Print name of attesting individual)	(Type of business)
(Business Name)	(Business Address)
(City, state/province, zip/postal code)	(Work phone)
(Signature and Date)	

# General Requirements for Certification

The right to use the NKBA's certification designations is protected by law and may be granted only by the National Kitchen & Bath Association and its Board of Directors to persons who meet the qualifications established by the Association.

1. The candidate is trained and experienced in the design, planning, and/or supervision of design execution of residential kitchens or bathrooms. The individual's education and experience is demonstrated through successful completion of the following:
  - a. Demonstrates specific areas of knowledge and skill levels required for the planning and/or execution of the design of complete residential kitchens or bathrooms during a rigorous examination and through a specified number of years of experience as established by the Board of Directors.
  - b. Provides evidence of design experience and practical knowledge through the submission of professional and client recommendations.
2. Once certified the individual agrees to be bound by all applicable laws, building codes, statutes, and ordinance/permit procedures, as required by the communities and states in which he or she practices to ensure the protection of consumer health, safety, and welfare.
3. The candidate must be of good moral character and a citizen of the United States, Canada, or anyone who has declared intention of becoming such a citizen, or any citizen of another country having diplomatic relations with the United States or Canada.
4. The candidate must be free of any criminal convictions or guilty verdicts of unethical business practices.
5. Once certified, the individual must pledge to adhere to the annual registration procedure including remuneration of annual registration fees, and the Code of Professional Conduct adopted by the Board of Directors.
6. Once certified, the individual must pledge to acquire all Continuing Education Units as required by the Board of Directors.

# Client Reference 1: CKBD

(Not required for AKBD or CMKBD)

Name of applicant	Applicant's business name
Business address	City, state/province, and zip/postal code

The certification policies and procedures established by the Board of Directors require that the Board certify only individuals of proven competency in the planning and/or execution of the design of residential kitchens or bathrooms.

The above-named individual has applied for such certification, and is required to collect two client references on the forms provided from clients for whom he/she has planned and executed the design of a residential kitchen or bathroom project. The NKBA therefore respectfully requests that you complete and submit this form. Note: An applicant's relatives, employers, coworkers, and relatives of employers may not provide a reference. The project must have been completed within the last three years.

## To the Client Supplying the Reference

Your signature and answers to the questions below will aid in establishing proof of competence for the applicant named above who has applied for professional certification through the NKBA. Your cooperation will be a significant help towards identifying this applicant's professional abilities. All information you supply will be kept strictly confidential.

(Print name of attesting individual)	
(Business Name)	(Business Address)
(City, state/province, zip/postal code)	(Work phone)
(Client's Signature and Date)	

# Please Answer Each Question Below

(If you answer "NO", please explain in the comments area.)

1. What type of project did the applicant complete for you?  Kitchen  Bath

2. Please give the completion date of your design project as executed by the applicant: \_\_\_\_\_

3. Did the applicant provide you with floor plans, interpretive drawings, and clear specifications?  Yes  No

4. Was the presentation, prior to proposal acceptance, clear and give you complete understanding of what to expect?  Yes  No

5. Were all project arrangements by the applicant handled efficiently and in a professional manner?  Yes  No

6. Was the project completed to your satisfaction?  Yes  No

7. Would you recommend the applicant to others for similar service?  Yes  No

8. List additional comments about the project that you believe to be relevant. \_\_\_\_\_

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## Client Reference 2: CKBD

(Not required for AKBD or CMKBD)

Name of applicant	Applicant's business name
Business address	City, state/province, and zip/postal code

The certification policies and procedures established by the Board of Directors require that the Board certify only individuals of proven competency in the planning and/or execution of the design of residential kitchens or bathrooms.

The above-named individual has applied for such certification, and is required to collect two client references on the forms provided from clients for whom he/she has planned and executed the design of a residential kitchen or bathroom project. The NKBA therefore respectfully requests that you complete and submit this form. Note: An applicant's relatives, employers, coworkers, and relatives of employers may not provide a reference. The project must have been completed within the last three years.

### To the Client Supplying the Reference

Your signature and answers to the questions below will aid in establishing proof of competence for the applicant named above who has applied for professional certification through the NKBA. Your cooperation will be a significant help towards identifying this applicant's professional abilities. All information you supply will be kept strictly confidential.

(Print name of attesting individual)	
(Business Name)	(Business Address)
(City, state/province, zip/postal code)	(Work phone)
(Client's Signature and Date)	

# Please Answer Each Question Below

(If you answer "NO", please explain in the comments area.)

1. What type of project did the applicant complete for you?  Kitchen  Bath

2. Please give the completion date of your design project as executed by the applicant: \_\_\_\_\_

3. Did the applicant provide you with floor plans, interpretive drawings, and clear specifications?  Yes  No

4. Was the presentation, prior to proposal acceptance, clear and give you complete understanding of what to expect?  Yes  No

5. Were all project arrangements by the applicant handled efficiently and in a professional manner?  Yes  No

6. Was the project completed to your satisfaction?  Yes  No

7. Would you recommend the applicant to others for similar service?  Yes  No

8. List additional comments about the project that you believe to be relevant. \_\_\_\_\_

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# Requirements for CMKBD Reference

Each activity listed in sections 2, 3 and 4 accounts for five NKBA Education Hours. Check off the activities in each section that you have completed to meet CMKBD Requirements. Please provide a Third Party Endorsement form for each activity. For those activities that do not require a Third Party Endorsement, please provide sufficient supporting documentation.

The CMKBD candidate must have all requirements met in all four quadrants.

## 1. Meet Functional Requirements

You must accomplish all of the following:

- Be an NKBA member in good standing
- Possess CKBD certification (or if received prior to July 1, 2016, CKD and CBD certification)
- Have an additional two (2) years of experience in the industry beyond the date of receiving the CKBD, meaning that CMKBDs must have a minimum of 7 years of industry experience; four (4) years of this additional experience must be from full-time kitchen/bath design work
- Earn a minimum of 100 hours of NKBA coursework, NKBA-approved college coursework and/or hours from the following (3) sections. Each activity from sections 2, 3, and 4 accounts for five NKBA Education Hours
- Meet the NKBA's continuing education criteria

## 2. Engage with the Industry

In the past five years, you must have accomplished at least two of the following:

- Leadership activity in NKBA groups or events, such as a chapter officer, chapter committee member, council member, regional or national volunteer leader
- Activity in groups or events outside of the NKBA, such as by sitting on industry-related boards, participating in industry events
- Presentation at an NKBA event, such as KBIS Voices From The Industry conference, or a local chapter program
- Presentation at an event outside of the NKBA, such as an industry-related trade show or conference
- Design contest placement or honorable mention
- Published an industry-related project in an NKBA publication or newsletter
- Published an industry-related project in a publication outside of the NKBA

## 3. Promote Professionalism

In the past five years, you must have accomplished at least one of the following:

- Promoted the value of professional kitchen and bath design services to increase consumer awareness via industry media outreach, such as a television or print interview, a show house display, a webinar, a promotional video, etc.
- Promoted the value of professional kitchen and bath design services to increase consumer awareness by presenting in-person or online to a consumer group or end user group
- Promoted the value of professional kitchen and bath design services to increase consumer awareness by publishing an article or blog post for consumer or end-user group

## 4. Cultivate New Talent

In the past five years, you must have accomplished at least one of the following:

- Activity in an NKBA accredited institution, such as an instructor, adjunct instructor, an NKBA certified expert for a specific school's accredited program, or offered internships to students of NKBA accredited programs
- Activity in the NKBA Accreditation program by acting as a judge in the annual student design competition or submission of annual accreditation requirements for two or more years
- Offered internships to students of kitchen and bath industry-related programs who are from schools other than those accredited by the NKBA
- Acted as a mentor to an up and coming designer or to a young kitchen and bath industry professional via a formal mentoring program

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# Third-Party Endorsement: CMKBD

(For use with CMBKD application only.)

## To the Applicant

Your signature and answers to the questions below will aid in verifying your third-party endorsement in areas such as design contest placement, published projects, television interviews, community endeavors, etc.

Please submit one form for each of your endorsements. If you would like to submit additional items, please enter the information on a separate piece of paper.

All submissions must, where applicable, be accompanied by supporting documentation (copy of magazine where project was published, design contest award or letter, etc.). Documentation must give you credit by name.

Please answer each question below:

1. Type of activity you are submitting: \_\_\_\_\_

\_\_\_\_\_

Please attach documentation indicating the achievement. Supporting documentation must be attached.

2. Date of Activity: \_\_\_\_\_

\_\_\_\_\_

3. Sponsor of Activity \_\_\_\_\_

\_\_\_\_\_

4. Location of Activity (if applicable): \_\_\_\_\_

\_\_\_\_\_

5. List any additional comments \_\_\_\_\_

\_\_\_\_\_

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

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

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# Third-Party Endorsement: CMKBD

(For use with CMBKD application only.)

## To the Applicant

Your signature and answers to the questions below will aid in verifying your third-party endorsement in areas such as design contest placement, published projects, television interviews, community endeavors, etc.

Please submit one form for each of your endorsements. If you would like to submit additional items, please enter the information on a separate piece of paper.

All submissions must, where applicable, be accompanied by supporting documentation (copy of magazine where project was published, design contest award or letter, etc.). Documentation must give you credit by name.

Please answer each question below:

1. Type of activity you are submitting: \_\_\_\_\_

Please attach documentation indicating the achievement. Supporting documentation must be attached.

2. Date of Activity: \_\_\_\_\_

3. Sponsor of Activity \_\_\_\_\_

4. Location of Activity (if applicable): \_\_\_\_\_

5. List any additional comments \_\_\_\_\_

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

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

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# Third-Party Endorsement: CMKBD

(For use with CMBKD application only.)

## To the Applicant

Your signature and answers to the questions below will aid in verifying your third-party endorsement in areas such as design contest placement, published projects, television interviews, community endeavors, etc.

Please submit one form for each of your endorsements. If you would like to submit additional items, please enter the information on a separate piece of paper.

All submissions must, where applicable, be accompanied by supporting documentation (copy of magazine where project was published, design contest award or letter, etc.). Documentation must give you credit by name.

Please answer each question below:

1. Type of activity you are submitting: \_\_\_\_\_

Please attach documentation indicating the achievement. Supporting documentation must be attached.

2. Date of Activity: \_\_\_\_\_

3. Sponsor of Activity \_\_\_\_\_

4. Location of Activity (if applicable): \_\_\_\_\_

5. List any additional comments \_\_\_\_\_

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

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

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# Candidate Testimony

## AKBD, CKBD, and CMKBD

### Personal Information

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

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

City: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Fax #: \_\_\_\_\_

State/Province: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

City: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Fax #: \_\_\_\_\_

State/Province: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Direct all correspondence to my home

Direct all correspondence to my business

In submitting this application, I hereby apply for NKBA certification in accordance with the established rules and procedures as an (check one):

### NKBA Certifications:

Associate Kitchen & Bath Designer (AKBD)

Certified Kitchen & Bath Designer (CKBD)

Certified Master Kitchen & Bath Designer (CMKBD)

I hereby state and verify by my signature that I have had \_\_\_\_\_ years of full-time industry experience.

I hereby affirm that all statements made herein are true and correct to the best of my knowledge and belief, and that I will submit to an examination to test my competency as I have represented it at such time and place, and to such extent, as may be specified by the NKBA Board of Directors. I do further testify that I will abide by the Certification Policies & Procedures and the Code of Professional Conduct for my profession, as established by the NKBA Board of Directors, which, among other things require that I:

- File an annual census form
- Pay an Annual certification fee to the NKBA
- Meet the NKBA's continuing education criteria

I agree to be bound by all laws, codes, and regulations applicable to my profession.

I hereby authorize the NKBA to make independent audits to verify statements made in this application. I have enclosed the required affidavits and references along with this application. Also enclosed is my payment in full, which includes a \$159 non-refundable application fee and applicable exam registration fees.

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

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

# Method of Payment

Application and exam registration fees must accompany this application. Please make checks payable to the National Kitchen & Bath Association. A nonrefundable application fee of \$159 is included in the fee structure below. Re-examination candidates must check the re-examination box on the Exam Registration Form.

Exam and registration fees:

- \$359 AKBD
- \$200 AKBD Re-examination
- \$875 CKBD
- \$716 CKBD Re-examination
- \$499 CKBD (bath only)
- \$499 CKBD (kitchen only)
- \$459 CMKBD

\*Please note that re-examination fees are the cost of the original exam minus the \$159 application fee.

Total enclosed: \$ \_\_\_\_\_

Payment Method  Check  Visa  MasterCard  American Express

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Cardholder Signature: \_\_\_\_\_

CVV #: \_\_\_\_\_

# Exam FAQ's

- **Where can I take the exam?** The AKBD and CKBD exams are administered at over 300 computerized testing facilities managed by Kryterion in the United States and Canada. Both exams are available year-round at Kryterion testing centers.
- **How do I schedule my AKBD or CKBD exam date and location?** As soon as you are approved to take the AKBD or CKBD exam by the NKBA Certification Department, you will receive an email from the NKBA to access the scheduling web link to create an account with Kryterion and schedule your appointment to take your exam. Scheduling is done on a first-come, first-serve basis. Waiting to schedule your test appointment may significantly limit the date/time availability at the test center of your choice. All available testing locations and dates are presented to you on the scheduling web link. This site enables you to search for testing sites by city and state.
- **Are the AKBD and CKBD exams the only exams that will be given at these test sites during this period?** No, the test sites also administer other exams for other associations and agencies at the same time.
- **How many questions are on the AKBD and CKBD exams?** The AKBD exam consists of 150 questions and the CKBD exam consists of 100 questions. Candidates, who hold their CKD or CBD and are sitting for the CKBD, may sit for only the bath or kitchen portion of the CKBD. This version of the exam is 50 questions.
- **How many questions do I need to pass the AKBD exam?** You need to score 100 questions correctly in order to pass the AKBD exam. CKBD candidates need to score a 75% or better to pass the exam.
- **How long is the exam?** Candidates have 2 hours and 55 minutes to complete the AKBD exam. Candidates for the CKBD exam also have 2 hours and 55 minutes to complete their exam. CKBD candidates sitting for only the kitchen or bath portion of the CKBD will have 1 hour and 30 minutes to complete their exam. Candidates are requested to take 5 minutes at the end of the exam to complete a post-examination survey.
- **There are no scheduled breaks during the AKBD or CKBD exam.** You may leave the testing room to take a bathroom break, but the time will continue on the exam. There is no way in which to stop the exam clock.
- **When are results of the exam available?** Results of the AKBD and CKBD exams are available immediately, following the completion of the exam, prior to you leaving the testing facility. Your results are delivered as either pass or fail.
- **Once I receive my results and I have passed, am I certified?** No, you must wait for official confirmation from the NKBA.
- **How many times can I take the multiple-choice exam?** A candidate will be allowed to attempt the AKBD and CKBD multiple choice exam three (3) times in one calendar year. Thirty (30) days must pass between each exam attempt.
- **May I sit for the AKBD and CKBD at the same time?** No, you must pass the AKBD exam first. You are not eligible to register for the CKBD exam until you pass the AKBD exam.



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## Contact

Certification Department at  
687 Willow Grove Street  
Hackettstown, NJ 07840

[www.nkba.org](http://www.nkba.org) | 1.800.843.6522