

**NATIONAL COUNCIL OF BUILDING DESIGNER CERTIFICATION  
EXAMINATION APPLICATION**

**1. PLEASE SEND APPLICATION TO:**

- By Mail: NCBDC  
750 National Press Building  
529 14th Street NW  
Washington, DC
- By Email to: [Info@ncbdc.com](mailto:Info@ncbdc.com) (Credit card payments may be arranged)  
By Website: [www.CPBD.info](http://www.CPBD.info) (Credit card payments may be arranged)  
In the left hand margin click "Drop Box" in the list of menu items.

**2. BE SURE TO INCLUDE THE FOLLOWING:**

- A. First time application fee of \$300 for professional AIBD members and \$350.00 for others. Refunds will be given only upon denial of application.
- B. Three letters of recommendation, three sets of working drawings, and resume of education and employment experience including contact numbers. ( If applicable, as described below.)

**3. NOTICE:**

- A. APPLICATIONS RECEIVED LESS THAN 30 DAYS PRIOR TO A SCHEDULED EXAM DATE WILL NOT BE ACCEPTED EXCEPT BY SPECIAL ARRANGEMENT WITH NCBDC (see 5.D)
  - B. To request an exam date other than a regularly scheduled one, indicate below your preferred testing location and an examiner/proctor will be assigned as soon as possible. (see 5.B)
  - C. Allow three to four weeks for study material delivery.
- 

**4. PERSONAL DATA** (Please print clearly)

Application is hereby made for certification by the National Council of Building Designer Certification.

Date of Application: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Middle Name or Initial: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Home Address (must be physical): \_\_\_\_\_

(if address cannot be verified through information, you must include a copy of one of your last months utility bills)

City, State, Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ Home E-mail \_\_\_\_\_

Business name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Business E-mail: \_\_\_\_\_ Cell/ Pager #: \_\_\_\_\_

I prefer my mailings sent to my \_\_\_\_\_ Business Address \_\_\_\_\_ Home Address

**Please check the following as appropriate:**

\_\_\_\_\_ I am applying past the registration deadline, and have included a \$25.00 late application fee. I have already made arrangements with my examiner, and the NCBDC office.

\_\_\_\_\_ This is my first application for the exam, and I am not a member of AIBD. (Continue with **part 5** of application)

\_\_\_\_\_ This is my first application for the exam, and I am an AIBD Professional member in "good standing".  
(Skip part 5- continue with **part 6** of application )

**5. BACKGROUND AND EXPERIENCE APPLICATION**

**A. Please submit, for approval, the items listed below, and include these items with this application:**

1. Three letters of recommendation from any of the following: building official, builder, architect, engineer or Certified Professional Building Designer.
2. A set of working drawings for three separate projects completed by the applicant, including structural information, specifications and preliminary plans, if applicable. (Drawings become property of NCBDC and will not be returned. Please do not send originals.)

**B. Please list all employment related to building design: (Begin with present employer)**

<b>Company Name, Address, City, State and zip</b>	<b>Type of business and position or title</b>	<b># of years &amp; phone number</b>
1.		
2.		
3.		
4.		

If part-time work is listed, state average number of hours per week. All applicants shall include an employment verification letter from each employer stating type of business, work description, position held, and length of employment.

**C. Description of employment and duties relevant to part 5 table B.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**D. Education**

Grade/ Level	School Name	Address	Phone #	# Years
High School				
College				
Trade School				
Other				

**E. Description of education listed above as related to building design:**

Please include copies of transcripts, letters of completion and diplomas.

---

---

**F. Please certify what portion of the submitted working drawings were completed by applicant:**

SET 1. \_\_\_\_\_

---

SET 2. \_\_\_\_\_

---

SET 3. \_\_\_\_\_

---

**6. SUMMARY**

**UPON CERTIFICATION, I AGREE TO ABIDE BY THE NCBDC REQUIREMENTS, BY LAWS AND CODE OF ETHICS, AND HEREBY CERTIFY THAT ALL INFORMATION ON THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE, I DO FURTHER AGREE THAT SHOULD MY CERTIFICATION BE TERMINATED FOR ANY REASON, I ACKNOWLEDGE OWNERSHIP OF THE SEAL AND CERTIFICATE BY THE NCBDC AND WILL RETURN THEM WITHIN 30 DAYS OF TERMINATION.**

**1. Identification:** Examinee is required to provide valid driver's license to verify identification.

**2. Section re-takes:** Re-takes may be scheduled for up to five (5) years from the date of the initial exam at the cost of \$40.00/section. Applications may be printed from the web site at ncbdc.com or requested from the NCBDC office. If all sections of the exam are not passed within that 5-year period, the entire exam must then be re-taken to become certified.

**3. Exam Grading:**

- a. Sections I-IX grades are determined by dividing the number correct answers by the number of correct answers possible, for an average number of correct answers. 70% or greater is considered a passing grade.
- b. Section IV-Structures parts 1 and 2 are to be graded separately and then the two grades are averaged together.
- c. Design Part A and Part B are first graded individually by the examiner and each proctor, The grade for each part is

an average of the individual grades. Then the final grade for Part A and Part B are averaged together to determine the final pass/fail grade for a total Design grade.

**4. Grade Reports:** Examinees will be informed of the results within thirty (30) days of exam date, pending prompt grade submissions by examiner/ Proctor.

**5. Appeals:** Appeals should be stated in writing, and addressed to the NCBDC council at the national office within 60 days of receipt of grade letter.

**6. First Attempt:** All sections of the exam must be administered and attempted on the first scheduled exam date. Any sections not attempted will result in a failed grade for that section. All unanswered questions are graded as wrong answers.

**7. Time Limits:** Time limits must be observed and adhered to. Please lay down your pencils, and turn exam pages over, when the allowed time limit for each section, is called, by the examiner/ proctor.

**8. Disqualification:** All pages of the exam must be collected when time is called or at any time you leave the room for any reason. If you leave the exam room for any reason, you must submit all pages of the exam to the examiner, according to the exam checklist. Leaving the exam room with any pages of the exam is grounds for disqualification for the entire exam. All sections of the exam must be attempted the first time. No attempt will result in a failed grade for that section. NCBDC reserves the right to disqualify examinees for non-cooperation with exam procedures.

**9. Study Material:** The NCBDC Council has voted for the exam to be an "open book exam". The intention is to allow the examinee to use his or her own type of reference books, so as not to make necessary additional purchases of our specific reference book. The NCBDC Study Guide, notes and photocopies are not allowed in the certification exam. Approved reference books only may be used to answer questions. Aid may not be given from examiners, proctors, other examinees or any other scores with answering exam questions.

**10. Design sections** are to be sketched on graph paper only. You may not use your own computer for any section of the exam. Doing so constitutes disqualification, according to item #8 above.

**11. Certification:** All sections of the exam must be passed to qualify for certification.

**12. Exam Date Rescheduling:** All sections of the exam must be attempted on the scheduled exam date.

**The following rules apply to re-scheduling full exams:**

- A. The reschedule fee for a minimum of 7 days notice is \$40.00.**
- B. The reschedule fee for less than 7 days notice is \$150.00.**
- C. The reschedule fee for no notice will be forfeiture of the entire \$300.00 exam fee.**

**The following deadlines apply to re-scheduling retakes:**

- A. The reschedule fee for retakes is \$40.00.**
- B. The reschedule fee for no notice will be forfeiture of the entire retake fee.**

**I understand and agree to all items listed in Part 6. Summary, of the application.**

---

(Applicant signature)