

NCBDC Exam Retake Application

For Council use only:	
received:	
payment:	
approved:	
examiner:	
memo:	
Exam sent:	

1. PLEASE SEND APPLICATION TO:

By Mail: 750 National Press Building
529 14th Street NW
Washington DC 20045

Email to: Info@ncbdc.com

Fax: 1-866-204-0293

Questions? Phone NCBDC: 1-888-726-7659

2. BE SURE TO INCLUDE THE FOLLOWING:

Retake fee of \$40.00 per section. Not to exceed \$150.00

Refunds will be given upon denial of application only.

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)

4. Personal Data:

Date of Application: _____

Name: _____

Mailing Address: (must be physical – no PO Boxes)

Street Address: _____

City, State, Zip: _____

Home phone: _____

Business name: _____

Phone: _____ Fax: _____

E-mail: _____ Cell phone/pager: _____

5. Please check the following as appropriate:

- A. Please register me for the next scheduled exam: ____ Yes ____ No
- B. If NO above:
Requested date and exam location: _____
- C. I prefer mailings to be sent to: ____ Office address ____ Home address.
- D. ____ I am applying past the registration deadline, and have included a \$25.00 late application fee

6. Please check parts to retake:

- | | |
|--|--|
| <input type="checkbox"/> Part I – Building Materials | <input type="checkbox"/> Part V – Structures part -2 |
| <input type="checkbox"/> Part II – Business Administration | <input type="checkbox"/> Part VI - Codes |
| <input type="checkbox"/> Part III - Architectural History | <input type="checkbox"/> Part VII – Building Systems |
| <input type="checkbox"/> Part IV - Specifications | <input type="checkbox"/> Part VIII – Mech.,Elec., Plumbing Systems |
| <input type="checkbox"/> Part V – Structures- part 1 | <input type="checkbox"/> Design Part A - Problem Solving |
| | <input type="checkbox"/> Design Part B - Preliminary Design |

7. Payment:

Amount Enclosed/To Charge: \$ _____ Check Enclosed: _____ Yes _____ No

Pay by Credit/Debit Card:

Name on the Card: _____

Card Number: _____ Exp: _____

Billing Zip Code: _____ Email Receipt to: _____

Signature (approving the charge): _____

8. 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 deadlines apply to re-scheduling retakes:

A. The reschedule fee for retakes is \$40.00 per section, not to exceed \$150.00

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 2. Summary, of the re-take application

Applicant's Signature