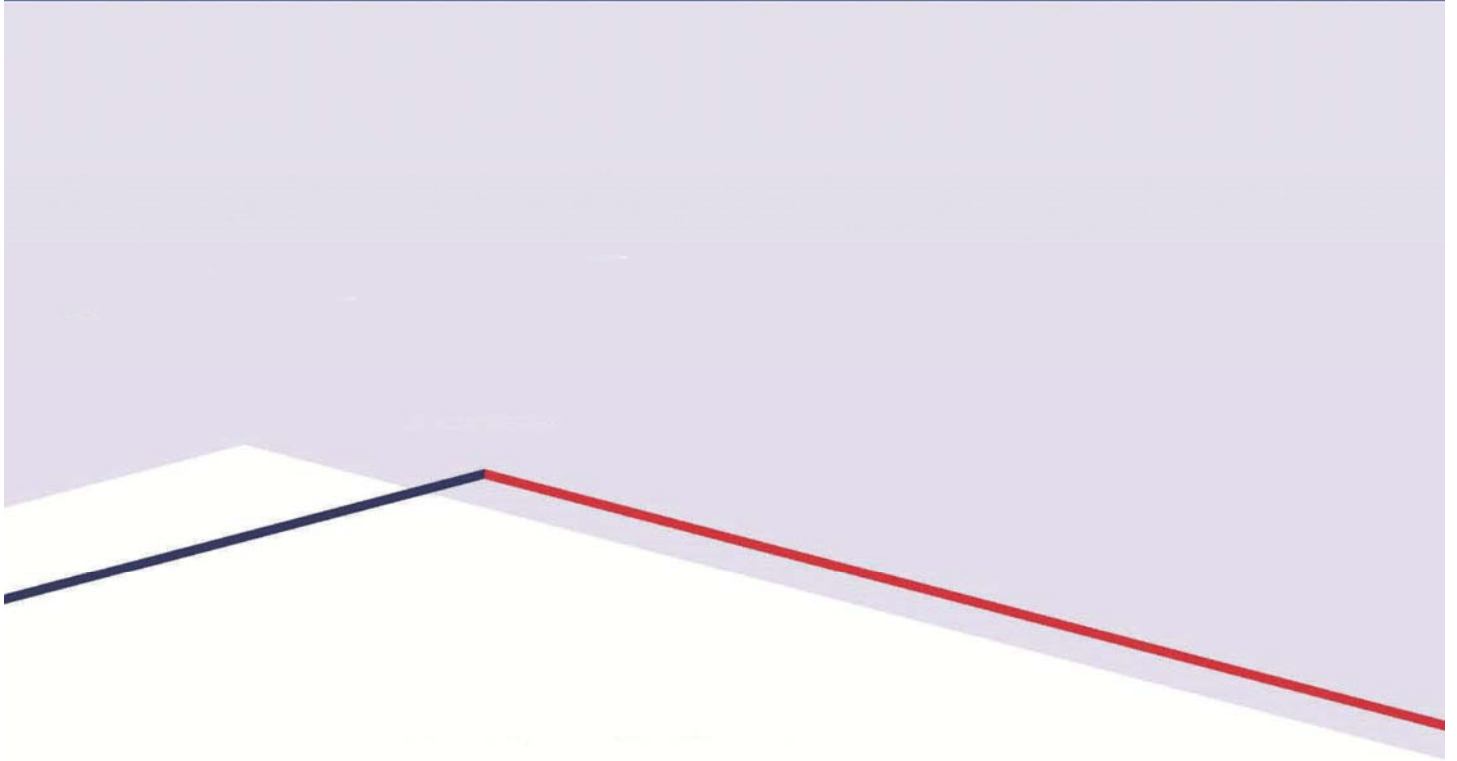


National Association of Home Builders



2016

NAHB Designation Guide



NAHB Education

Table of Contents

Designation Descriptions

Certified Graduate Associate (CGA).....	3
Certified Graduate Builder (CGB).....	5
Graduate Master Builder (GMB).....	8
Certified Graduate Remodeler (CGR).....	10
Graduate Master Remodeler (GMR).....	12
Certified Aging-in-Place Specialist (CAPS).....	14
Certified Green Professional (CGP).....	16
Master Certified Green Professional (Master CGP).....	18
Certified New Home Sales Professional (CSP).....	20
Master Certified New Home Sales Professional (Master CSP).....	22
Certified New Home Marketing Professional (CMP).....	24
Master in Residential Marketing (MIRM).....	27
Housing Credit Certified Professional (HCCP).....	30

Course Descriptions	31
Learning Resources Network (LERN) Online Courses	37

Certified Graduate Associate (CGA)

Learn about the home building business from the best source possible: builders and remodelers with years of field experience. Earned through classroom instruction, the CGA designation affirms your level of industry knowledge and your commitment to professionalism in the building industry.

THE CGA CURRICULUM OFFERS:

- An in-depth look at new home and remodeling customer expectations and behavior
- Tools to overcome common business barriers
- Methods for generating and attracting buyers for your product
- A study of every phase of customer interaction, from the initial contact through construction and beyond
- The opportunity to interact with builder participants in a non-sales setting where everyone shares a common interest in gaining industry knowledge and improving their bottom lines

CURRICULUM AND REQUIREMENTS:

- Have two years of building industry experience

REQUIRED COURSES (*two*)

- Basics of Building**
- Business Management for Building Professionals

ELECTIVES (*two*)

- Advanced Green Building: Project Management
- Building Technology: Systems and Interior Finishes
- Building Technology: Structures and Exterior Finishes
- Business Accounting and Job Cost
- Certified New Home Sales Professional (*two course credits*)**
- Construction Contracts and Law
- Customer Service**
- Design/Build
- Design/Build Solutions for Aging and Accessibility (CAPS II)
- Effective Marketing on a Shoestring Budget**
- Estimating for Builders and Remodelers
- Financial Management
- Green Building for Building Professionals (*two course credits*)†
- Home Technology Integration
- House Construction as a Selling Tool (*two course credits*)
- Land Acquisition and Development Finance
- Land Development, Site Planning and Zoning
- Marketing and Communication Strategies for Aging and Accessibility (CAPS I)
- Marketing and Sales for Building Professionals
- Profitable Business through Quality Practices
- Project Management
- Scheduling
- Universal Design/Build (*two course credits*)

** Indicates this course is now available online

GRADUATION REQUIREMENTS:

- Complete and return CGA graduation application
- Submit a signed CGA Code of Ethics

GRADUATION FEE:

Premium: \$145 Member; \$218 Non-Member

Standard (online only): \$75 Member; \$110 Non-Member

RENEWAL & CONTINUING EDUCATION REQUIREMENTS:

To maintain your CGA designation, you are required to complete 12 hours of continuing education (CE) every three years from building industry-related educational activities listed below. You should maintain a folder with proof of attendance for each event or activity (copy of registration confirmation, show badge, course or designation certificate, etc.). Note that all continuing education must be completed during the renewal cycle for which it applies. Designees are not required to send in proof of CE earned at time of renewal. If you are chosen for our random audit, we will contact you and ask for proof of CE at that time.

Annual Renewal Fee: \$55 Member; \$83 Non-Member

Notification to renew is sent to the email address on file. If you have not provided an email address or if your email address has changed, please contact NAHB Education at designations@nahb.org.

Complete an NAHB Education course

Details: _____

Complete an NAHB e-learning event or education session at the International Builders' Show®. (Maximum limit of six CE hours over the past three years)

Details: _____

Teach an NAHB Education course and/or serve as a Subject Matter Expert (SME) for an NAHB Education course (Maximum limit of six CE hours over the past three years)

Details: _____

Be an active member in a Builder or Remodeler 20 Club. (Maximum limit of three CE hours over the past three years)

Details: _____

Successfully earn another NAHB designation and/or other building/remodeling industry-related designation. (Maximum limit of three CE hours over the past three years)

Details: _____

Complete a business management or building/remodeling industry-related course or seminar or e-learning event conducted by a college/university, technical school, Home Builders Institute, Home Builders Association or other professional organization. (Maximum limit of six CE hours over the past three years)

Details: _____

Complete manufacturer product training-includes sponsored education on business or installation techniques, facility tours, fabrication process demonstrations or product demonstrations. (Maximum of three CE hours over the past three years)

Details: _____

Purchase and read a BuilderBooks publication or title (one hour of CE credit for every book, with a maximum of three hours every three years)

Details: _____

Win a regional, State or national building/remodeling award. State/Regional Award-two credit hours; National Award-three credit hours. (Maximum of six hours from awards over the past three years)

Details: _____

Certified Graduate Builder (CGB)

Grow your business and increase your profits by sharpening your business management skills and your understanding of today's home building industry. CGB courses focus on effective management in the office and on the job site, covering a range of subjects including codes and standards, skills in material selection and application techniques, and analysis of all stages of new home construction. Instruction also includes scheduling and estimating skills, job cost procedures, accounting principles and basic contract law.

THE CGB CURRICULUM OFFERS:

- Lessons in effective production management
- Methods for using market information to your benefit
- In-depth study of customer expectations and behaviors
- A look at how best business practices lead to success

CURRICULUM AND REQUIREMENTS:

Have two years of building experience by graduation

YOU MUST BE A "BUILDER" ACCORDING TO THE FOLLOWING CRITERIA:

Primary executive/owner of company, superintendent or lead carpenter, or construction executive personnel/employee (Employee in an executive or management position with discretionary authority over building and construction matters, excluding office management and administrative personnel such as office manager or accountant) that has built a minimum of one dwelling in the past 24 months

COMPLETION OF THE BUILDER ASSESSMENT REVIEW (BAR) (This assessment is available online only):

Candidates are required to take the BAR assessment to determine what courses they must complete to earn the CGB designation.

The results of the BAR list the number of courses required (0–2) from the five key areas of the designation curriculum. Completion of the number of necessary courses in each key area as indicated in the candidate's BAR results.

Section 1: Building Technology

- Building Technology: Systems and Interior Finishes
- Building Technology: Structures and Exterior Finishes
- Green Building for Building Professionals†
(two course credits)

Section 2: Business Finance

- Business Accounting and Job Cost
- Business Management for Building Professionals
- Construction Contracts and Law
- Estimating for Builders and Remodelers

Section 3: Project Management

- Design/Build
- Project Management
- Scheduling
- Universal Design/Build *(two course credits)*

Section 4: Sales, Marketing and Land

- Certified New Home Sales Professional (CSP) *(two course credits)***
- Customer Service**
- Land Development, Site Planning and Zoning
- Marketing and Sales for Building Professionals

Section 5: Safety

The CGB Board of Governors will accept a state-approved or OSHA course that is a minimum of eight hours, completed within two years of application submittal. Students must show proof of attendance.

**** Indicates this course is now available online**

GRADUATION REQUIREMENTS:

- Complete and return CGB graduation application
- Submit a signed CGB Code of Ethics
- Business Documentation
 - Proof of liability insurance and workers compensation coverage for yourself or be an employee of a company that holds both (where required by local jurisdiction)
 - Proof of residential builder's or contractor's license, certificate or registration for the state in which you do business or be an employee of a company that holds a license, certificate or registration (where required by local jurisdiction)
 - A letter of sponsorship is required from the owner/executive stipulating your position (Employee in an executive or management position with discretionary authority over building and construction matters, excluding office management and administrative personnel such as office manager or accountant) within the company as either superintendent, lead carpenter or construction executive, if you are not the owner of the company

GRADUATION FEE:

Premium: \$145 Member; \$218 Non-Member

Standard (online only): \$75 Member; \$110 Non-Member

RENEWAL & CONTINUING EDUCATION REQUIREMENTS:

To maintain your CGB designation you are required to complete 12 hours of continuing education (CE) every three years from building industry-related educational activities listed below. You should maintain a folder with proof of attendance for each event or activity (copy of registration confirmation, show badge, course certificate, etc.). Note that all continuing education must be completed during the renewal cycle for which it applies. Designees are not required to send in proof of CE earned at time of renewal. If you are chosen for our random audit, we will contact you and ask for proof of CE at that time.

Annual Renewal fee: \$55 Member; \$83 Non-Member

(GMB designation holders in good standing are exempt from CGB renewal fees.)

Notification to renew is sent to the email address on file. If you have not provided an email address or if your email address has changed, please contact NAHB Education at designations@nahb.org.

Complete an NAHB Education course

Details: _____

Complete an NAHB e-learning event or education session at the International Builders' Show®. (Maximum limit of six CE hours over the past three years)

Details: _____

Teach an NAHB Education course and/or serve as a Subject Matter Expert (SME) for an NAHB Education course (Maximum limit of six CE hours over the past three years)

Details: _____

Be an active member in a Builder or Remodeler 20 Club. (Maximum limit of three CE hours over the past three years)

Details: _____

Successfully earn another NAHB designation and/or other building/remodeling industry-related designation. (Maximum limit of three CE hours over the past three years)

Details: _____

Complete a business management or building/remodeling industry-related course or seminar or e-learning event conducted by a college/university, technical school, Home Builders Institute, Home Builders Association or other professional organization. (Maximum limit of six CE hours over the past three years)

Details: _____

Complete manufacturer product training-includes sponsored education on business or installation techniques, facility tours, fabrication process demonstrations or product demonstrations. (Maximum of three CE hours over the past three years)

Details: _____

Purchase and read a BuilderBooks publication or title (one hour of CE credit for every book, with a maximum of three hours every three years)

Details: _____

Win a regional, State or national builder's award. State/Regional Award-two credit hours; National Award-three credit hours. (Maximum of six hours from awards over the past three years)

Details: _____

Graduate Master Builder (GMB)

The ultimate symbol of the building professional, the GMB designation is for experienced veterans. The GMB provides advanced knowledge of the building business, covering topics such as risk management, land acquisition and financial management.

THE GMB CURRICULUM OFFERS:

- Information on how to identify and capitalize on new opportunities for your business
- In-depth examination of executive-level financial management
- An overview of managing risk in an evolving market
- Methods for maximizing efficiency and quality of production

CURRICULUM AND REQUIREMENTS:

- Possess an active CGB or CGR designation and have five years of building experience
or
- Complete three courses from the CGB or CGR curriculum not previously used for a CGB or CGR designation and have 10 years of building experience
- YOU MUST BE A “BUILDER” ACCORDING TO THE FOLLOWING CRITERIA:**
Primary executive/owner of company, superintendent or lead carpenter, or construction executive personnel/employee (Employee in an executive or management position with discretionary authority over building and construction matters, excluding office management and administrative personnel such as office manager or accountant) that has built a minimum of one dwelling in the past 24 months
- REQUIRED COURSES** *(Five of eight)*
Candidates may substitute two CGB approved courses for any one GMB approved course, provided those courses were not used to obtain their original CGB or CGR designation
 - Advanced Green Building: Building Science *(two course credits)*
 - Advanced Green Building: Project Management
 - Diversification: Capitalizing on New Business Opportunities
 - Financial Management
 - Land Acquisition and Development Finance
 - Profitable Business through Quality Practices
 - Risk Management and Insurance for Building Professionals
 - Universal Design/Build *(two course credits)*

GRADUATION REQUIREMENTS:

- Complete and return GMB graduation application
- Submit a signed GMB Code of Ethics
- Business documentation
 - Proof of liability insurance and workers compensation coverage for yourself or be an employee of a company that holds both (where required by local jurisdiction)
 - Proof of residential builder’s or contractor’s license, certificate or registration for the state in which you do business or be an employee of a company that holds a license, certificate or registration (where required by local jurisdiction)
 - A letter of sponsorship is required from the owner/executive stipulating your position (Employee in an executive or management position with discretionary authority over building and construction matters, excluding office management and administrative personnel such as office manager or accountant) within the company as either superintendent, lead carpenter or construction executive, if you are not the owner of the company

GRADUATION FEE:

Premium: \$145 Member; \$218 Non-Member

Standard (online only): \$75 Member; \$110 Non-Member

RENEWAL & CONTINUING EDUCATION REQUIREMENTS:

To maintain your GMB designation, you are required to complete 12 hours of continuing education (CE) every three years from building industry-related educational activities listed below. You should maintain a folder with proof of attendance for each event or activity (copy of registration confirmation, show badge, course certificate, etc.). Note that all continuing education must be completed during the renewal cycle for which it applies. Designees are not required to send in proof of CE earned at time of renewal. If you are chosen for our random audit, we will contact you and ask for proof of CE at that time.

Annual Renewal Fee: \$55 Member; \$83 Non-Member

(GMB designation holders in good standing are exempt from CGB renewal fees.)

Notification to renew is sent to the email address on file. If you have not provided an email address or if your email address has changed, please contact NAHB Education at designations@nahb.org.

Complete an NAHB Education course (in a regular classroom or online formats)

Complete an NAHB Education course

Details: _____

Complete an NAHB e-learning event or education session at the International Builders' Show®. (Maximum limit of six CE hours over the past three years)

Details: _____

Teach an NAHB Education course and/or serve as a Subject Matter Expert (SME) for an NAHB Education course (Maximum limit of six CE hours over the past three years)

Details: _____

Be an active member in a Builder or Remodeler 20 Club. (Maximum limit of three CE hours over the past three years)

Details: _____

Successfully earn another NAHB designation and/or other building/remodeling industry-related designation. (Maximum limit of three CE hours over the past three years)

Details: _____

Complete a business management or building/remodeling industry-related course or seminar or e-learning event conducted by a college/university, technical school, Home Builders Institute, Home Builders Association or other professional organization. (Maximum limit of six CE hours over the past three years)

Details: _____

Complete manufacturer product training-includes sponsored education on business or installation techniques, facility tours, fabrication process demonstrations or product demonstrations. (Maximum of three CE hours over the past three years)

Details: _____

Purchase and read a BuilderBooks publication or title (one hour of CE credit for every book, with a maximum of three hours every three years)

Details: _____

Win a regional, State or national building award. State/Regional Award-two credit hours; National Award-three credit hours. (Maximum of six hours from awards over the past three years)

Details: _____

Certified Graduate Remodeler (CGR)

The CGR is designed to emphasize business and project management skills as the key to a successful remodeling operation. It helps you run your business more efficiently by teaching job cost procedures, accounting principles and basic contract law. Design, estimating and scheduling are also covered.

THE CGR CURRICULUM OFFERS:

- Strategies and techniques for developing winning bids
- Sales and marketing strategies for closing sales
- Effective communication skills for negotiation
- Superior customer service and quality practice methods

CURRICULUM AND REQUIREMENTS:

- Have five years of remodeling experience by graduation
- Completion of the Professional Remodeler Experience Profile (PREP) **(This assessment is available online only):**
 - Candidates are required to take the PREP assessment to determine what courses they must complete to earn the CGR designation. The results of the PREP list the number of courses required (0-2) from the five key areas of the designation curriculum
 - Completion of the number of necessary courses in each key area as indicated in the candidate's PREP results. Candidates that took the previous version of PREP prior to September 2008 should consult their results letter for the required courses.

Section 1: Marketing and Advertising

- Customer Service**
- Design/Build
- Marketing and Sales for Building Professionals

Section 2: Business Management

- Business Accounting and Job Cost
- Business Management for Building Professionals

Section 3: Estimating

- Estimating for Builders and Remodelers

Section 4: Contracts, Liability and Risk Management

- Construction Contracts and Law
- Risk Management and Insurance for Building Industry Professionals

Section 5: Project Management

- Project Management
- Scheduling

GRADUATION REQUIREMENTS:

- Complete and return CGR graduation application
- Submit a signed CGR Code of Ethics
- Business documentation
 - Proof of liability insurance and workers' compensation coverage for yourself or be an employee of a company that holds both (where required by local jurisdiction)
 - A valid business or contractor's license (if state-required)
 - A letter of sponsorship from your employer, if you are not the owner

GRADUATION FEE:

Premium: \$145 Member; \$218 Non-Member

Standard (online only): \$75 Member; \$110 Non-Member

** Indicates this course is now available online

RENEWAL & CONTINUING EDUCATION REQUIREMENTS:

To maintain your CGR designation, you are required to complete 12 hours of continuing education (CE) every three years from building and/or remodeling industry-related educational activities listed below. You should maintain a folder with proof of attendance for each event or activity (copy of registration confirmation, show badge, course certificate, etc.). Note that all continuing education must be completed during the renewal cycle for which it applies. Designees are not required to send in proof of CE earned at time of renewal. If you are chosen for our random audit, we will contact you and ask for proof of CE at that time.

Annual Renewal Fee: \$55 Member; \$83 Non-Member

(GMR designation holders in good standing are exempt from CGR renewal fees.)

Notification to renew is sent to the email address on file. If you have not provided an email address or if your email address has changed, please contact NAHB Education at designations@nahb.org.

Complete an NAHB Education course

Details: _____

Complete an NAHB e-learning event or education session at the International Builders' Show®. (Maximum limit of six CE hours over the past three years)

Details: _____

Teach an NAHB Education course and/or serve as a Subject Matter Expert (SME) for an NAHB Education course (Maximum limit of six CE hours over the past three years)

Details: _____

Be an active member in a Builder or Remodeler 20 Club. (Maximum limit of three CE hours over the past three years)

Details: _____

Successfully earn another NAHB designation and/or other building/remodeling industry-related designation. (Maximum limit of three CE hours over the past three years)

Details: _____

Complete a business management or building/remodeling industry-related course or seminar or e-learning event conducted by a college/university, technical school, Home Builders Institute, Home Builders Association or other professional organization. (Maximum limit of six CE hours over the past three years)

Details: _____

Complete manufacturer product training-includes sponsored education on business or installation techniques, facility tours, fabrication process demonstrations or product demonstrations. (Maximum of three CE hours over the past three years)

Details: _____

Purchase and read a BuilderBooks publication or title (one hour of CE credit for every book, with a maximum of three hours every three years)

Details: _____

Win a regional, State or national remodeling award. State/Regional Award-two credit hours; National Award-three credit hours. (Maximum of six hours from awards over the past three years)

Details: _____

Graduate Master Remodeler (GMR)

The GMR designation allows recognized CGRs to attain further recognition for their commitment to educational excellence and longevity in the remodeling industry. This is a new program designed to be the master level of the current CGR designation. It allows you the opportunity to take your CGR designation to the next level.

THE GMR CURRICULUM OFFERS:

- Lessons in essential financial management techniques that help you run your business more efficiently
- Comprehensive risk management strategies
- The skills needed to identify diversification opportunities
- Essential green building knowledge

CURRICULUM AND REQUIREMENTS

- Have 15 years remodeling industry experience
- Active industry designation (Please provide documentation of years active if not a CGR)
 - Hold an active CGR designation for five years
 - or*
 - Hold an active Certified Remodeler (CR) certification from the National Association of Remodeling Industry (NARI) for 10 years
 - or*
 - Hold an active Certified Restorer (CR) certification from the Restoration Industry Association (RIA) for 10 years

REQUIRED COURSES *(five of eight)*

- Advanced Green Building: Building Science *(two course credits)*
- Advanced Green Building: Project Management†
- Diversification: Capitalizing on New Business Opportunities
- Financial Management
- Green Building for Building Professionals *(two course credits)†*
- Profitable Business through Quality Practices
- Risk Management and Insurance for Building Professionals
- Universal Design/Build *(two course credits)*

GRADUATION REQUIREMENTS:

- Complete and return GMR graduation application
- Submit a signed GMR Code of Ethics

GRADUATION FEE:

Premium: \$145 Member; \$218 Non-Member

Standard (online only): \$75 Member; \$110 Non-Member

RENEWAL & CONTINUING EDUCATION REQUIREMENTS:

To maintain your GMR you are required to complete 12 hours of continuing education (CE) every three years from building and/or remodeling industry-related educational activities listed below. You should maintain a folder with proof of attendance for each event or activity (copy of registration confirmation, show badge, course or designation certificate, etc.). Note that all continuing education must be completed during the renewal cycle for which it applies. Designees are not required to send in proof of CE earned at time of renewal. If you are chosen for our random audit, we will contact you and ask for proof of CE at that time.

Annual Renewal Fee: \$55 Member; \$83 Non-Member

Notification to renew is sent to the email address on file. If you have not provided an email address or if your email address has changed, please contact NAHB Education at designations@nahb.org.

Complete an NAHB Education course

Details: _____

Complete an NAHB e-learning event or education session at the International Builders' Show®. (Maximum limit of six CE hours over the past three years)

Details: _____

Teach an NAHB Education course and/or serve as a Subject Matter Expert (SME) for an NAHB Education course (Maximum limit of six CE hours over the past three years)

Details: _____

Be an active member in a Builder or Remodeler 20 Club. (Maximum limit of three CE hours over the past three years)

Details: _____

Successfully earn another NAHB designation and/or other building/remodeling industry-related designation. (Maximum limit of three CE hours over the past three years)

Details: _____

Complete a business management or building/remodeling industry-related course or seminar or e-learning event conducted by a college/university, technical school, Home Builders Institute, Home Builders Association or other professional organization. (Maximum limit of six CE hours over the past three years)

Details: _____

Complete manufacturer product training-includes sponsored education on business or installation techniques, facility tours, fabrication process demonstrations or product demonstrations. (Maximum of three CE hours over the past three years)

Details: _____

Purchase and read a BuilderBooks publication or title (one hour of CE credit for every book, with a maximum of three hours every three years)

Details: _____

Win a regional, State or national remodeling award. State/Regional Award-two credit hours; National Award-three credit hours. (Maximum of six hours from awards over the past three years)

Details: _____

Certified Aging-in-Place Specialist (CAPS)

Get the technical, business management and customer service skills essential to competing in the fastest-growing segment of the residential remodeling industry—home modifications for the aging-in-place market.

THE CAPS CURRICULUM OFFERS:

- Recognition for completing the only designation program in the country dedicated to improving the knowledge of remodelers who want to serve the fastest-growing segment of the residential remodeling market
- Marketing and customer service tools to gain access to the emerging aging-in-place market
- Greater understanding of the aging-in-place population
- The technical knowledge to solve the remodeling needs of the aging-in-place population

CURRICULUM AND REQUIREMENTS:

REQUIRED COURSES (three)

- Marketing and Communication Strategies for Aging and Accessibility (CAPS I)†^Δ
- Design/Build Solutions for Aging and Accessibility (CAPS II)*†^Δ
- Business Management for Building Professionals*

**Holders of the following designations are exempt from the Business Management for Building Professionals requirement: CGA, CGB, CGP, CGR, GMR, GMB, Master CGP, CR, CKD, CBD, CMKBD, AIA, Professional ASID, GRI and CCIM. Individuals who have earned a Masters of Business Administration from an accredited university within 10 years of submitting their CAPS graduation application also are exempt. However, it is highly recommended that all individuals seeking the CAPS designation take the Business Management for Building Professionals course, which focuses on business principles relevant to residential construction.*

GRADUATION REQUIREMENTS:

- Complete and return CAPS graduation application
- Submit a signed CAPS Code of Ethics
- Business documentation

Candidates seeking to obtain contractor status under the CAPS designation are required to submit the following documentation in support of the graduation application:

- Proof of liability insurance and workers' compensation coverage for yourself or be an employee of a company that holds both (where required by local jurisdiction)
- A valid business or contractor's license (if state required)

GRADUATION FEE:

Premium: \$145 Member; \$218 Non-Member

Standard (online only): \$75 Member; \$110 Non-Member

RENEWAL & CONTINUING EDUCATION REQUIREMENTS:

CONTRACTOR STATUS & NON-CONTRACTOR STATUS

To maintain your CAPS designation, you are required to complete 12 hours of continuing education (CE) every three years from building industry-related educational activities listed below. You should maintain proof of attendance for each event or activity (copy of registration confirmation, show badge, course or designation certificate, etc.). Note that all continuing education must be completed during the renewal cycle for which it applies. Designees are not required to send in proof of CE earned at time of renewal. If you are chosen for our random audit, we will contact you and ask for proof of CE at that time.

Annual Renewal Fee: \$55 Member; \$83 Non-Member

Notification to renew is sent to the email address on file. If you have not provided an email address or if your email address has changed, please contact NAHB Education at designations@nahb.org.

Complete an NAHB Education course

Details: _____

Complete an NAHB e-learning event or education session at the International Builders' Show®. (Maximum limit of six CE hours over the past three years)

Details: _____

Teach an NAHB Education course and/or serve as a Subject Matter Expert (SME) for an NAHB Education course (Maximum limit of six CE hours over the past three years)

Details: _____

Be an active member in a Builder or Remodeler 20 Club. (Maximum limit of three CE hours over the past three years)

Details: _____

Successfully earn another NAHB designation and/or other building/remodeling industry-related designation. (Maximum limit of three CE hours over the past three years)

Details: _____

Complete an aging-in-place, business management or building/remodeling industry-related course or seminar or e-learning event conducted by a college/university, technical school, Home Builders Institute, Home Builders Association or other professional organization. (Maximum limit of six CE hours over the past three years)

Details: _____

Complete manufacturer product training-includes sponsored education on business or installation techniques, facility tours, fabrication process demonstrations or product demonstrations. (Maximum of three CE hours over the past three years)

Details: _____

Purchase and read a BuilderBooks publication or title (one hour of CE credit for every book, with a maximum of three hours every three years)

Details: _____

Win a regional, State or national aging-in-place award or other design award. State/Regional Award-two credit hours; National Award-three credit hours. (Maximum of six hours from awards over the past three years)

Details: _____

Participate in community service projects which can include any work done for the public good without compensation. (Maximum limit of two CE hours over the past three years)

Details: _____

Certified Green Professional (CGP)[™]

The Certified Green Professional (CGP)[™] is designed to teach building industry professionals strategies for incorporating green building principles into homes using cost-effective and affordable options.

THE CGP CURRICULUM OFFERS:

- A background on the principles of energy, water and resource efficiency
- Information on indoor air and environmental quality
- Lot and site development for green homes
- Home buyer and owner education
- Common business challenges and practical tools to overcome them
- Business management, marketing and sales strategies to sell green

CURRICULUM AND REQUIRMENTS:

- Have a minimum of two years of building industry experience.

REQUIRED COURSES (two)

- Green Building for Building Professionals (two-day course)†
- Business Management for Building Professionals or Basics of Building **or hold an active NAHB Education designation

GRADUATION REQUIREMENTS:

- Complete and return CGP graduation application
- Submit a signed CGP Code of Ethics

GRADUATION FEE:

Premium: \$145 Member; \$218 Non-Member

Standard (online only): \$75 Member; \$110 Non-Member

**** Indicates this course is now available online**

For specific questions regarding courses you have taken or the status of your designation, please contact the NAHB Professional Designation Help Line at 800-368-5242 x8154. All materials should be mailed to: NAHB Education, 1201 15th Street, NW, Washington, DC 20005

RENEWAL & CONTINUING EDUCATION REQUIREMENTS:

To maintain your CGP designation, you are required to complete 12 hours of continuing education (CE) every three years from building industry-related educational activities listed below. At least 8 of the 12 hours must be green-related. You should maintain a folder with proof of attendance for each event or activity (copy of registration confirmation, show badge, course or designation certificate, etc.). Note that all continuing education must be completed during the renewal cycle for which it applies. Designees are not required to send in proof of CE earned at time of renewal. If you are chosen for our random audit, we will contact you and ask for proof of CE at that time.

Annual Renewal Fee: \$55 Member; \$83 Non-Member

Notification to renew is sent to the email address on file. If you have not provided an email address or if your email address has changed, please contact NAHB Education at designations@nahb.org.

Complete an NAHB Education Course

Details: _____

Take NAHB e-learning event or education session at the International Builders' Show®. (Maximum limit of six CE hours over the past three years)

Details: _____

Teach an NAHB Education course and/or serve as a subject matter expert (SME) for an NAHB Education course (Maximum limit of six CE hours over the past three years)

Details: _____

Successfully earn another NAHB designation and/or green building/remodeling designation. (Maximum limit of three CE hours over the past three years)

Details: _____

Be an active member in a Builder or Remodeler 20 Club. (Maximum limit of three CE hours over the past three years)

Details: _____

Complete a green building related course or seminar or e-learning event conducted by a college/university, technical school, Home Builders Institute, Home Builders Association or other professional organization. (Maximum limit of six E hours over the past three years)

Details: _____

Complete manufacturer product training related to green building. Includes sponsored education on business or installation techniques, facility tours, fabrication process demonstrations or product demonstrations. (Maximum of three CE hours over the past three years)

Details: _____

Win a regional, state or national green building/remodeling award. The project must have been certified to the 2012 ICC 700 National Green Building Standard or another recognized state or national green residential program. State/Regional Award-two credit hours; National Award-three credit hours. (Maximum of six hours from awards over the past three years)

Details: _____

Purchase and read a BuilderBooks publication or title. BuilderBooks titles must be building/remodeling industry related or related to green building. (One hour of CE credit for every book, with a maximum of three hours over the past three years)

Details: _____

Master Certified Green Professional (Master CGP)

For building industry professionals, the Master Certified Green Professional (Master CGP) designation comprises a more in-depth study of green building science and methods. The courses required for the designation cover topics such as building science techniques, the high-performance home and marketing strategies for selling green. You'll learn ways to decrease liabilities associated with green building and how to incorporate green building certification into your scheduling and project management. The Master CGP builds on the Certified Green Professional (CGP) designation and expands into the mechanics of green building.

THE MASTER CGP CURRICULUM OFFERS:

- Translation of building science into elements of design and construction
- Project management methods and techniques specific to green building
- Marketing and customer service tools

CURRICULUM AND REQUIREMENTS:

Must be a building industry professional with five years of green building industry experience and have built, remodeled or been involved with the construction of at least three dwellings in a three-year period that have been certified to a recognized local, state or national green residential program; completion of the four required courses.

REQUIRED COURSES (four)

- Green Building for Building Professionals (two-day course)†
- Business Management for Building Professionals (one-day course) or hold an NAHB designation
- Advanced Green Building: Building Science (two-day course)
- Advanced Green Building: Project Management (one-day course)†

GRADUATION REQUIREMENTS:

- Complete and return Master CGP graduation application
- Submit a signed Master CGP Code of Ethics
- Have five years of green building experience and have built, remodeled or been involved with the construction of at least three dwellings that have been certified to a recognized local, state or national green residential program
- Must be a building industry professional
- If a non-builder/remodeler, must be involved in the design, specification and/or supervision of the project from start to finish
- Business documentation
 - Proof of liability insurance and workers' compensation coverage for yourself or be an employee of a company that holds both (where required by local jurisdiction)
 - A valid business or contractor's license (if state required)

GRADUATION FEE:

Premium: \$145 Member; \$218 Non-Member

Standard (online only): \$75 Member; \$110 Non-Member

RENEWAL & CONTINUING EDUCATION REQUIREMENTS:

To maintain your Master CGP designation, you are required to complete 12 hours of continuing education (CE) every three years from building industry-related educational activities listed below. At least 8 of the 12 hours must be green-related. You should maintain a folder with proof of attendance for each event or activity (copy of registration confirmation, show badge, course or designation certificate, etc.). Note that all continuing education must be completed during the renewal cycle for which it applies. Designees are not required to send in proof of CE earned at time of renewal. If you are chosen for our random audit, we will contact you and ask for proof of CE at that time.

Annual Renewal Fee: \$55 Member; \$83 Non-Member

Notification to renew is sent to the email address on file. If you have not provided an email address or if your email address has changed, please contact NAHB Education at designations@nahb.org.

Complete an NAHB Education Course

Details: _____

Take NAHB e-learning event or education session at the International Builders' Show®. (Maximum limit of six CE hours over the past three years)

Details: _____

Teach an NAHB Education course and/or serve as a subject matter expert (SME) for an NAHB Education course (Maximum limit of six CE hours over the past three years)

Details: _____

Successfully earn another NAHB designation and/or green building/remodeling designation. (Maximum limit of three CE hours over the past three years)

Details: _____

Be an active member in a Builder or Remodeler 20 Club. (Maximum limit of three CE hours over the past three years)

Details: _____

Complete a green building related course or seminar or e-learning event conducted by a college/university, technical school, Home Builders Institute, Home Builders Association or other professional organization. (Maximum limit of six E hours over the past three years)

Details: _____

Complete manufacturer product training related to green building. Includes sponsored education on business or installation techniques, facility tours, fabrication process demonstrations or product demonstrations. (Maximum of three CE hours over the past three years)

Details: _____

Win a regional, state or national green building/remodeling award. The project must have been certified to the 2012 ICC 700 National Green Building Standard or another recognized state or national green residential program. State/Regional Award-two credit hours; National Award-three credit hours. (Maximum of six hours from awards over the past three years)

Details: _____

Purchase and read a BuilderBooks publication or title. BuilderBooks titles must be building/remodeling industry related or related to green building. (One hour of CE credit for every book, with a maximum of three hours over the past three years)

Details: _____

Certified New Home Sales Professional (CSP)

Master the craft of successful selling. This designation is designed for specialists in new home sales. You will gain a broad understanding of the home building business, discuss consumer psychology and learn the advanced techniques used by real estate veterans for greeting, closing and overcoming objections.

THE CSP CURRICULUM OFFERS TECHNIQUES ON:

- Greeting and qualifying a prospective buyer
- Handling objections
- Using follow-up systems to increase sales
- Final walk-through and call-back procedures

CURRICULUM AND REQUIREMENTS:

REQUIRED COURSE *(one)*:

- Certified New Home Sales Professional course (This course is now available online)
(CSP candidates must pass the Certified New Home Sales Professional exam)

CANDIDATE APPLICATION FEE:

Application Fee: \$20 Member; \$40 Non-Member

RENEWAL & CONTINUING EDUCATION REQUIREMENTS:

Complete six hours of continuing education (CE) every three years from educational activities as listed below. You should maintain a folder with proof of attendance for each event or activity (copy of registration confirmation, show badge, course or designation certificate, etc.). Note that all continuing education must be completed during the renewal cycle for which it applies. Designees are not required to send in proof of CE earned at time of renewal. If you are chosen for our random audit, we will contact you and ask for proof of CE at that time.

Annual Renewal Fee: \$55 Member; \$83 Non-Member

(Holders of the Master CSP, CMP or MIRM designations are exempt from the CSP renewal fee and are only required to pay the advanced designation renewal fee.)

Notification to renew is sent to the email address on file. If you have not provided an email address or if your email address has changed, please contact NAHB Education at designations@nahb.org

Complete an Institute of Residential marketing (IRM) or NAHB Education course.

Details: _____

Complete an NAHB e-learning event (Maximum limit of six CE hours over the past three years)

Details: _____

Teach an IRM or NAHB Education course and/or serve as a Subject Matter Expert (SME) for an IRM or NAHB Education course (Maximum limit of six CE hours over the past three years)

Details: _____

Attend sales and marketing educational sessions at the International Builders' Show® or any educational programs and seminars at national, regional and state conferences and trade shows. (One CE hour for every hour of instruction up to a maximum of six hours)

Details: _____

Attend HBA or local state Sales and Marketing Council (SMC) seminars, programs and classes. This includes non-IRM and NAHB courses sponsored by a state or local HBA, SMC or Home Builders Institute. (One CE hour for every two hours of instruction, up to a maximum of four hours)

Details: _____

Attend other real estate industry educational programs. (One CE hour for every two hours of instruction, up to a maximum of six hours)

Details: _____

Successfully earn another NAHB designation or other sales and marketing or real estate designation. (Up to a maximum of three CE hours over the past three years)

Details: _____

Be an active member of a Builder or Remodeler 20 Club. (Maximum of three CE hours over the past three years)

Details: _____

Purchase and read a BuilderBooks publication or title (one hour of CE credit for every book, with a maximum of three hours every three years)

Details: _____

Win a regional, State or national sales and marketing award. State/Regional Award-two credit hours; National Award-three credit hours. (Maximum of six hours from awards over the past three years)

Details: _____

Master Certified New Home Sales Professional (Master CSP)

Get more in-depth sales training and education with the Master CSP designation. Building upon the foundation you received in the CSP course, you'll learn additional tools and techniques to become a master sales professional.

THE MASTER CSP CURRICULUM OFFERS INFORMATION ON:

- Speaking the language of home building
- The land development process, including plotting and architectural plans
- Advanced techniques to handle objections and close a sale

CURRICULUM AND REQUIREMENTS:

- Have at least three years of new home sales and marketing experience

REQUIRED COURSES *(three)*

- Certified New Home Sales Professional (CSP)**
- Essential Closing Strategies
- House Construction as a Selling Tool

ELECTIVE COURSES *(two)*

Holders of the following designation are exempt from the elective course requirement: Certified Residential Specialist (CRS®) offered by Council of Residential Specialists, an affiliate of the National Association of Realtors®

- Advanced Green Building: Project Management †
- Basics of Building**
- Built to Sell: The Partnership of Market & Design
- Business Management for Building Professionals
- Customer Service**
- Design/Build
- Design/Build Solutions for Aging and Accessibility (CAPS II)
- Effective Marketing on a Shoestring Budget**
- Green Building for Building Professionals *(two course credits)†*
- Home Technology Integration
- Increased Profits for Effective Builder-Broker Cooperation
- Marketing and Communication Strategies for Aging and Accessibility (CAPS I)
- Marketing and Sales for Building Professionals
- Multicultural Sales Techniques and Strategies
- Universal Design/Build *(two course credits)*

GRADUATION REQUIREMENTS:

- Complete and return the Master CSP candidate application
- Proof of three years of work experience (résumé or letter from employer on company letterhead)

CANDIDATE APPLICATION FEE:

Premium: \$145 Member; \$218 Non-Member

Standard (online only): \$75 Member; \$110 Non-Member

** Indicates this course is now available online

RENEWAL & CONTINUING EDUCATION REQUIREMENTS:

To maintain your Master CSP designation you are required to complete eight hours of continuing education (CE) every three years from educational activities as listed below. You should maintain a folder with proof of attendance for each event or activity (copy of registration confirmation, show badge, course or designation certificate, etc.). Note that all continuing education must be completed during the renewal cycle for which it applies. Designees are not required to send in proof of CE earned at time of renewal. If you are chosen for our random audit, we will contact you and ask for proof of CE at that time.

Annual Renewal Fee: \$55 Member; \$83 Non-Member

Notification to renew is sent to the email address on file. If you have not provided an email address or if your email address has changed, please contact NAHB Education at designations@nahb.org.

Complete an Institute of Residential marketing (IRM) or NAHB Education course.

Details: _____

Complete an NAHB e-learning event (Maximum limit of six CE hours over the past three years)

Details: _____

Teach an IRM or NAHB Education course and/or serve as a Subject Matter Expert (SME) for an IRM or NAHB Education course (Maximum limit of six CE hours over the past three years)

Details: _____

Attend sales and marketing educational sessions at the International Builders' Show® or any educational programs and seminars at national, regional and state conferences and trade shows. (One CE hour for every hour of instruction up to a maximum of six hours)

Details: _____

Attend HBA or local state Sales and Marketing Council (SMC) seminars, programs and classes. This includes non-IRM and NAHB courses sponsored by a state or local HBA, SMC or Home Builders Institute. (One CE hour for every two hours of instruction, up to a maximum of four hours)

Details: _____

Attend other real estate industry educational programs. (One CE hour for every two hours of instruction, up to a maximum of six hours)

Details: _____

Successfully earn another NAHB designation or other sales and marketing or real estate designation. (Up to a maximum of three CE hours over the past three years)

Details: _____

Be an active member of a Builder or Remodeler 20 Club. (Maximum of three CE hours over the past three years)

Details: _____

Purchase and read a BuilderBooks publication or title (one hour of CE credit for every book, with a maximum of three hours every three years)

Details: _____

Win a regional, State or national sales and marketing award. State/Regional Award-two credit hours; National Award-three credit hours. (Maximum of six hours from awards over the past three years)

Details: _____

Certified New Home Marketing Professional (CMP)

The Certified New Home Marketing Professional (CMP) is a mid-level designation that will help you better manage the sales and marketing function for a new home community and boost your career.

THE CMP CURRICULUM OFFERS:

- A breakdown of the essential elements of market research and its importance to new home marketing
- An understanding of the key relationships between company strategy, finance and marketing
- A variety of advertising and promotional techniques
- Techniques for managing the sales and marketing process

CURRICULUM AND REQUIREMENTS:

- Have at least three years of full-time experience in a responsible professional position in the housing industry.

REQUIRED COURSES *(effective November 2014)*

Successfully complete the two required IRM courses, both of which have an online and classroom component

- Principles of Residential Marketing: Research & Analysis
- Principles of Residential Marketing: Strategy & Implementation

COMPLETE 50 ELECTIVE CREDITS FROM THESE FIVE CATEGORIES

Academic Education *(Maximum of 20 credits from this category)*

- Miscellaneous college credit — Real Estate, Marketing, Interior Design, Architecture
- Associate's Degree
- Bachelor's Degree
- Bachelor's Degree — Real Estate, Marketing, Interior Design, Architecture
- Post Graduate Degree
- College CE Courses (five credits per course, up to a maximum of three courses)

Details: _____

Professional Experience *(Maximum of 20 credits from this category)*

- Credit every year as a new home salesperson or interior merchandiser
- Credit every year as a new home sales director (supervisory)
- Credit every year as a new home marketing director (supervisory)
- Comparable experience in a related field (Credit granted upon review by and at the discretion of the IRM Admissions & Standards Committee)

Details: _____

Professional License and Designations

(Maximum of 30 credits from this category; Provide copy of designation certificate)

- Licensed Real Estate Salesperson *(10 elective credits)*
- Licensed Real Estate Broker *(20 elective credits)*
- CGA, CGB, CRS™, CRB, CSP, Master CSP, GMB, GRI, MAI, SHMS, or any other real estate or interior design designation *(Candidates can declare a maximum of two designations, each worth 10 elective credits)*

Details: _____

Industry Service and Recognition *(Maximum of 20 credits from this category)*

- Teaching/public speaking on real estate or sales/marketing (maximum of 10 credits)
- Published marketing articles (maximum of 10 credits)
- Sales & Marketing award(s) (maximum of 10 credits; The Million Dollar Circle Award is considered a sales volume award, not an industry service recognition award, and therefore does not count towards elective credits. Local Award – one credit each; State/Regional Award – two credits each; National Award – three credits each; Silver Award at The Nationals – four credits each; Gold Award at The Nationals – five credits each)
- Comparable experience in a related field (Credit granted upon review by and at the discretion of the IRM Board of Governors)

Details: _____

Professional Education

(Maximum of 20 credits from this category; A complete listing of elective courses found at www.nahb.org/CMPinfo)

- o IRM-approved programs including NAHB Education courses, NAHB/HBA/SMC or regional convention sales and marketing programs, special marketing and sales in-person seminars, audio seminars and webinars
- o Non-NAHB/HBA/SMC courses and programs
- o Credits determined by instructional hours: IRM-approved programs receive one designation elective credit for each one hour of instruction.
- o Non-NAHB/HBA/SMC courses and programs receive one designation elective credit for each two hours of instruction.

Details: _____

GRADUATION REQUIREMENTS:

- Complete the CMP Designation Candidate Application

CANDIDATE APPLICATION FEE:

Premium: \$145 Member; \$218 Non-Member

Standard (online only): \$75 Member; \$110 Non-Member

RENEWAL & CONTINUING EDUCATION REQUIREMENTS:

To maintain your CMP designation, you are required to complete ten hours of continuing education (CE) every three years from educational activities as listed below. You should maintain a folder with proof of attendance for each event or activity (copy of registration confirmation, show badge, course or designation certificate, etc.). Note that all continuing education must be completed during the renewal cycle for which it applies. Designees are not required to send in proof of CE earned at time of renewal. If you are chosen for our random audit, we will contact you and ask for proof of CE at that time.

Annual Renewal Fee: \$55 Member; \$83 Non-Member

Holders of the MIRM designation are exempt from the CMP renewal fee and are only required to pay the MIRM renewal fee.

Notification to renew is sent to the email address on file. If you have not provided an email address or if your email address has changed, please contact NAHB Education at designations@nahb.org.

Complete an Institute of Residential marketing (IRM) or NAHB Education course.

Details: _____

Complete an NAHB e-learning event (Maximum limit of six CE hours over the past three years)

Details: _____

Teach an IRM or NAHB Education course and/or serve as a Subject Matter Expert (SME) for an IRM or NAHB Education course (Maximum limit of six CE hours over the past three years)

Details: _____

Attend sales and marketing educational sessions at the International Builders' Show® or any educational programs and seminars at national, regional and state conferences and trade shows. (One CE hour for every hour of instruction up to a maximum of six hours)

Details: _____

Attend HBA or local state Sales and Marketing Council (SMC) seminars, programs and classes. This includes non-IRM and NAHB courses sponsored by a state or local HBA, SMC or Home Builders Institute. (One CE hour for every two hours of instruction, up to a maximum of four hours)

Details: _____

Attend other real estate industry educational programs. (One CE hour for every two hours of instruction, up to a maximum of six hours)

Details: _____

Successfully earn another NAHB designation or other sales and marketing or real estate designation. (Up to a maximum of three CE hours over the past three years)

Details: _____

Be an active member of a Builder or Remodeler 20 Club. (Maximum of three CE hours over the past three years)

Details: _____

Purchase and read a BuilderBooks publication or title (one hour of CE credit for every book, with a maximum of three hours every three years)

Details: _____

Win a regional, State or national sales and marketing award. State/Regional Award-two credit hours; National Award-three credit hours. (Maximum of six hours from awards over the past three years)

Details: _____

Master in Residential Marketing (MIRM)

The Master in Residential Marketing (MIRM) designation is the highest achievement for new home sales and marketing professionals. Earning the MIRM sets you apart and increases your marketability. The MIRM requires an in-depth marketing case study, similar to a master's level thesis on a real-life new home community, which is peer-reviewed and approved.

THE MIRM CURRICULUM OFFERS:

- A breakdown of the essential elements of market research and its importance to new home marketing
- An understanding of the key relationships between company strategy, finance and marketing
- A variety of advertising and promotional techniques
- Techniques for managing the sales and marketing process

CURRICULUM AND REQUIREMENTS:

- Have at least three years of full-time experience in a responsible professional position in the housing industry.

REQUIRED COURSES (*effective November 2014*)

Successfully complete the two required IRM courses, both of which have an online and classroom component

- Principles of Residential Marketing: Research & Analysis
- Principles of Residential Marketing: Strategy & Implementation

COMPLETE 50 ELECTIVE CREDITS FROM THESE FIVE CATEGORIES

Academic Education (*Maximum of 20 credits from this category*)

- Miscellaneous college credit — Real Estate, Marketing, Interior Design, Architecture
- Associate's Degree
- Bachelor's Degree
- Bachelor's Degree — Real Estate, Marketing, Interior Design, Architecture
- Post Graduate Degree
- College CE Courses (five credits per course, up to a maximum of three courses)

Details: _____

Professional Experience (*Maximum of 20 credits from this category*)

- Credit every year as a new home salesperson or interior merchandiser
- Credit every year as a new home sales director (supervisory)
- Credit every year as a new home marketing director (supervisory)
- Comparable experience in a related field (Credit granted upon review by and at the discretion of the IRM Admissions & Standards Committee)

Details: _____

Professional License and Designations

(Maximum of 30 credits from this category; Provide copy of designation certificate)

- Licensed Real Estate Salesperson (*10 elective credits*)
- Licensed Real Estate Broker (*20 elective credits*)
- CGA, CGB, CRS™, CRB, CSP, Master CSP, GMB, GRI, MAI, SHMS, or any other real estate or interior design designation (*Candidates can declare a maximum of two designations, each worth 10 elective credits*)

Details: _____

Industry Service and Recognition (*Maximum of 20 credits from this category*)

- Teaching/public speaking on real estate or sales/marketing (maximum of 10 credits)
- Published marketing articles (maximum of 10 credits)
- Sales & Marketing award(s) (maximum of 10 credits; The Million Dollar Circle Award is considered a sales volume award, not an industry service recognition award, and therefore does not count towards elective credits. Local Award – one credit each; State/Regional Award – two credits each; National Award – three credits each; Silver Award at The Nationals – four credits each; Gold Award at The Nationals – five credits each)

- Comparable experience in a related field (Credit granted upon review by and at the discretion of the IRM Board of Governors)

Details: _____

Professional Education

(Maximum of 20 credits from this category; A complete listing of elective courses found at www.nahb.org/CMPinfo)

- IRM-approved programs including NAHB Education courses, NAHB/HBA/SMC or regional convention sales and marketing programs, special marketing and sales in-person seminars, audio seminars and webinars
- Non-NAHB/HBA/SMC courses and programs
- Credits determined by instructional hours: IRM-approved programs receive one designation elective credit for each one hour of instruction.
- Non-NAHB/HBA/SMC courses and programs receive one designation elective credit for each two hours of instruction.

Details: _____

GRADUATION REQUIREMENTS:

- Marketing Case Study

Peer-reviewed, must examine the marketing of a new for-sale residential development. Details and guidelines available at www.nahb.org/MIRMinfo in the How to Earn Your MIRM section

- Complete the MIRM Designation Candidate Application

If you are a CMP who is active and in good standing, you do not need to complete the Professional Profile

CANDIDATE APPLICATION FEE:

Premium: \$145 Member; \$218 Non-Member

Standard (online only): \$75 Member; \$110 Non-Member

Joint CMP/MIRM: \$175 Member; \$210 Non-Member

RENEWAL & CONTINUING EDUCATION REQUIREMENTS:

To maintain your MIRM designation, you are required to complete twelve hours of continuing education (CE) every three years from educational activities as listed below. You must submit proof of attendance for each event or activity (copy of registration confirmation, show badge, course or designation certificate, etc.) with your CE form. Note that all continuing education must be completed during the renewal cycle for which it applies. Designees are not required to send in proof of CE earned at time of renewal. If you are chosen for our random audit, we will contact you and ask for proof of CE at that time.

Annual Renewal Fee: \$65 Member; \$98 Non-Member

Notification to renew is sent to the email address on file. If you have not provided an email address or if your email address has changed, please contact NAHB Education at designations@nahb.org.

Complete an Institute of Residential marketing (IRM) or NAHB Education course.

Details: _____

Complete an NAHB e-learning event (Maximum limit of six CE hours over the past three years)

Details: _____

Teach an IRM or NAHB Education course and/or serve as a Subject Matter Expert (SME) for an IRM or NAHB Education course (Maximum limit of six CE hours over the past three years)

Details: _____

Attend sales and marketing educational sessions at the International Builders' Show® or any educational programs and seminars at national, regional and state conferences and trade shows. (One CE hour for every hour of instruction up to a maximum of six hours)

Details: _____

Attend HBA or local state Sales and Marketing Council (SMC) seminars, programs and classes. This includes non-IRM and NAHB courses sponsored by a state or local HBA, SMC or Home Builders Institute. (One CE hour for every two hours of instruction, up to a maximum of four hours)

Details: _____

Attend other real estate industry educational programs. (One CE hour for every two hours of instruction, up to a maximum of six hours)

Details: _____

Successfully earn another NABHB designation or other sales and marketing or real estate designation. (Up to a maximum of three CE hours over the past three years)

Details: _____

Be an active member of a Builder or Remodeler 20 Club. (Maximum of three CE hours over the past three years)

Details: _____

Purchase and read a BuilderBooks publication or title (one hour of CE credit for every book, with a maximum of three hours every three years)

Details: _____

Win a regional, state or national sales and marketing award. State/Regional Award-two credit hours; National Award-three credit hours. (Maximum of six hours from awards over the past three years)

Details: _____

Housing Credit Certified Professional (HCCP)

The Housing Credit Certified Professional (HCCP) is a specialized designation for developers, property managers, asset managers and others working in the affordable housing industry with the Low-Income Housing Tax Credit (LIHTC) program.

THE HCCP CURRICULUM COVERS:

- Management and Development Section 42 policy
- IRS Guidelines
- Compliance Issues
- Section 42 policy

CURRICULUM AND REQUIREMENTS:

- Have a minimum of two years of experience in Low-Income Housing Tax Credit (LIHTC) industry by graduation
- Complete ten hours of LIHTC specific training

Candidates should contact an HCCP Program Administrator or an organization offering the exam. Register for training in advance ((training fees established by the service provider).

GRADUATION REQUIREMENTS:

- Take and pass the HCCP exam
 - Examination fee: \$175** *Candidates who pass the HCCP exam must submit application within three years of examination date.*
- Submit completed HCCP Professional Profile and application fee
- Submit a signed HCCP Code of Ethics

CANDIDATE APPLICATION FEE:

Application Fee: Member \$175; Non-Member \$200

RENEWAL & CONTINUING EDUCATION REQUIREMENTS:

To maintain your HCCP designation, you are required to complete four hours of continuing education every year from educational activities as listed below. You should provide proof of attendance for each event or activity (certificate of attendance, certificate of completion, attendance letter or other event literature with official sponsor verification, stating topic, date and number of hours in duration). Note that all continuing education must be completed during the renewal cycle for which it applies. Designees are not required to send in proof of CE earned at time of renewal. If you are chosen for our random audit, we will contact you and ask for proof of CE at that time.

Annual renewal Fee: Member \$175; Non-Member \$235

Effective January 2017 a \$50 reinstatement fee will be imposed for anyone who has lapsed longer than one year from their renewal date. For example: If your renewal cycle is May and you last paid your renewal in May 2015 you will pay \$50 to reinstate your designation in addition to the renewal fee.

Notification to renew is sent to the email address on file. If you have not provided an email address or if your email address has changed, please contact NAHB Education at designations@nahb.org.

Participate in a LIHTC industry-related training class, seminar or technical conference

(One continuing education hour is equal to one hour of instruction/training. In order for an event to be used for continuing education, it must possess a published agenda and/or a specific topic area. Workshops, seminars and technical sessions can be used for continuing education only if the event meets the above criteria. Eligible events may be offered by a state housing agency, private compliance trainer, seminar company or trade association. Events eligible for continuing education credit must be selected from LIHTC industry-related offerings.)

Details: _____

Be an instructor/speaker/presenter for a LIHTC Industry-related training class seminar or technical conference (If you are an instructor/speaker/presenter, you must submit a copy of the information that was presented and include the length and date of presentation. For material that is presented on an ongoing basis, credit will be awarded one time only)

Details: _____

Course Descriptions

For complete course descriptions, visit www.nahb.org/courses

Find online opportunities at www.nahb.org/elearning

For a listing of course dates and locations, visit www.nahb.org/searcheducation

ADVANCED GREEN BUILDING: BUILDING SCIENCE*

This course instructs builders and remodelers on proper building science techniques for constructing and remodeling high-performance homes. The high-performance ideal encompasses more than just energy efficiency—it's about potentially creating a more durable, environmentally responsible and sustainable living environment. (12 hours)

Designation Credit: GMB, GMR, Master CGP

ADVANCED GREEN BUILDING: PROJECT MANAGEMENT*

This two-day course teaches builders and remodelers how to successfully integrate green building-related tasks and the green home certification process into their project management to create an effective, streamlined process. (6 hours)

Designation Credit: CGA, GMB, GMR, Master CGP, Master CSP

BASICS OF BUILDING *(This course is now available online)*

Become a better industry partner by learning about the residential construction process from the builder/remodeler's point of view. Associate members, builder/remodeler company staff, realtors, and others will learn what it takes to build or remodel a home. (6 hours)

Designation Credit: CGA, CGP, Master CSP

BUILDER ASSESSMENT REVIEW *(online)*

The Builder Assessment Review (BAR) is your first step towards obtaining the Certified Graduate Builder (CGB) designation. Candidates do not pass or fail the BAR; your results determine the courses required for you to earn your CGB.

BUILDING SAFETY PROGRAMS

Increase safety and minimize the risk of injury on your jobsites. Learn how to develop and implement a cost-effective home builder safety program. (4 hours)

BUILDING TECHNOLOGY: STRUCTURES AND EXTERIOR FINISHES

This course will assess your finishing options at different stages of construction and help you identify the factors that impact design of foundation and exterior finish systems. (6 hours)

Designation Credit: CGA, CGB

BUILDING TECHNOLOGY: SYSTEMS AND INTERIOR FINISHES

This course covers terms and elements used in mechanical and interior finish systems, factors that influence the selection or upgrade of systems, wall and floor installation techniques, as well as performance evaluation methods for mechanical and interior finish systems. (6 hours)

Designation Credit: CGA, CGB

BUILT TO SELL: THE PARTNERSHIP OF MARKET AND DESIGN

Missing the connection between your market and residential design is like shooting yourself in the wallet. This course equips you with a comprehensive, market-driven residential development plan that helps you pick the right site, identify your probable purchasers and design communities and homes that they will want to buy. (6 hours)

Designation Credit: Master CSP

BUSINESS ACCOUNTING AND JOB COST

This course provides the terminology and method foundation necessary to comprehend basic business reporting and job cost procedures, measurement and analysis. In addition, an introduction to the more common types of financing methods for new homes, construction loans and operating capital will be covered. (6 hours)

Designation Credit: CGA, CGB, CGR

BUSINESS MANAGEMENT FOR BUILDING PROFESSIONALS

Get a solid foundation in the practices so valuable to the management of smaller businesses: planning, organizing, staffing/ directing and controlling. (6 hours)

Designation Credit: CAPS, CGA, CGB, CGP, CGR, Master CGP, Master CSP

CERTIFIED NEW HOME SALES PROFESSIONAL

(This course is now available online)

Master the craft of successful selling. This course will give you a broad understanding of the home building business. Plus, you'll learn the advanced techniques used by real estate veterans for greeting, closing and overcoming objections. (18 hours)

Designation Credit: CGA, CGB, CSP, Master CSP

CONSTRUCTION CONTRACTS AND LAW

Protect your business against legal problems with a solid understanding of basic contractual law. Learn how to avoid common issues, resolve disputes easily and keep your relationships with suppliers and customers friendly. (6 hours)

Designation Credit: CGA, CGB, CGR

CUSTOMER SERVICE *(This course is now available online)*

Make your business grow by keeping your clients happy during and after the sale. This course teaches you how to manage every phase of customer interaction from the initial contact through construction and beyond. (6 hours)

Designation Credit: CGA, CGB, CGR, Master CSP

DESIGN/BUILD

Learn how successful builders have implemented a design/build strategy and how to make your own design/build business a success. (6 hours)

Designation Credit: CGA, CGB, CGR, Master CSP

DESIGN/BUILD SOLUTIONS FOR AGING AND ACCESSIBILITY (CAPS II)^{†Δ}

Learn how to provide the best services to the growing number of Baby Boomers who wish to remodel their home to fit their new lifestyles and abilities. This Certified Aging-in-Place Specialist (CAPS) course will help you to successfully meet their design needs. (6 hours)

Designation Credit: CAPS, CGA, Master CSP

DIVERSIFICATION: CAPITALIZING ON NEW BUSINESS OPPORTUNITIES

Identify opportunities to build and diversify your business. This course examines more than 25 different opportunities within the construction industry ideal for expansion. (6 hours)

Designation Credit: GMB, GMR

EFFECTIVE MARKETING ON A SHOESTRING BUDGET

(This course is now available online)

Effective marketing can make the difference between an average sales year and a great one. This course provides planning tools that work on anyone's budget. Don't neglect this vital component of your business. (6 hours)

Designation Credit: Master CSP

ESSENTIAL CLOSING STRATEGIES

Build your sales numbers with proven closing strategies. This course provides participants with an opportunity to practice, drill and rehearse the key words and phrases appropriate in a range of sales situations. (6 hours)

Designation Credit: Master CSP

ESTIMATING FOR BUILDERS AND REMODELERS*

Learn how to develop winning bids and use estimates as a powerful management tool. This course for remodelers and small- to mid-volume builders addresses one of the most challenging topics in building today—estimating. (6 hours)

Designation Credit: CGA, CGB, CGR

FINANCIAL MANAGEMENT

Improve productivity and increase profits by applying essential financial management techniques used in successful businesses.

(6 hours)

Designation Credit: CGA, GMB, GMR

GREEN BUILDING FOR BUILDING PROFESSIONALS*†

Implementing cost-effective green building into your construction practices begins with up-front planning that examines the whole house and the building science behind it. In this two-day course, you will learn how to apply the newly revised ICC-700 2012 -approved National Green Building Standard™ in the construction of a new home, remodel, site development or multifamily project. (12 hours)

Designation Credit: CGA, CGB, CGP, GMR, Master CGP, Master CSP

HOUSING CREDIT CERTIFIED PROFESSIONAL EXAM

The HCCP exam covers development, management and compliance issues as well as Low Income Housing Tax Credit (LIHTC) policy, and is designed for current practitioners in the affordable housing industry. The exam is an SAT-style multiple-choice exam with a "best answer" format.

Designation Credit: HCCP

HOME TECHNOLOGY INTEGRATION

Today's home building and remodeling environment is growing more complex. Prospective clients regularly seek technologies for the home that were once thought of as extravagant extras. This course provides an overview of what home technology is, trends, how it fits into the construction schedule, the installation process, and most of all...how to get it done right, present it intelligently to your client and make a profit. (6 hours)

Designation Credit: CGA, Master CSP

HOUSE CONSTRUCTION AS A SELLING TOOL

Use the construction details of homes as a powerful selling tool. Designed with sales in mind, this course provides an overview of the process of planning developments and individual homes. (12 hours)

Designation Credit: CGA, Master CSP

INCREASED PROFITS THROUGH EFFECTIVE BUILDER BROKER COOPERATION

Learn how you can profit from your alliances with brokers. Topics include the differences and similarities between the two parties, broker selection and specific ways to interact for mutual benefit.

(4 hours)

Designation Credit: Master CSP

LAND ACQUISITION AND DEVELOPMENT FINANCE

Learn how the land acquisition process works from market analysis through property acquisition. You'll also learn the various types of development financing and the guidelines for obtaining it. (6 hours)

Designation Credit: CGA, GMB

LAND DEVELOPMENT, SITE PLANNING AND ZONING

Get an essential overview of land development, plus a detailed description of the individual steps in the process. This course is designed for the newcomer to land development. (6 hours)

Designation Credit: CGA, CGB

MARKETING AND COMMUNICATION STRATEGIES FOR AGING AND ACCESSIBILITY (CAPS I)^{† Δ}

This course will teach best practices in communicating and interacting with this exciting and evolving population—one of the fastest-growing market segments in remodeling and related industries. (6 hours)

Designation Credit: CAPS, CGA, Master CSP

MARKETING & SALES FOR BUILDING PROFESSIONALS

This course is newly revised merging concepts and content from the Sales & Marketing course with the Sales & Marketing for Remodelers course.

Designation Credit: CGA, CGB, CGR, Master CSP

MULTICULTURAL SALES

This course provides your entire building/remodeling sales and marketing team with an understanding of our culturally diverse home buying market and practical tips for communicating effectively with the multicultural client. (6 hours)

Designation Credit: Master CSP

PRINCIPLES OF RESIDENTIAL MARKETING: RESEARCH & ANALYSIS (online and classroom component)

Developing a successful new home community depends on solid market research and planning from start to finish. In this two-part course you'll learn the foundation of new home research and analysis and then learn how to apply it through experiential-in-person activities. (12 hours combined)

Designation Credit: CMP, MIRM

PRINCIPLES OF RESIDENTIAL MARKETING: STRATEGY & IMPLEMENTATION (online and classroom component)

After completing research and analysis which has helped you to identify the best location and product for your target market, you must determine the best approach to communicating to a mass of potential buyers. By incorporating both time-tested strategies and cutting-edge marketing tactics throughout the new home development process—from building to marketing to selling – you will be able to inspire your buyers to feel like they couldn't possibly live anywhere else. (12 hours combined)

Designation Credit: CMP, MIRM

PROFESSIONAL REMODELER EXPERIENCE PROFILE

(online)

The PREP is the required first step in the process of becoming a Certified Graduate Remodeler (CGR). The 150-question assessment measures a candidate's knowledge in five core areas of remodeling business management. Candidates do not pass or fail the PREP. Results determine the course of study for CGR candidates.

PROFITABLE BUSINESS THROUGH QUALITY PRACTICES

Learn key strategies for creating value and providing a quality building/remodeling experience for your homeowners. This course is a must for the builder or remodeler who is ready to take his/her company to the next level. (6 hours)

Designation Credit: CGA, GMB, GMR

PROJECT MANAGEMENT*

Develop the skills you need for successful production operations management whether on site or off. This hands-on course covers the three phases of a successful venture: planning, implementation and evaluation. (6 hours)

Designation Credit: CGA, CGB, CGR

RISK MANAGEMENT AND INSURANCE FOR BUILDING PROFESSIONALS

Get practical solutions to weather the current insurance crisis. Learn comprehensive risk management strategies to reduce construction risks and other exposures. (6 hours)

Designation Credit: CGR, GMB, GMR

SCHEDULING

The ability to plan a project—to estimate both the cost and the time to complete it—is vital to your success. Proper use of scheduling will increase efficiency, team satisfaction, client satisfaction and profitability. (6 hours)

Designation Credit: CGA, CGB, CGR

SPOKESPERSON TRAINING: INTERVIEW SKILLS

The Interview Skills seminar helps participants master strategies for broadcast and print interviews, including message development. (6 hours)

SPOKESPERSON TRAINING: PRESENTATION SKILLS

The Presentation Skills seminar focuses on how to organize and deliver a speech or presentation and handle Q&A. (6 hours)

TRAIN THE TRAINER

Pass your knowledge on to your peers. You'll learn how to prepare and present NAHB Education curriculum and get a chance to practice your presentation skills in the classroom. (6 hours)

(Mandatory for all NAHB Instructors)

UNIVERSAL DESIGN/BUILD ^Δ**

This two-day course focuses on integrated home design features and product specifications that account for client differences due to circumstance, physical characteristics, health issues and aging. (12 hours)

Designation Credit: CGA, CGB, GMB, GMR, Master CSP



*These courses are recognized by the American Council of Construction education—the accreditation organization for universities and colleges with construction management programs.



*The National Association of Home Builders is a Registered Provider with the American Institute of Architects Continuing Education Systems (CES). Credit earned upon completion of a particular course will be reported to CES Records for AIA members by NAHB. Certificates of completion for non-AIA members are available upon request.



Education provided by the National Association of Home Builders is approved by the American Institute of Building Design (AIBD) for continuing education units. Members of the Institute seeking credit must self-report by submitting a form (www.AIBDmember.org/ceform.pdf) and providing verification of attendance completion. Credit is awarded as 1.0 CE Unit per contact hour.



**The Universal/Design Build course is approved by the Interior Design Continuing Education Council (IDCEC) so that members of IDCEC, ASID and IIDA are able to earn 1.2 CEU for this course.



APPROVED PROVIDER of CONTINUING EDUCATION
by The American Occupational Therapy Association, Inc.

^ The National Association of Home Builders is a Registered Provider with the American Occupational Therapy Association, Inc. The assignment of AOTA CEUs does not imply endorsement of specific course content, products, or clinical procedures by AOTA. Education distributors who would like to offer CEUs to their students for approved courses must inform NAHB at the same time the course(s) is scheduled.



Successfully complete any NKBA professional development course and NAHB will grant one CE hour per full hour of instruction for the following designations: CAPS, CGA, CGB, CGR, GMB and GMR. NKBA will grant CEU credit for successful completion of any NAHB course. NKBA will grant six education hours towards fulfilling NKBA's requirements for the AKBD, CKD and CBD designations for successfully completing NAHB's Business Management for building professionals and Customer Service courses. NKBA's Business Management workshop can be substituted for NAHB's Business Management for Building Professionals course (applies to CAPS designation only).

NAHB will grant six CE hours to any AKBD, CKD, CBD, or CMKBD toward the following NAHB designations: CAPS, CGA, CGB, CGR, GMB and GMR.

NAHB members may enroll in all NKBA courses at NKBA member rates. NKBA members will receive member pricing for courses that take place at national events. Course prices at local associations are determined by those associations.

Online, Time-Bound Professional Development Opportunities for HBA Staff & Members

NAHB has partnered with LERN (Learning Resources Network) to offer high quality, time-bound online courses and certificates to support HBA staff and members in topic areas like business, management, new media marketing and social media for business. Unlike an on-demand course, these courses involve a live instructor who provides feedback and guidance for students in their UGotClass learning management platform. Course fees start at a reasonable, \$195 and go up from there for certificate programs. You can take any individual course if you don't want the certificate.

Find all course offerings, dates and fees at: <http://www.yougotclass.org/catalog-complete.cfm/NAHB>

BUSINESS

Certificate in Accounting and Finance for Non-Financial Managers

- Accounting and Finance for Non-Financial Managers
- Financial Analysis and Planning for Non-Financial Managers
- Cash is King

MANAGEMENT

Certificate in Non Profit Administration

- Revenue Generation for Nonprofits
- Program Evaluation for Nonprofits

NEW MEDIA MARKETING

eMarketing Essentials Certificate

- Improving Email Promotions
- Boosting Your Web Site Traffic
- Online Advertising

Inbound Marketing Certificate

- Introduction to Inbound Marketing
- Content Marketing
- Advanced Inbound Marketing

Mobile Marketing Certificate

- Creating Cell Phone Apps for Your Business
- Introduction to Mobile Marketing
- Advanced Mobile Marketing

Video Marketing Certificate

- YouTube for Business
- Video Marketing

SOCIAL MEDIA FOR BUSINESS

Social Media for Business Certificate

- Introduction to Social Media
- Integrating Social Media in Your Organization
- Marketing Using Social Media

Also:

- Twitter
- Google +
- Instagram for Business
- Facebook for Business

If you have any questions about these courses, please contact Andrea Raggambi at araggambi@nahb.org.

