



P. O. Box 99090 △ Raleigh, NC 27624  
(919) 676-9090 △ fax (919) 676-0402

**ACCREDITED BUILDER (AB)  
ACCREDITED ASSOCIATE (AA)  
ACCREDITED RESIDENTIAL SUPERINTENDENT (ARS)**

**CONTINUING EDUCATION FORM**

To maintain your AB, AA or ARS designation, a graduate must complete eight (8) hours of continuing education each year after the initial certificate date. The eight hours may be earned by taking NCBI courses or by completing approved national, state, or local seminars, college classes or outside courses which relate to the home building industry. Initial certification is valid for one (1) year, ending on December 31 of the year following certification. (For example: certification earned in February 2007, would expire on December 31, 2008. Eight hours of continuing education must be completed before the recertification date of December 31, 2008). Graduates who allow their certification to lapse must take eight (8) hours per year up to a cap of 24 hours after a three (3) year lapse.

**PLEASE TYPE OR PRINT**

DATE: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

***THIS FORM MUST BE SIGNED BY THE INSTRUCTOR AND/OR COORDINATOR OF THE COURSE IF IT IS A NON-NCBI COURSE:***

Title of Course: \_\_\_\_\_

Course Sponsor (Local HBA, College, NAHB, etc): \_\_\_\_\_

Date of Course: \_\_\_\_\_ Classroom Hours: \_\_\_\_\_

Instructors Name: \_\_\_\_\_

Instructor or Coordinators Signature: \_\_\_\_\_

Participants Signature: \_\_\_\_\_

**RETURN FORM TO: North Carolina Builder Institute  
Attn: Deborah Alford  
P. O. Box 99090  
Raleigh, NC 27624**