



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

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

CONTINUING EDUCATION FORM

To maintain your AB, AA, AR 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 2015, would expire on December 31, 2016. Eight hours of continuing education must be completed before the recertification date of December 31, 2016). 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: _____ - _____ - _____

FIRST NAME: _____ LAST 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 | dalford@nchba.org
P. O. Box 99090
Raleigh, NC 27624
Fax: 919-676-0402

revised 2/5/16