



## CERTIFICATION TRANSFER/RENEWAL APPLICATION

Certifications from other remodeling organizations are recognized by PRO and may be transferred ONE time, and renewed thereafter by PRO. Transferring your certification from another association has no effect on the certification issued by the original association. Use this form for transfer or renewal of Certifications.

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

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

Email: \_\_\_\_\_

Employer (must be a PRO Member Company) \_\_\_\_\_

Employer address: \_\_\_\_\_

PRO Affiliate: \_\_\_\_\_

Name of existing certification: \_\_\_\_\_

Previous certification #: \_\_\_\_\_ Certification expiration date \_\_\_\_\_

Issued by (circle one): NARI NKBA NAHB Other (please provide): \_\_\_\_\_

### Certification Period and Fee

Your new certification transfer will be valid for whatever time remains on your current industry certification plus ONE YEAR for a FEE of \$50, payable upon application to your local PRO Affiliate. Certification renewals will be valid for ONE YEAR. NOTE: Please circle TRANSFER *or* RENEWAL here to indicate use of this form.

**Submit this form and make checks payable to:**

**PRO New England  
831 Beacon Street, #186  
Newton Centre, MA 02459**

## Continuing Education Transcript

Type of Learning	Description	Hours/Units	Date of	Approved by
Classroom or Seminar (six units required)				
1				
2				
3				
4				
5				
6				

## Trade Publication Reading, limited to 3 CEUs

Publication	Issue date	Article title	Date read
Fine Homebuilding Magazine Publication			
Journal of Light Construction			
Professional Remodeler			
Qualified Remodeler			
Other			

## Published article in trade publication or blog

Publication	Issue date	Article/blog title	Copy attached

## Affiliate Service, limited to 3 CEUs

Board meetings			
Committee meetings			
National meetings			
PRO community service volunteer (one unit per project)			

## PRO Continuing Education Requirements

PRO measures continuing education in PRO Units. One hour of approved continuing education earns one PRO Unit. Twelve (12) PRO Units are required for Certification renewal each year. PRO offers a variety of approved options to meet this requirement including in person affiliate-based meetings and training sessions. Seminars provided by PRO members that build industry knowledge are accepted as long as they are not product specific training.

Of the 12 required PRO Units

- Six (6) PRO Units are required that are seminar/classroom based, either in person or virtual on topics directly related to your Certification.
- Up to Three (3) PRO Units may be provided by subscription to and reading of industry related Trade Publications.
- Up to Six (6) PRO Units for writing an article or blog post for Trade Publications or PRO Website.
- Up to Six (6) PRO Units may be provided by serving your local or National PRO organization, One (1) unit for each committee or board meeting attended.
- Up to six (6) hours of Community service that is directly related to the remodeling industry such as working on a Habitat for Humanity or Rebuilding Together Project.

**The requirements and conditions of certification are set by the PRO Certification Board. This board is composed of members from each PRO Affiliate to establish uniform requirements and conditions on the PRO, Inc Education Committee level. Your new certification will be issued and administered by your local PRO Affiliate by the authority granted from the PRO Certification Board.**

The requirements and conditions to transfer your certification are:

- PRO Certifications are limited to Owners and employees of PRO Member Companies.
- A Valid Certification issued by NARI, NAHB or NKBA that is current or within one year of its last renewal.
- Submission of 12 PRO Units of approved continuing education. Approved continuing educational programs may be remodeling business or trade related seminars, either in person or virtual

offered by PRO or any other trade association or private business that builds industry knowledge. Specific product based and installation training education is not an approved program. Reading Trade Publications may only account for one quarter (1/4) of the required 12 hours.

- Acceptance and Adoption of the [PRO Code of Ethics](#) as a Certified Professional.
- The following Certifications are eligible for transfer.

PRO	PRO Name	NARI	NKBA	NAHB
PLC	Lead Carpenter	CLC		
PR	Remodeler	CR	CKBD	CGR
PRS	Remodeler Specialist	CRS		
PRA	Remodeler Associate	CRA	AKBD	CGA
PRM	Project Manager	CRPM		
PKBD	Kitchen and Bath Designer	CKBR	CKD/CBD	
PUD	Universal Designer	UDCP		CAPS
PADM	Project Administrator			
PMR	Master Remodeler	MCR	MCKBD	GMR
PGR	Green Remodeler			