

CKBD Portfolio Exam Terms & Conditions:

Before completing the **Portfolio Exam**, you (the "**Candidate**") hereby agree that:

1. The individual submitting the portfolio is the actual candidate testing for CKBD.
2. Candidate possesses the required education and knowledge to complete this examination.
3. Candidate has sufficiently tested their computer equipment, operating system, software, and internet connection prior to submitting, and that all software and hardware updates are complete. The candidate understands that the NKBA is not responsible for any equipment or software failure, loss of internet connection, or other unforeseen technical interruption during this CKBD exam.
4. No other persons are present with the candidate during this CKBD exam.
5. The candidate is the Designer of Record of both kitchen and bath projects submitted, and no other person(s) aided, assisted, produced, drafted, prepared, or otherwise participated in the research, planning, finish, fixture and equipment selection, design, and delivery of the projects submitted. If the candidate is an employee of an NKBA Member Company, or acted as a consultant of a non-Member Company, the candidate has obtained the necessary express consent and required approvals from their supervisor to submit this project for examination.
6. This submission cannot be used for any other competition, contest, submission, or resubmission to be evaluated by the NKBA for any other purpose, in the past, present, or the future.
7. If the NKBA is unable to identify submissions, including but not limited to file names, formats, or prepared documents, the NKBA is not responsible for notifying the candidate.
8. **Candidate will not copy, duplicate, record, share, divulge, or otherwise distribute any exam content, questions, images, or materials to any individual, and any non-compliance with this statement will result in disciplinary action which may include termination of your membership and certification(s) with the NKBA.**
9. Candidate will complete any additional components of this CKBD exam within the examination window provided to you by the NKBA. Failure to complete all components of the CKBD exams within the one (1) year examination window will nullify the candidate's results.
10. Taking the CKBD exams beyond the allowed retakes will be at an additional cost to the candidate.
11. **All results of this examination are final and cannot be contested.**