Examination Application
Apprentice Drafter  “AD”

Do you require any accommodation for English as a second language?  

☐ Yes  ☐ No

If yes, please indicate all that apply: □ Hearing

Name of Facility or School  ____________________________________________________________________________________

Address

City  State

Testing Site ______________________________________________________________________________________________________

Proctor’s Name ___________________________________________  Test Date ___________________

Print or type information. Be sure all information is legible. Incomplete forms will not be processed and resubmission required.

NOTICE of Certificate Expiration: I understand upon successful completion of the ADDA Apprentice Level Examination, the Certification Title “AD” will expire five (5) years from the date of issue, due to the rapid changes in the professional career requirements. ADDA strongly recommends, if a higher level of certification has not been achieved within the allotted time period, individuals consider reexamination to affirm your professional career abilities. Initial ________ Date ________

Are you a Member of ADDA?  ☐ Yes  ☐ No

☐ Professional  ☐ Associate  ☐ Student at Large  ☐ Student in Chapter  ☐ Former Student

Are you a Student?  ☐ Yes  ☐ No

☐ Are you now or have been an ADDA Chapter Member?  ☐ Yes  ☐ No

Are you a Professional Educator?  ☐ Yes  ☐ No

☐ Is your school’s Curriculum ADDA Certified?  ☐ Yes  ☐ No

Are you an Industry Professional?  ☐ Yes  ☐ No

☐ What is your primary discipline area? ___________________________________________________________________________

Complete and return this form.

The APPLICANT must notify the ADDA Corporate Office and the Examination Proctor for re-scheduling or cancellation intentions. ADDA will accept Cancellations or Re-Scheduling for the examination by phone, email or by letter within 24 weeks of the original application receipt. ADDA must receive Cancellation or Re-Scheduling Notice ten (10) working days or more prior to scheduled examination date. ADDA must receive written confirmation of Applicant’s Intent, by letter, email or fax within 7 days of the original notification to cancel or re-schedule. Refunds are subject to administration fees of $55.00 which includes: $25 Processing Fee and the $30 cost of the review guide. Re-Examination cost shall be per attached schedule on the reverse of this form. Additional Review Guides on CD are available for $20.00 (postal shipping included) Review Guides are non refundable and non returnable. Paper Printed Review Guides are available for a $45.00 including shipping cost. Return Check and Bank Fees apply for collection when applicable and are subject to a $25.00 Administration and Processing Fee. I hereby agree, if certified by ADDA International - American Design Drafting Association - American Digital Design Association (ADDA) at any level, I shall and will abide by the Constitution, By-Laws and the Code of Ethics of the ADDA. I will uphold the traditions, morals and standards of the ADDA and the Profession as outlined, established, adopted or set-forth by the Board of Directors and the Board of Governors of the ADDA International. I have also read and understand the renewal process printed on the reverse of this form.

I hereby authorize ADDA to process my Credit Card for the amount listed above and any cost related to the transaction if declined. Refunds or credits will be issued by ADDA Check when requested in writing stating reason and purpose and send to the address on the second page.

Name as on Card ________________________________  CC Number ________________  Exp Date ___________  CVS Code __

CC Billing Address ___________________________________________  Card Type __Visa___ Master Card___ AmEx___ Your Name ___________________________

City ______________________  State _______  Zip ________  Phone Number Listed with Credit Card Account __________________

Active Email listed with CC Account ______________________________________  Signature _______________________________________

Check & Money Order Information  Issuing Agent _____________________________  Check Number ________________ Date ___________

Purchase Order Information  Attach purchase order to this application  Certification will not be issued until payment has been received

Name of Company _____________________________  P.O. Number ________________ Date Issued ___________

Name of Authorized Agent ________________________________  Signature: ___________________________
ADDA Professional Certifications do expire. Certifications are time and date sensitive. Certifications are renewable upon meeting specific criteria. The purpose of the renewal process is to assure the individual continues to meet the standards of industry and the necessary exposure to the profession and requirement based on the specific discipline in which the individual is employed or is exposed.

Since the profession by nature requires a continuous training process to maintain industry criteria for the purpose of building, manufacturing or production, exposure to these methods and processes allow individuals to maintain and consistently update their skills and abilities.

Each Certification Renewal is viewed individually based on the criteria used by ADDA and accepted by major design firms and departments around the world. Additional training and continued work improvement are necessary to maintain the certification status.

### Renewal Requirement & Fees
Each Certification Level is renewed based on specific requirement for that level. Most Certifications expire if not renewed based on a specific time period from the month and year the certification is issued.

<table>
<thead>
<tr>
<th>Certification Type</th>
<th>Certification Length</th>
<th>Examination Cost</th>
<th>Renewal Fee</th>
<th>Recommended Training</th>
<th>Renewal Requirements</th>
</tr>
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<tbody>
<tr>
<td>Apprentice Drafter &quot;AD&quot;</td>
<td>Expires 5 Years from Date of Issue</td>
<td>$85.00 Non Member $75.00 Member $75.00 Cert Program $65.00 Contract Competency Exams $60.00 All Categories</td>
<td>None New Test Required</td>
<td>1 year On-the-Job Training or 400 – 600 Contact Hours of Practical Discipline Specific Education</td>
<td>Non-Renewable</td>
</tr>
<tr>
<td>Certified Drafter &quot;CD&quot;</td>
<td>3 years</td>
<td>$155 Non Member $125 Member $115 Certified Program Competency Exams $95.00 Member $120.00 Non Member</td>
<td>Same as test cost $45.00* for Select or Elite or ADDA Members</td>
<td>2 years On-the-Job Training or 800 -1200 Contact Hours of Practical Discipline Specific Education</td>
<td>Requires Individual to be employed 2 out of 3 years in the profession and 30 contact hours of additional related training ** See Below</td>
</tr>
<tr>
<td>Certified Design Drafter, Certified Digital Designer &quot;CDD&quot;</td>
<td>3 years</td>
<td>$210 Non Member $180 Member $130.00 Member $160.00 Non Member</td>
<td>Same as test cost $60.00 * for Select or Elite ADDA Members</td>
<td>Examination Designed for individuals with approximately 3-5 years of Discipline Specific Work Experience</td>
<td>Requires Individual to be employed 2 out of 3 years in the profession and 30 contact hours of additional related training ** See Below</td>
</tr>
<tr>
<td>Certified Design Technician or Certified Digital Technician &quot;CDT&quot;</td>
<td>3 years</td>
<td>$265 Non Member $225 Member $175.00 Member $215.00 Non Member</td>
<td>Same as test cost $75.00 * for Select or Elite ADDA Members</td>
<td>Examination Designed for individuals with approximately 5 + years of Discipline Specific Work Experience</td>
<td>Requires Individual to be employed 2 out of 3 years in the profession and 30 contact hours of additional related training ** See Below</td>
</tr>
</tbody>
</table>

* Members who have 3 years or more, continuous annual membership shall receive the Select or Elite Membership Pricing.

** Notice: Contact training hours will be required in design related courses. Specific Software Training will not be considered applicable. All related documents indicating verifiable CEU hours will be required. Beginning January 2013, all recertification will require Employment and 30 CEUs or 100 CEU’s of related certification level training, if employment criteria can not be fulfilled. (1 CEU = 1 contact hour of training or education)

### Membership Packages
**SELECT & ELITE MEMBERSHIP PACKAGES**

**Professional Select Membership - ADDA Certified Professionals in North America at any level certification.** $210.00 for three years

**Professional Elite Membership - ADDA Certified Professionals in North America at any level certification.** $325.00 for five years

See ADDA Membership Application for membership requirements and additional information.

ADDA will accept pre-payment for Select or Elite Membership to meet the requirements of the lower renewal fees. However pre-payment will be required for memberships prior to the next certification renewal cycle. Accepting this option requires Continuous Membership during the certification cycle.

### Renewal Process
Individuals will be notified by last recorded address on file in the ADDA Corporate Office.

Each Certified Professional is responsible for maintaining current information to ADDA. Renewal Application must be completed and returned to ADDA with payment. Employer or School must verify employment criteria listed on Renewal Application. Proof of Related Training must be supplied with application.

ADDA will verify membership requirements for ADDA Member Renewal Rates.

### Submission & Information
ADDA International - 105 East Main Street - Newbern, TN 38059

Telephone 731-627-0802 Fax 731-627-9321

email pking@adda.org

ADDITIONAL INFORMATION visit our website [www.adda.org](http://www.adda.org)