



Last Name _____ First / Initial _____

Certification Level AD CD CDD CDT

Discipline Mechanical Architectural Digital Civil Visual

Certification Renewal Application

Instructions: *Print or type information. Be sure all information is legible. Incomplete forms will be not be processed and resubmission required.*
All Renewals - All Levels - All Disciplines are for 3 Calendar Years

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? _____

NOTICE of Certificate Expiration: I understand upon successful completion of the ADDA Professional Certification Renewal, the Certification Title "CD, CDD or CDT" will expire three (3) years from the date of renewal, due to the rapid changes in the professional career requirements. By placement of my initials and date, I understand the recertification continuing education requirements and and renewal statements as listed on the reverse of this application. Initial _____ Date _____

Original Certification Month & Year _____ Last 4 Digits of SS# _____

Examination Facility _____ City _____ State _____ Zip _____
 Name of School or Testing Center where certification examination was originally given.

Name on Printed on Current Certificate _____

Home Mailing Address: _____ City: _____ State: _____

Postal Code: _____ Country _____ Phone _____ Cell _____

Company Email _____ Personal Email _____

Print Name Exactly as to Appear on Certificate _____

Employment Information

Employment Date From _____ to _____ Job Title _____

Company _____ Supervisor _____

Address _____ City _____ State _____ Zip _____

Company Phone No. _____ Company Web-page http:// _____

Supervisors Signature _____ Printed Name _____

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

Signature of Applicant _____ Date of Application _____

Job Classification (Circle best classification)

04 – Engineer	05 – Design Engineer	06 – Apprentice Drafter	07 – Designer	08 – Design Drafter
09 – Drafter	10 – Apprentice Drafter	11 – Interior Designer	12 – Graphic Artist	13 – Graphic Illustrator
14 – Technical Illustrator	15 – Educator	16 – Technical Writer	17 – Document Handler	18 – Other _____

Discipline (Circle all that apply)

01 - Multi-discipline	02 - Architectural	03 - Civil - AM/FM	04 - Electrical/Electronics
05 - Mechanical/Machine	06 – Piping	07 – Structural Steel	08 – Structural Concrete
09 - Technical Illustration	10 - Utilities	11 - Administrative	12 - Other: _____

Organization Type (circle best classification)

01 - Manufacturing	02 Architectural-Engineering & Construction	04 Architecture Only
03 Energy-Utility-Mining-Exploration	04 Consulting	05 Government- Federal, State, Local
06 Engineering Only	08 Design Drafting Services	09 Civil Survey GIS AM/FM
10 Graphic Illustration	11 Technical Illustration	12 Other _____

Age Classification (not required used for statistical use only)

Under 21 21-24 25-29 30-34
 35-39 40-44 45-49 50-54 55-59 60-64 65-69 70 or older

Primary Software used? AutoCad, GenericCad, ProEngineer, MicroStation, SoftPlan, etc

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.

Exact Name as on Card _____ CC Number _____ Exp Date _____ CVS Code _____

CC Billing Address _____ Check Card Type Your Name _____

City _____ State _____ Zip _____ Phone Number Listed with Credit Card Account _____



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Certification Level AD CD CDD CDTDiscipline Mechanical Architectural Digital Civil Visual

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Employment History

Insert Employment Other than Current Employer for the past 5 years

From _____ to _____ Company _____ Phone _____

Address _____ City _____ State _____ Zip _____

Job Title _____ Responsibility _____

Supervisor's Name _____ Supervisors Signature ** _____

From _____ to _____ Company _____ Phone _____

Address _____ City _____ State _____ Zip _____

Job Title _____ Responsibility _____

Supervisor's Name _____ Supervisors Signature ** _____

From _____ to _____ Company _____ Phone _____

Address _____ City _____ State _____ Zip _____

Job Title _____ Responsibility _____

Supervisor's Name _____ Supervisors Signature ** _____

From _____ to _____ Company _____ Phone _____

Address _____ City _____ State _____ Zip _____

Job Title _____ Responsibility _____

Supervisor's Name _____ Supervisors Signature ** _____

** If employer is unobtainable, proof of employment is acceptable as IRS Forms (W2, W4, 1099) or other documentation related to employment.

As an ADDA Certified Professional, I hereby acknowledge that the information provided is true and accurate to the best of my knowledge, and no information has been provided with the intent of falsifying for the purpose of recertification. I also understand that as an ADDA Certified Professional, I am required to uphold the ADDA Code of Ethics and subject to the rules, regulations, and guidelines as set forth in the Constitution and By-Laws of the American Design Drafting Association International.

I have attached verification & photocopies of all continuing educational hours to this document which are true and verifiable.

Re-Certification is good for a period of three (3) years from month and year as shown on the Certificate. I understand that it is my responsibility as a Certified Professional to contact the ADDA and maintain current contact information for the purpose of notification information and future renewal.

By affixing my signature, I agree to the terms and conditions of the re-certification, and also acknowledge that these requirements are subject to change based on the requirements of the ADDA Board of Directors and Governors or Requirement of Local, State, or Federal Agencies.

Signature _____ Date _____



Certification Fees & Renewal Process

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. 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.

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

* 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. Unrelated 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 cannot be fulfilled. (1 CEU = 1 contact hour of training or education). Licensure CEU's are generally accepted.*

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.

Membership Packages

Professional Select Membership - ADDA Certified Professionals in North America at any level certification. \$215.00 for

three years - Renewal \$170.00

Professional Elite Membership - ADDA Certified Professionals in North America at any level certification. \$325.00 for five years - Renewal \$250.00

See [ADDA Membership Application for membership requirements and additional information](#)

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

Renewal Process

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 & P.O.'s Money Orders



ADDITIONAL INFORMATION visit our website

www.adda.org

ADDA International - 105 East Main Street - Newbern, TN 38059

Voice 731-627-0802

Fax 731-627-9321

Email pkng@adda.org

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: _____