



Instructions: *Print or type information. Be sure all information is legible. Incomplete forms will be returned.*

Certificate Expiration: I understand that upon approval as an ADDA Certified Program the use of the certification will expire on August 31 of each calendar year unless renewed or re-certified.

Certification Length: I understand that the curriculum certification initial package information is applied toward a 3 year term for secondary schools and a 5 year term for post-secondary schools, and renewal documents and renewal payment is required annually.

Code of Ethics I understand as a School with an ADDA Certified Curriculum all instructors, personnel and management are bound by the ADDA Code of Ethics and violation may warrant the termination of certification under the guidelines of the Curriculum Information Package or the ADDA Constitution and Bi-Laws.

PAYMENT TYPE

_____ **Purchase Order** Number _____ Attach with this form

_____ **Check** Attach with this form Check No. _____ Bank _____ Amount _____

_____ **Money Order** Attach with this form Check No. _____ Issuer _____ Amount _____

_____ **Credit Card** Please complete information below....

Credit Card and Payment Information

Name as on Card _____ CVS Code _____ Card Type _____

Billing Address _____ City _____

State _____ Zip _____ CC Number _____ Exp Date _____

Printed Name _____

Signature _____

Active Email Address _____

Phone # Listed on CC Account _____

I hereby authorize ADDA to process my above stated 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 adjacent address.

Mail to: ADDA
105 East Main Street
Newbern, TN 38059

E-mail corporate@adda.org

Phone 731-627-0802

Application Fax # 731-627-9321

Standard Payments - Notificaion & Applicable Fees

- All Refunds are subject to administration fees of \$35.00.
- Refunds or changes are subject to a maximum of 30 days from the date of this form.
- Curriculum Certification issued prior to March 31 will be issued for the active school year, unless other arrangements are made.
- All Curriculum Certification Expires August 31 annually.
- Return Check - Bank Fees - Collection Fees are all subject to a \$35.00 Administration and

Processing Fee in addition to applicable charges.

No exceptions to the above conditions except where outlined under the

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 Curriculum Certification length, process and renewal guidelines and requirements as printed at the top of this form.

Signature of Applicant _____ Date of Application _____