



Examination Application
Certified Digital Designer "CDD"

Last Name _____ Digital Design

First / Initial _____

New Competencies Only Comprehensive Retake

Instructions: *Print or type information. Be sure all information is legible.
Incomplete forms will be 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 currently ADDA Certified? Yes No → at what level(s) _____
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? _____

Certification Information

Print your Name Exactly as you wish it to appear on your Professional Certification Certificate:

Home Mailing Address: _____ City: _____

State: _____ ZIP: _____ Last 4 digits of Social Security No. _____ Home Phone: _____

Mobile Phone _____ Personal Email Address (Req'd) _____

Test Site Information

Proctors Name _____ Test Date _____

Testing Site _____

Name of Facility or School

Address

City

State

Do you require any accommodation because of an ADA Disability or Medical Condition? Yes No

If yes, please indicate all that apply: Hearing Physical Visual Other _____

Do you require any accommodation for English as a second language? Yes No

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 _____

Re-Scheduling - Cancellations & Applicable Fees

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.

No exceptions to the above conditions except where outlined under the ADDA Constitution & By-Laws or ADDA Operational Policy.

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: _____



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

Certification Type	Certification	Examination Cost	Renewal Fee	Recommended	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 100 -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 Certi- fied 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 continuous ADDA Members	Examination Designed for individuals with approximately 3-5 years of Discipline Specific Work Experience	
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	

* 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.

Membership Packages

SELECT & ELITE 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.](#)

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.

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.

Employer or School must verify employment criteria listed on Renewal Application.

For more information on Renewal Application, visit our website for ADDA Member Renewal Rates.

Renewal Application must be completed and returned to ADDA with payment.

Proof of Related Training must be supplied with application.

Submission & Information

ADDITIONAL INFORMATION visit our website www.adda.org

ADDA International - 230 East Main Street - Newbern, TN 38059

Telephone 731-627-0802

email pkino@adda.org





Last Name _____

First / Initial _____

Full Time Instructor Part Time Instructor Industry Professional

PROCTOR APPLICATION

Notification of Certification Expiration

I understand and will notify all applicants the certification period is for five (5) years or three (3) years based on the examination level and will be indicated on the certificate. I will notify the applicant, if successful in completing the necessary score to pass, it will be the applicant's responsibility to recertify prior to the expiration date listed on the certificate. ADDA will attempt to notify the individual at the last known address. However it is the responsibility of the Certified Individual to renew their certification. Individuals may visit www.adda.org for the process to recertify.

Proctor & Site Background

Are you an ADDA Certified Professional / yes no If yes ... what level (s) _____
 Are you a Professional Member of ADDA Are you an Industry Professional
 Are you a Professional Educator and is your school's Curriculum ADDA Certified? yes no
Is this Testing Location ADDA Authorized ADDA Certified Neither Don't Know
Will any applicants require accommodations due a physical disability yes no If yes.... Hearing Physical Visual Other _____
Do any applicants require accommodations due to English as a second language yes no

Proctor's Name _____ Cell Phone _____

Home Address _____ Office Phone _____

City _____ State _____ Zip _____ Personal Email Req'd _____

This information is needed to maintain communication prior to and during the testing, review and examination process.

Confidential Mailing Address _____

Examination Information

Examination Type Original Re-Examination Both

Examination Discipline Architectural AD Architectural CD Mechanical AD Mechanical CD Digital Imaging CDD

Test Site Information

Name of Test Site _____

Street Address _____

City _____ State _____ ZIP _____ Facility Phone No. _____

PROCTOR APPLICATION MUST BE RECEIVED 30 Days PRIOR TO EXAMINATION DELIVERY

See Reverse Side for Additional Details related to the Proctoring Process

Re-Scheduling - Cancellations & Applicable Fees

- 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 Applicants Intent, by letter or fax within 7 days of the original notification to cancel or re-schedule.
- Refunds are subject to administration fee of \$55.00 which includes: \$25 Processing Fee and the \$30 cost of the review guide.
- Re-Examination Cost - See Schedule on page 2 of the application.
- Review Guides on CD are available for \$30.00 (postal shipping included)
- Review Guides are non refundable and non returnable.
- 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..

No exceptions to the above conditions except where outlined under the ADDA Constitution & By-Laws or ADDA Policy.

PROCTORING REQUIREMENTS

- Proctor must provide a written list of all applicants to be proctored.
- Proctor must confirm Application(s) have been received by ADDA Office.
- Proctor must confirm Payment(s) has been received by the ADDA Office.
- Proctor must notify ADDA if the examination date need to be changed.
- Proctor shall be responsible for obtaining Passcodes prior to testing date.

Mail to: ADDA - 230 East Main Street - Newbern, TN 38059

E-mail pkng@adda.org Phone 731-627-0802

I hereby agree, to proctor the stated examination(s) for ADDA International - American Design Drafting Association - American Digital Design Association (ADDA). I have read and agree with all parts and portions of this document and 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.

Signature of Proctor _____ Date of Agreement _____