

# FREQUENTLY ASKED QUESTIONS

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### Q: HOW DO I GET STARTED?

A: You and your supervisor will submit a [CBMS program application](#). After your application is received and processed, you will receive an email asking which modules you wish to enroll in.

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### Q: HOW MUCH DOES THE PROGRAM COST?

A: There is a \$50 fee for members to begin each module and a \$50 fee to complete the final certification. Each credit-bearing program for each module is priced separately (pricing varies, call for details).

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### Q: WHAT ARE THE REQUIREMENTS FOR FULL CBMS CERTIFICATION?

A: Four of the six modules must be fully completed to earn full CBMS Certification.

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### Q: IS THERE A TIME LIMIT TO COMPLETE THE CBMS PROGRAM?

A: There is no time limit to complete the CBMS program; students may progress at their own pace. The requirements for each module were revised/updated in April of 2013. Please contact the NRLA at 800.292.6752 for a review of your transcript if you are an existing student.

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### Q: DO THE MODULE REQUIREMENTS NEED TO BE COMPLETED IN SEQUENCE?

A: No. The requirements of the CBMS program may be completed concurrently or in any order that is preferred by the student.

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### Q: WHO TRACKS MY CREDIT HOURS?

A: Although, the Lumber and Building Material Dealers Foundation CBMS credits are monitored in our database system, it is up to your supervisor to submit full documentation of your completed requirements to the LBMDF. It is suggested that students track their credits independently as well.

### Q: HOW DO I DOCUMENT INDUSTRY AFFILIATED ACTIVITIES AND TRAINING (IAAT)?

A: Students need to update the [spreadsheet](#) provided and provide documentation from the organization administering the activity, including an agenda or any materials from the training event, detailing the topics covered and number of hours spent in actual training.

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### Q: DO COLLEGE COURSES COUNT TOWARDS INDUSTRY AFFILIATED ACTIVITIES AND TRAINING (IAAT)?

A: College courses in the building material related disciplines are counted in the area of industry affiliated activities.

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### Q: WHAT ARE SOME EXAMPLES OF INDUSTRY AFFILIATED ACTIVITIES AND TRAINING (IAAT)?

A: Participation in building material or related industry tradeshows, vendor's product knowledge programs, manufacturer's schools, vocational courses, college courses, and even community service projects, such as constructing a children's playground all count toward IAAT credits.

*For more information on CBMS, please contact the NRLA by email at [education@nrla.org](mailto:education@nrla.org) or by phone 800-292-6752.*

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