



CMBP & CMRP Credential Candidate Guide



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Table of Contents

Introduction	1
About the Credentials	1
Eligibility Requirements	2
Exam Overview	4
Application.....	15
Conditions & Ethics.....	16
Application and Review Process.....	17

NAHB Mission Statement

NAHB strives to protect the American Dream of housing opportunities for all, while working to achieve professional success for its members who build communities, create jobs and strengthen our economy.

NAHB Vision Statement

Building Homes, Enriching Communities, Changing Lives.

How to Navigate the NAHB Builder and Remodeler Credential

Introduction

Congratulations on your decision to earn a Certified Master Building Professional (CMBP) and Certified Master Remodeling Professional (CMRP). We commend your commitment to your career and the home building industry. These credentials recognize industry leaders who have demonstrated a commitment to excellence and high-level business proficiency.

This guide includes information about:

- Eligibility qualifications
- Guidelines for applying and scheduling the exam
- What to expect when you take the exam
- What to expect after completing the exam



About the Credentials

The NAHB Certified Master Builder Professional (CMBP) and Certified Master Remodeler Professional (CMRP) credentials are designed to recognize experienced industry professionals who demonstrate exceptional leadership, a commitment to continuous professional development, and adherence to the highest standards of practice within the residential construction industry.

These credentials are intended for builders and remodelers with a minimum of five years of leadership experience in a building or remodeling firm. Ideal candidates exemplify ethical excellence, professional integrity, and a dedication to implementing industry best practices.

The credentialing process is overseen by the NAHB Education Committee in collaboration with the American Council for Construction Education (ACCE). ACCE accreditation and certification help employers identify qualified professionals who, through their education and experience, have demonstrated the capability to make meaningful, lasting contributions to their organizations and to the construction profession.

Eligibility Requirements

Step 1: Am I eligible to take the exam?

To be eligible for the Certified Master Builder Professional (CMBP) or Certified Master Remodeler Professional (CMRP) credential, candidates must demonstrate both relevant professional experience and a commitment to continuing education.

Prerequisites: Prior certifications, coursework, or training.

- Professional Experience: A minimum of five (5) years in a leadership role at a residential building or remodeling firm.
- Professional Development: Completion of 50 hours of continuing education within the past five (5) years.
- Qualifying Professional Development Activities May Include:
 - Courses, workshops, webinars, Shop Talks or seminars offered by NAHB, the International Builders' Show (IBS), or local Home Builders Associations (HBAs)
 - Active NAHB credentials or designations, which count for 15 continuing education (CE) hours each
 - Participation in the 20 Club program, which provides 10 CE hours per year toward the requirement

Business Requirements:

To qualify for the Certified Master Builder Professional (CMBP) or Certified Master Remodeler Professional (CMRP) credential, candidates must demonstrate that they and/or their company meet established business standards of professionalism and compliance.

Applicants must provide:

- Client or Industry Referrals: Three (3) professional references from past clients or industry peers who can attest to your professionalism, integrity, and quality of work.
- Proof of Insurance: Documentation of general liability insurance and workers' compensation insurance for your company, or confirmation of employment with a company that holds both (as required by your local jurisdiction).
- Business or Contractor Licensing: A valid contractor's license, registration, or business license, as required by your state or local regulations.

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- Business or Contractor Licensing: A valid contractor's license, registration, or business license, as required by your state or local regulations.
- Once you have assessed if you meet the requirements to sit for the exam, the next step in the process is to register for the exam!

Step 2: Complete the CMBP or CMRP Exam

The exam is delivered through Meazure Learning, NAHB's secure online testing platform that adheres to industry best practices for exam administration and integrity.

You can find more information about taking an exam on the Meazure Exam Platform here: [FAQ - Online Proctoring for Candidates - Meazure Exam Platform](#)

On this page, you can find information about getting support, booking an exam, and how to prepare for a successful exam day.

- Format: 100 multiple-choice questions
- Time Limit: 3 hours

- **Delivery Options:** Online with a live remote proctor or in-person at one of Meazure Learning's approved testing centers located throughout the United States
- **Scoring:** Pass/Fail (specific passing criteria to be determined)

You have one year to complete your application from the date of test completion.

Candidates who do not pass on their first attempt may retake the exam after a 7-day waiting period. A \$99 fee applies to each retake.

Exam Fees:

- **\$399 NAHB Member**
- **\$499 Non-Member**
- **\$99 Retake Fee**

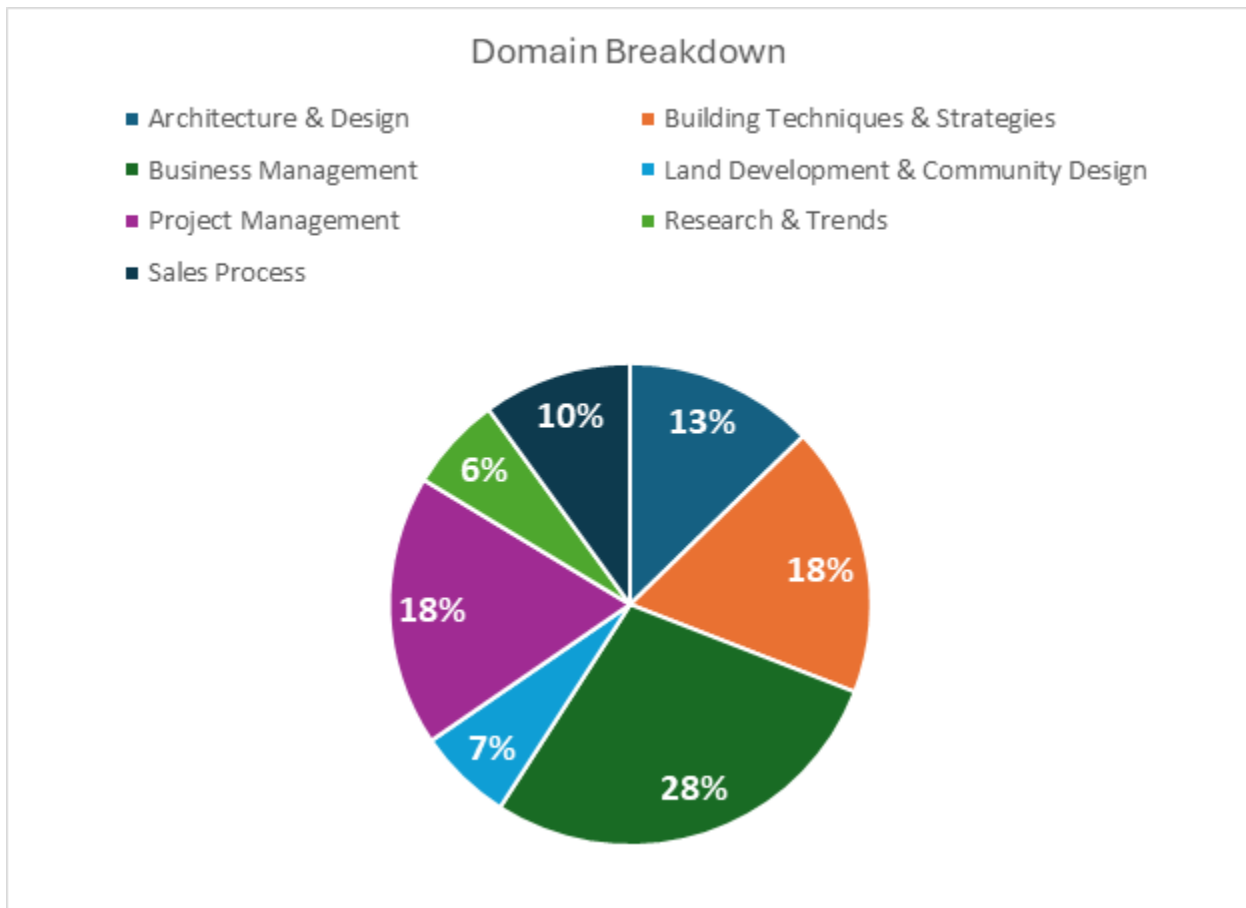
Exam Overview

This test is designed around real-world experience, not classroom learning or test-taking skills. No one is expected to know everything. In fact, the value of this process is revealing where learning opportunities exist. The results help us refine education, strengthen the credentials, and ultimately make you more effective and more competitive in your business.

There are no trick questions and no expectation that you will study like you're back in school. Trust your experience, and don't overthink it. Prepare with the materials provided, do your best, and don't overthink it. This is about progress—not perfection.

Candidates must pass a three-hour exam covering the essential components of running a successful building or remodeling company.

- **Format:** 100 multiple-choice questions
- **Time Limit:** Candidates will have up to 3 hours to take the exam.
- **Location:** Test online or at over 1,200 testing centers nationwide.
- **Results:** Your exam will be marked as Pass/Fail.



☑ **Tips for Preparation**

- Review **NAHB courses, webinars and shop talks** and resources for leadership, compliance, and market trends.
- Familiarize yourself with **OSHA safety standards** and **Residential Construction Performance Guidelines (RCPG)**.
- Practice with sample questions to understand the style and complexity.
- Focus on **real-world application** of concepts—this exam tests practical knowledge gained through experience.

Domain 1: Architecture & Design (14%)

Expanded Focus:

- Functional, aesthetically pleasing, and code-compliant designs
- Universal design principles (e.g., curb less showers, 48-inch turning radius)
- Energy efficiency and sustainable materials
- Collaboration with architects and design teams
- Compliance with local regulations and structural integrity

NAHB Related Courses: [CAPS I](#); [CAPS II](#); [CAPS III](#)

Sample Questions:

1. Which of the following is a component of a bathroom that incorporates universal design?
 - a. A minimum of 24 inches in front and to one side of the toilet
 - b. A minimum of 48-inch turning diameter in the room
 - c. A curb less shower
 - d. A 30-inch-wide door
2. Which of the following best facilitates transit in hallways?
 - a. Adequate width
 - b. Handrails or wainscot cap molding
 - c. Colors that contrast the floors and walls
 - d. Sufficient lighting

Domain 2: Building Techniques & Strategies (20%)

Expanded Focus:

- Best practices for framing, roofing, insulation, and finishing
- Durability, sustainability, and cost-effectiveness
- Safety and building code compliance
- Use of innovative materials and technologies

NAHB Related Courses: Advanced High-Performance Building: Best Practices for Climate Zones; Basics of High Performance Building; High-Performance Building: Building Science

Sample Questions:

3. Which of the following approaches best demonstrates the appropriate application of building science principles, cost-effective methods and industry-recognized practices?
 - a. Specify the highest rated R-value insulation available for all exterior walls and attic spaces, knowing that it will guarantee maximum energy efficiency regardless of other design or climate considerations.
 - b. Focus the majority of the budget on upgrading HVAC and solar systems while leaving the building envelope and ventilation strategy largely unchanged to reduce upfront costs.
 - c. Select materials and systems primarily based on availability and lowest bid from subcontractors; assuming performance can be managed later through homeowner behavior and maintenance.
 - d. Use building science principles to analyze the home's climate zone, orient the design for passive solar gain, implement an air-sealing strategy using a continuous air barrier and specify cost-effective, durable materials that balance thermal performance with budget constraints.
4. Builders have several different insulation products available for use. Which of the following is true regarding the features and benefits of the various insulation products?
 - a. Closed-cell spray foam is the least expensive insulation option.
 - b. Blown-in blanket eliminates the need for air sealing.
 - c. The effectiveness of fiberglass batts is dependent on the installation.
 - d. Blown-in cellulose cannot be used in all climates.

Domain 3: Business Management (21%)

Expanded Focus:

- Budgeting, estimating, and risk management
- Leadership and operational efficiency
- Compliance with legal and ethical standards
- Digital marketing strategies and fair housing compliance

NAHB Related Courses: Business Accounting – A Road Map to Profitability; Business Management for Building Professionals; Financial Management; Job Costing: The Roadmap Continues

Sample Questions:

5. What are three of the most important elements of a business budget?
 - a. Revenue, cost of goods sold, and expenses
 - b. Marketing expenses, production manager salaries, and owner salaries
 - c. Payment on loans, production manager salaries, and owner salaries
 - d. Project materials, trade, and labor expenses
6. Which of the following digital marketing strategies for promoting new home sales is most likely to violate federal fair housing laws and expose a Builder to regulatory or legal action?
 - a. Running social media ads that highlight a "quiet, mature neighborhood ideal for retirees"
 - b. Targeting Facebook ads to show only to married users aged 30–45 using demographic filters
 - c. Using phrases like 'family-friendly homes' and 'perfect for young professionals' in online listings
 - d. Publishing images of previous homebuyers that do not represent racial or cultural diversity

Domain 4: Land Development & Community Design (7%)

Expanded Focus:

- Zoning, permitting, and infrastructure planning
- Environmental considerations and site preparation
- Collaboration with developers for community appeal

NAHB Related Courses: Land Development: Getting Started, Business Management & Financing: Site Planning, Approvals & Construction

Sample Questions:

7. Remodeler only: Which of the following is typically NOT regulated by zoning regulations?
 - a. Lot size
 - b. Front setback
 - c. Permitted usage
 - d. Exterior finishes

8. Builder only: Which of the following regulations can impact the feasibility of a proposed residential project and the likelihood of its approval?
- Local building codes
 - Homeowners' association covenants, conditions, and restrictions
 - State regulations restricting the approval of affordable housing
 - Local zoning ordinances

Domain 5: Project Management (20%)

Expanded Focus:

- Scheduling, resource allocation, and quality control
- OSHA safety requirements and hazard identification
- Use of project management tools for efficiency

NAHB Related Courses: Estimating: The First Line of Defense for Profits; Project Management; The Project Schedule as a Planning and Communication Tool

Sample Questions:

9. How far, at a minimum, must a spoil pile be placed from the edge of the excavation?
- No closer than 2 feet
 - No closer than 5 feet
 - No closer than 10 feet
 - No closer than 15 feet
10. Which of the following is required by OSHA for equipment operator training?
- 8 hours of formal training
 - An OSHA-approved curriculum
 - Liability insurance for operation
 - Evaluation of the operator's performance
11. When mixing concrete on a job site, what document should be available for reference?
- OSHA regulations
 - A certificate of insurance
 - A written safety plan
 - Safety Data Sheet

12. Where are mudsills required?

- a. On all scaffolds
- b. When the ground surface is unstable
- c. When base plates are not available
- d. On plywood or concrete blocks

13. What is the first step in creating a safety and health program?

- a. Identifying job site hazards
- b. Designating a safety coordinator
- c. Establishing a clearly written safety policy
- d. Outlining what is expected of employees regarding safety

14. What are the primary advantages of using a project management and scheduling system?

- a. It increases visibility across teams, improves coordination with trades, and helps identify scheduling conflicts early.
- b. It allows trade partners to manage their own schedules independently, minimizing the builder's need to coordinate tasks.
- c. It focuses primarily on post-construction tasks like warranty requests and homeowner communication.
- d. It automates all field decisions, eliminating the need for on-site project managers.

15. Trade contractors are best motivated by which of the following incentives?

- a. Bonuses and regular performance evaluations
- b. Jobs that are clean and ready
- c. Assistance with their business plan
- d. Receipt of payments within 60 days of job completion

Domain 6: Research & Trends (7%)

Expanded Focus:

- Staying informed on smart home tech and sustainability
- Adapting to consumer preferences and regulatory changes
- Leveraging NAHB resources and market reports

Sample Question:

16. Which of the following is an effective way to retain construction employees?
- a. Restrict employee input to minimize distractions from production
 - b. Limit training programs to reduce time away from jobsite activities
 - c. Offer competitive wages and benefits aligned with industry standards
 - d. Reduce enforcement of safety rules to maintain productivity levels

Domain 7: Sales Process (11%)

Expanded Focus:

- Marketing strategies and client engagement
- Negotiation and customer service skills
- Building long-term client relationships

NAHB Related Courses: Website Practiced for Maximum Lead Generation; The Complete New Home Salesperson; Selling Strategies, Techniques and Tips; How to Craft a Winning Digital Marketing Strategy; Qualified Lead Generation and Referrals

Correct Answers

1. c) A curb less shower.

Reason: The other items on that list are more directed to individuals needing assistive movement devices, such as a wheel chair, where as a curbless shower makes access easier for all ages and ability types.

2. a) Adequate width.

Reason: If the hallway is designed with adequate width, then accommodation of a wheel chair, or adding handrails can be more easily accomplished. In addition, it is easier to add additional lighting then to widen a narrow hallway after it has been constructed.

3. d) Use building science principles to analyze the home's climate zone, orient the design for passive solar gain, implement an air-sealing strategy using a continuous air barrier, and specify cost-effective, durable materials that balance thermal performance with budget constraints.

Reason: This is a comprehensive solution that specifically takes into account a wide variety of elements impacting the overall cost-effectiveness and design for the location.

4. c) The effectiveness of fiberglass batts is dependent on the installation.

Reason: Reason 1 is the other distractors are not true. Poorly installing fiberglass batts can result in gaps and voids allowing heat to escape, compression that makes them less effective and incorrect pairing with the proper air sealing.

5. a) Revenue, cost of goods sold, and expenses.

Reason: These three categories give the best and simplest overall snapshot of where your business stands and they incorporate the other distractors by being general enough that the other items can be listed in one of these three categories.

6. b) Targeting Facebook ads to show only to married users aged 30–45 using demographic filters.

Reason: This would be discrimination based on protected classes. Targeting married and younger individuals discriminates against those who are single and age brackets outside of the 30-45 range.

7. d) Exterior finishes

Reason: Zoning laws focus on land use and spatial relationship, not aesthetics.

8. d) Local zoning ordinances

Reason: The local zoning ordinance would be the first consideration for the feasibility of project, which would or might be governed by building codes, HOA regulations, etc. after the feasibility approval.

9. a) No closer than 2 feet

Reason: This minimum distance helps to prevent cave-ins by reducing pressure on the disturbed soil as well as prevents the fall of material into the excavated area.

10. d) Evaluation of the operator's performance

Reason: The safest way to determine if a person is competent on a piece of equipment is to observe them operating the equipment which provides much clearer information on what they know/don't know.

11. d) Safety Data Sheet

Reason: The safety data sheet explains the dangers and necessary protective equipment that is needed to work with a material safely.

12. b) When the ground surface is unstable

Reason: The mudsill distributes the weight over a larger area and prevents sinking into unstable soil. If the soil is stable enough to support the scaffold, then the mudsill is redundant.

13. a) Identifying job site hazards

Reason: Before developing a plan, it is important to know what the jobsite hazards are known so that any safety plan will be specifically designed to avoid those hazards and prevent injury.

14. a)

It increases visibility across teams, improves coordination with trades and helps identify scheduling conflicts early.

Reason: Since there are a variety of task occurring at the same time and tasks that are dependent on the completion of initial tasks, having a sound tracking and scheduling system will ensure that the task flow remains on target.

15. b) Jobs that are clean and ready

Reason: Having a clear and ready jobsite allows subcontractors to focus solely on the work they need to accomplish without being concerned with obstacles or possible hazards.

16. c) Offer competitive wages and benefits aligned with industry standards

Reason: In order to keep employees from searching for a 'better deal' with other companies, knowing that wages and benefits are competitive within the industry encourages the employee to stay with the company.

Application

Submitting Your Application

Once you have successfully passed the CMBP or CMRP exam, you are eligible to submit your credential application for review.

Application Lifecycle: You have one year from the date of purchase to complete your full application.

The application process is completed online through the NAHB credentialing portal. During the application, you will be asked to provide documentation verifying that you meet all education, experience, and business requirements. You will be able to save documents and come back to the application. The application consists of six core components. You may complete these in any order.

Required materials include:

- Proof of professional experience and leadership role
 - You must have 5+ years in a leadership role as a builder or remodeler. Your firm must generate at least 40% of its revenue from either building or remodeling, depending on the certification you are seeking.
- Documentation of professional development hours.
 - Qualifying Education: Hours may come from NAHB courses, IBS sessions, Webinars/Shop Talks, 20 Clubs, or local HBA events.
 - 20 Club Credit: Attendees receive 10 hours per year toward the requirement
- Verification of insurance and business or contractor licensing.
- Three (3) client or industry referrals. These should be from clients or industry professionals who can attest to your professional standing and leadership.
- Applicants must agree to abide by the conditions set forth in the Residential Construction Performance Guidelines.
- Signed Compliance and Misrepresentation Policy Pledge

All supporting documents can be uploaded directly through the online application system. Once submitted, your application will undergo a review process by the NAHB Education Committee to confirm eligibility and completeness.

You will receive an email notification once your application has been reviewed, and a final credentialing decision has been made.

Application Fees:

- **\$199 NAHB Member**
- **\$299 Non-Member**

Conditions & Ethics

Commitment to the Residential Construction Performance Guidelines (RCPG)

By submitting your application for the Certified Master Builder Professional (CMBP) or Certified Master Remodeler Professional (CMRP) credential, you acknowledge and agree to uphold the principles and workmanship conditions established in the Residential Construction Performance Guidelines (RCPG).

The RCPG serves as a recognized industry benchmark that goes beyond building codes and local regulations to define measurable expectations for performance and quality in residential construction. While codes and regulations address issues of health, safety, and welfare, the RCPG provides objective, achievable conditions of workmanship that align contractor performance with consumer expectations.

The foundation for these performance criteria was first developed over 30 years ago as part of insured warranty programs designed to establish consistent coverage standards. More than two decades ago, the NAHB Remodelers (formerly the Remodelers Council) adopted similar guidelines for remodeling professionals, leading to the publication of the Quality Standards for the Professional Remodeler.

A collaborative effort between the NAHB Remodelers and the Single-Family Builders Committee (formerly the Single-Family Small Volume Builders Committee) resulted in the first official edition of the Residential Construction Performance Guidelines in 1996. Since then, these guidelines have become the accepted national reference for evaluating performance in residential construction and are often used in resolving disputes through litigation or arbitration.

Access to buy the RCPG will be discounted for credential applicants.

Candidate Agreement

By becoming a CMBP or CMRP credential holder, you affirm your commitment to building and remodeling practices that meet or exceed the workmanship conditions established in the Residential Construction Performance Guidelines. This commitment demonstrates to clients, peers, and the public your dedication to professionalism, quality, and accountability in residential construction.

Why It Matters

Adherence to the Residential Construction Performance Guidelines benefits both builders and homeowners. For clients, the guidelines provide clear, measurable expectations for quality and workmanship, helping to ensure confidence and satisfaction in the finished product. For credential holders, following the RCPG reinforces your reputation as a trusted, ethical, and quality-driven professional. It also helps protect your business by establishing a transparent framework for communication, evaluation, and resolution of performance-related concerns.

Compliance and Misrepresentation Policy: A signed acknowledgment agreeing to adhere to the NAHB Compliance and Misrepresentation Policy.

Application and Review Process

Application Review Process

After your application and supporting documentation have been submitted, a structured review will occur.

Review Steps:

1. **Initial Verification:** NAHB staff will confirm that your application is complete and that all required documents have been uploaded and are legible.
2. **Eligibility Review:** Your application will be evaluated to ensure they meet credential requirements.
3. **Ethics and Professional Conduct Check:** Reviewers will verify that you have signed the NAHB Code of Ethics Pledge and may contact professional references as needed to confirm your reputation for integrity and quality.
4. **Final Determination:** Once all materials have been reviewed, the Committee will make a final eligibility determination. You will be notified of your credential status by email.

Notification and Next Steps:

- Candidates who meet all requirements will receive a formal credential award notification and information on how to maintain their credential through continuing education and renewal.
- If additional information or documentation is required, NAHB staff will contact you directly with instructions for resubmission or clarification.

This review process helps ensure that every credential holder represents the highest standards of professionalism, competency, and ethical conduct in the residential construction industry.

Application and Renewal Information

Once a candidate's application is accepted, the candidate has one (1) year to complete all credential requirements.

Credential Renewal

Credential holders must renew their credentials annually to maintain active status. Renewal notices are sent via email 60 days prior to the due date.

Renewal Fees

Annual renewal fees are as follows:

- **NAHB members:** \$99
- **Non-members:** \$149

Continuing Education Requirements

As part of the renewal process, credential holders are required to complete **six (6) hours of continuing education** during each renewal cycle. Maintaining a designation or credential does not count towards these hours.

Continuing education may be completed through one or more of the following options:

- Completing an NAHB Education course, offered in person, virtually, on demand, or live online
- Completing NAHB webinars or webinar replays
- Attending NAHB's International Builders' Show (IBS)
- Maintaining active participation in a Builder or Remodeler 20 Club
- Completing an industry-specific educational program offered by another professional organization

Need Assistance?

If you have questions regarding the application process, please contact us at education@nahb.org or call 800-368-5242, ext. 815430.



Final Application Checklist: Master Credentials

Use this checklist to ensure you have collected and completed all required documentation for your Certified Master Building Professional (CMBP) or Certified Master Remodeling Professional (CMRP) application. You have one year from your date of purchase to complete these requirements.

Phase 1: Examination

- ____ Exam Registration: Purchase your test to reserve your spot.
- ____ Pass the Exam: Complete the 3-hour exam.
- ____ Results: Ensure your status is marked as "Pass" in the LMS.

Phase 2: Business Role & Verification

- ____ Experience: Verify at least 5 years in a leadership role as a builder or remodeler.
- ____ Revenue Requirement: Confirm your firm generates at least 40% of its revenue from your chosen specialty (Building or Remodeling).
- ____ Letter from Owner: Upload the signed attestation verifying your role and the firm's primary business activity.
- ____ Entity Proof: Upload a Letter of Formation or Articles of Incorporation.
- ____ Licensing: Provide a valid Business/Contractor License (if required in your state).
- ____ Insurance: Provide current certificates for General Liability (GLI) and Workers' Compensation.

Phase 3: Education & Credits

- ____ Education Tracking Sheet: Complete the fillable PDF detailing your 50 credit hours earned within the last 5 years for each section.

____ Credit Hour Description: Upload the required description of how you met these requirements.

____ Supporting Credits: Verify 15 hours for active designations or 10 hours per year for 20 Club participation, if applicable.

____ For Active Designations and for Non-NAHB Credentials, submit proof of good standing and achievement.

Phase 4: Referrals & Pledges

- ____ Business Referrals: Upload three (3) completed referral forms from clients or industry professionals.
- ____ RCPG Pledge: Review the Residential Construction Performance Guidelines and upload your signed pledge.
- ____ Credential Compliance and Misrepresentation Policy: Review the Credential Compliance and Misrepresentation Policy and upload your signed compliance agreement.

Submission Reminders

- LMS Order: Please ensure you follow the specific order for document uploads as outlined in the LMS portal.
- Fees: Ensure all application and exam fees are paid in full.
- Document Format: Use the provided fillable PDFs for all forms to ensure easy verification by the review committee.

