



Information Resource

Vice President Professional Development

VP Professional Development: Position Description

Introduction

Welcome

Thank you for taking on the role of VP Professional Development. To ensure that the National Kitchen & Bath Association Continues to meet the needs of kitchen and bath professionals, the NKBA encourages our members to serve as officers in their local NKBA chapters.

The purpose of this document is to set the expectations and responsibilities of your role for a calendar year. Please review the information and direct any questions to the chapter department, at Chapters@nkba.org.

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Introduction, Continued

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Who Is Best Suited To Be VP Professional Development?

- Description** The ideal VP Professional Development is a person who is:
- A CKD, CBD, both, or a CMKBD
 - A proponent of lifelong learning
 - A subject matter expert in Kitchen and Bath
 - Is willing to outreach to local Chapters of allied associations (ASID, NARI, NAHB, etc.)
 - Able to work at least 8-10 hours per month (not including meetings)
 - Willing and enjoys working with students
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- Responsibilities** The responsibilities of a VP Professional Development include (but are not limited to) the following:
- Chair the Chapter Professional Development Committee
 - Seek additional sources, in their area, for continuing education opportunities including events, meetings, schools, etc.
 - Regularly communicates with VP of Programs
 - Promote participation in
 - Professional programs (including distance learning programs)
 - Conferences
 - Certification programs
 - Lead certification study groups twice a year
 - Promote the Association's certified members
 - Monitor the usage of certified members' appellation
 - Oversee other educational or professional development-oriented programs, such as Student Chapters, local design contests and scholarship programs (in conjunction with the VP Academic Relations when applicable)
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Preparing For Office

Steps

Between election and installation, prepare for your office by:

1. Assisting the outgoing VP Professional Development in the performance of his or her responsibilities
 2. Studying the *Information Resource* including the *NKBA Governance Manual*
 3. Reviewing the online VP – Professional Development and general officers training programs
 4. Review textbooks and other resources available from outgoing VP – Professional Development
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Procedural Checklist

These are the procedures that must be followed during a given calendar year:

Procedure	Time Line
Reports at EXCO & Chapter Meetings.	Ongoing
Articles for newsletter to VP Communications.	At least seven weeks prior to the Chapter newsletter distribution.
Provide any information that needs to be included in the Chapter meeting notice to VP Programs.	At least seven weeks prior to the meeting date.
In the absence of a VP of Academic Relations, act as liaison between the local Chapter and any educational institution program(s) and NKBA Student Chapters.	Ongoing
Promote NKBA Professional Development courses and certification at Chapter meetings	Ongoing
Attend Student Chapter meetings and Advisory groups when possible and invite them to Chapter meetings.	Ongoing
Send NKBA a schedule (dates, times, fees, locations) of Chapter study groups for posting on website. Use the online study group forum to post and answer questions.	Ongoing
Maintain calendar with dates of certification exams, professional development courses scheduled for area, Chapter-sponsored courses, study groups, Chapter & Chapter EXCO meetings, design competition deadlines, etc.	Ongoing

Professional Development Committee

Structure The Professional Development Committee is comprised of the Vice President-Professional Development as chair, and two or more members.

With your President, establish your committee.

Note: Seek volunteers who could become VP Professional Development in the future; this may become their training period. If your Chapter has special events, you may wish to select a coordinator and/or committee to help plan the event such as a Study Group Coordinator or Educational Coordinator. Make sure you have job descriptions for each of these volunteer positions and training and follow-up plans in place.

Responsibilities The Professional Development Committee:

1. Plans and coordinates educational programs for the Chapter.
 2. Assists with study groups.
 3. Ensures certified members are kept aware of Continuing Education (CEU) requirements and the NKBA resources available to fulfill them.
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Education Overview

Responsibilities The Vice President Professional Development is the person in the Chapter primarily responsible for helping individuals grow professionally through education. Keeping the Chapter aware of the importance of education is an essential part of that role.

1. **Design Contest** - The NKBA sponsors a professional design contest with a fall deadline for all members of the Association. Entries are judged by a panel of industry professionals, and awards are presented at KBIS where the designs are on display. One of the largest press release programs of the Association focuses on the winning entries of the Design Contest.
 2. **Accredited or Supported Programs** - In the event that the Vice President – Academic Relations position is vacant, the VP Professional Development assumes responsibility as the liaison between the Accredited or Supported Programs and the Chapter, as well as Student Chapters. Please see VP Academic Relations position description for responsibilities.
 3. **Professional Development** - Schedule and promote NKBA Professional Development courses for the Chapter. Promote Professional Development opportunities available at the Kitchen & Bath Industry Show (KBIS) each year.
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NKBA Professional Programs

Professional Development Courses

When planning a Professional Development course, the following is suggested:

1. Survey the Chapter members to determine their educational needs and interests. Listed below are the eight Learning Paths that NKBA offers.
 - **Learning Paths**
 - Design & Inspiration
 - Communication
 - Adapt & Innovate
 - Focus on the Customer
 - Business Management
 - Leadership
 - Sales & Marketing
 - Talent Management
2. For course details visit the NKBA Course Description page at www.nkba.org/courses.
3. Discuss the selected course with your board and locate an NKBA member training room/showroom to hold the course.
4. To schedule the course, contact the NKBA Professional Development department.
5. With NKBA's assistance, publicize the course and associated activities to Chapter members, allied professionals and neighboring Chapters.
6. It is recommended that the Vice President Professional Development schedule education courses in conjunction with Chapter meetings or other activities if applicable.

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NKBA Professional Programs, Continued

Continuing Professional Education Credits

The Vice President-Professional Development is responsible for reminding the members to submit their CEUs on-line. Review the CEU form on-line and remind certified members of opportunities to achieve their required number of contact hours.

Promoting Certification Activities

The Vice President Professional Development should promote ways that certified members may be given recognition for their professional advancement and achievements including:

1. Announcing the following items:
 - Certified members who have been featured in the media, shows or seminars
 - Winners of design contests who are certified members
 2. Offering a certified Chapter member breakfast and inviting other interested members to attend.
 3. Providing opportunities for certified members to share their experiences and help others to recognize the advantages of certification such as:
 - Third party endorsement of professional ability, given by a national body and recognized by the public
 - Stature and respect in the eyes of the consumer and other professionals, based on proven competence, continuing education and adherence to a code of professional conduct
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Study Groups

Responsibilities The Vice President Professional Development oversees any certification study group held by the Chapter.

Follow these steps to begin a study group:

1. Request a Study Group Leaders Manual
 2. Review the Study Group Leaders Manual
 3. With your Chapter President, appoint a Study Group Committee
 4. Notify NKBA staff that the Chapter will start a Study Group and when meetings will be held
 5. Meet with the Study Group Committee to formulate plans
 6. Announce the formation of the study group at your Chapter meeting and in your Chapter newsletter
 7. Have forms available for sign-up at the Chapter meetings up until the study group starts meeting
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Certification Exam Procedures

Overview

The certification examinations for AKBD, CKD, CBD and CKBP shall be conducted in accordance with Certification Rules and Procedures.

The AKBD and CKBP exams are offered all throughout the year at our third party testing vendor at over 300 locations across North America.

The CKD & CBD exams are scheduled two or three times per year (generally spring and fall). **These are the only dates the exams shall be given.** Please check the NKBA web site for the next exam dates.

Responsibilities

As VP Professional Development, you can assist those in your Chapter who are preparing for an exam by:

1. Helping them review the Study Guide
 2. Announce the exam dates, location, and application deadlines
 3. Encourage all who may qualify to file an application for examination
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Appellation Usage

Responsibilities The Vice President – Professional Development monitors the use of the certification appellations by non certified designers/educators/installers and improper usage by those who are certified.

Appellations may only be used by certified members of the Association in good standing to identify the individual as a professionally qualified and competent kitchen designer, bathroom designer, kitchen design educator or bathroom design educator or certified kitchen/bath installer. The individual may use the initials and/or the words as described below in printed materials, correspondence, business cards, advertisements, etc., as authorized by the Association.

Acronym	Appellation Name
AKBD	Associate Kitchen and Bath Designer
CKD	Certified Kitchen Designer
CBD	Certified Bathroom Designer
CKE	Certified Kitchen Educator
CBE	Certified Bathroom Educator
CMKBE	Certified Master Kitchen & Bath Educator
CMKBD	Certified Master Kitchen & Bath Designer
CKBP	Certified Kitchen & Bath Professional

Note: The identification may only be used in conjunction with the certified individual's name.

The use of such titles to identify a business (such as “Certified Bathroom Designers on staff”) is strictly prohibited.

The legal use of these professional symbols is protected by registration Certificate #935513 under the Trademark Act of 1946 and is on file with the Commissioner of Patents, United States Patent Office.

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Appellation Usage, Continued

Processing Appellation Usage Complaints

Use the following steps to process an appellation usage complaint:

1. Any complaint registered regarding improper use of the designation must be furnished with appropriate substantiation, e.g., a copy of the person's telephone book advertisement or a business card that incorrectly identifies that person as an AKBD, CKD, and CBD, etc.
 2. Send a letter with such substantiation to NKBA's Certification Department.
 - **Note:** The complainant's anonymity to the defendant must be maintained.
 3. This information will be reviewed by NKBA and may be pursued by legal counsel.
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