

NDA CDS Certification Application Process

Updated: July 29, 2024

NDA designed a How To Guide to walk through the CDS application Process.

Step 1:

Pay the [CDS Application Fee](#)



Certified Demolition Supervisor Application Fee

Exam fee for the Certified Demolition Supervisor application.

\$755.00

\$595.00 Member Price

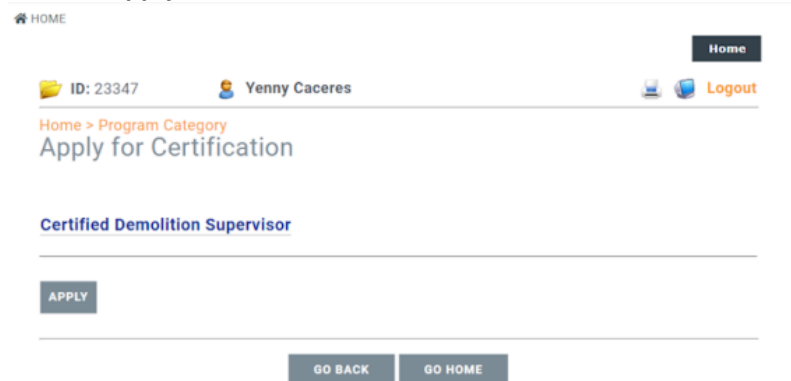
⊖ 1 ⊕

Add To Cart

Step 2:

The link to the application will be sent in your order confirmation e-mail. You will not be able to access the application without paying the application fee.

Click on **Apply**



Step 3:

Read through the instructions before you start the application.

HOME

Home

ID: 23347 Yenny Caceres Logout

Home > Certified Demolition Supervisor - Initial Application Process - Before you Begin

Steps HIDE INSTRUCTIONS

- 1. Instructions**
2. Updated Contact Information
3. Required Documentation
4. Verification
5. Work Experience
6. Statement of Understanding
7. Review and Submit

Thank you for your interest in being the first cohort in taking the Certified Demolition Supervisor exam. Once you have completed and submitted the application, NDA staff will review your information and will follow up with a decision on eligibility to take the exam. **Please allow for 3 weeks from the date of submission for review of your application.**

For information on eligibility requirements, visit the [Certification page](#) on the NDA website.

For questions, please contact NDA's Certification Manager, Yenny Caceres at ycaceres@demolitionassociation.com.

Instructions for Completing and Submitting Your Application and Documentation
Carefully follow the instructions to complete your application. Be sure to complete all appropriate sections and sign your application. Incomplete or unsigned applications cannot be submitted. All supporting documentation must be submitted.

Upon approval of your application, you will receive a notification of eligibility to sit for the exam via email.

CONTINUE

You will be required to complete Steps 1 through 7.

Steps

- 1. Instructions**
2. Updated Contact Information
3. Required Documentation
4. Verification
5. Work Experience
6. Statement of Understanding
7. Review and Submit

Step 4: Updated Contact Information

Enter your personal information on the first page. **Enter your name exactly as it appears on your government-issued ID.**

You need to indicate which testing window you are applying for. To view the dates when the exam is offered, please visit the [NDA Certification page](#).

In the event you need to switch testing windows, you must notify NDA of your desire to transfer your exam into the next test window within a minimum of 5 business days prior to the scheduled exam. **If you do not meet this timeframe, then your transfer cannot occur, and you will be subject to the rescheduling fee.**

Updated your contact information.

Please **enter your name exactly as it appears on your government-issued ID**. All candidates must present their ID for testing verification. If your ID your name appears differently from how it is entered on the application, you will be denied access to the exam. Candidates will be responsible for paying the retest fee if denied access to the exam.

Personal Information

First Name: *

Middle Name:

Last Name: *

Title:

Company:

Which testing window are you applying for? *

January (Virtual)

NDA Convention (Onsite)

April (Virtual)

July (Virtual)

November (Virtual)

Contact Information

Email Address: *

Home Address:

Home

Line 1 :

Line 2 :

Postal Code :

City :

State/Province :

Country :

Validate Address

Primary Phone #:

Step 5: Required Documentation

Upload your supporting documentation. Your application will not be accepted until your supporting documentation is uploaded.

[Home >](#)

Certified Demolition Supervisor - Initial Application Process - Supporting Documents

Steps

1. Instructions ✓
2. Updated Contact Information ✓
3. Required Documentation
4. Verification
5. Work Experience
6. Statement of Understanding
7. Review and Submit

You must submit **all** supporting documentation to be eligible for testing.

1. 8 hour Fall Protection Course OR 8 hour Fall Prevention Course
2. OSHA 30 Course
3. 8 hours of asbestos awareness training OR 8 hour HAZWOPER awareness training
4. Current CPR & First Aid Card/Certificate

You currently have no supporting documents on record.

Steps

- 1. Instructions ✓
- 2. Updated Contact Information ✓
- 3. Required Documentation**
- 4. Verification
- 5. Work Experience
- 6. Statement of Understanding
- 7. Review and Submit

HIDE INSTRUCTIONS

You must submit **all** supporting documentation to be eligible for testing.

- 1. 8 hour Fall Protection Course OR 8 hour Fall Prevention Course
- 2. OSHA 30 Course
- 3. 8 hours of asbestos awareness training OR 8 hour HAZWOPER awareness training
- 4. Current CPR & First Aid Card/Certificate

Add/Edit Supporting Document

8 hour Fall Protection Course or 8 hour Fall Prevention Course
Certificate File Upload

File Upload * No file chosen

OSHA 30 Course

File Upload * No file chosen

CPR & First Aid File Upload

File Upload * No file chosen

8 hours of asbestos or an 8 hour HAZWOPER awareness training
Certificate

File Upload * No file chosen

SAVE

CANCEL

[Home >](#)

Certified Demolition Supervisor - Initial Application Process - Supporting Documents

Record saved successfully.

Steps

- 1. Instructions ✓
- 2. Updated Contact Information ✓
- 3. Required Documentation**
- 4. Verification
- 5. Work Experience
- 6. Statement of Understanding
- 7. Review and Submit

HIDE INSTRUCTIONS

You must submit **all** supporting documentation to be eligible for testing.

- 1. 8 hour Fall Protection Course OR 8 hour Fall Prevention Course
- 2. OSHA 30 Course
- 3. 8 hours of asbestos awareness training OR 8 hour HAZWOPER awareness training
- 4. Current CPR & First Aid Card/Certificate

| Doc. No. | Type | Name | | |
|----------|------------------------------|------------------------------|------|--------|
| 10088 | CDS Supporting Documentation | Supporting Document - #10088 | Edit | Delete |

SAVE & CONTINUE

UPLOAD SUPPORTING DOCUMENT

SAVE DRAFT & EXIT

Step 6: Verification

Identify a supervisor or manager-level individual who will sponsor your years of experience working in the demolition field. An e-mail will be sent directly to the individual to verify work experience. Until

[Home >](#)

Certified Demolition Supervisor - Initial Application Process - Recommendations/References

Steps

- 1. Instructions ✓
- 2. Updated Contact Information ✓
- 3. Required Documentation ✓
- 4. Verification
- 5. Work Experience
- 6. Statement of Understanding
- 7. Review and Submit

HIDE INSTRUCTIONS

Sponsors are to review the information completed by the candidate. The purpose of the form is to attest and verify the candidate has five years of demolition experience prior to taking the CDS examination.

Please note that you are required to have 1 recommendation in order to continue with this application. You currently have no recommendations specified. Click on the **Add** button to add one.

ADD A RECOMMENDATION

MISSING RECOMMENDATIONS

SAVE DRAFT & EXIT

- 5. Work Experience
- 6. Statement of Understanding
- 7. Review and Submit

Add/Edit Recommendation

Sponsor Information

First Name: *

Last Name: *

Email Address: *

Phone Number:

Employment Information

Current Organization: *

Current Job Title: *

Current Dates of Employment Start Date: *



Description of Professional Experience in Demolition: *

SAVE

CANCEL


SAMPLE E-MAIL – VERIFICATION REQUESTED

Verification of Demolition Hours Requested

 NDA <info@demolitionassociation.com>
To:  Caceres, Yenny


 Reply
  Reply All
  Forward
 


Mon 7/29/2024 1:41 PM

 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

EXTERNAL MESSAGE

Yenny Caceres has applied for the Certified Demolition Supervisor certification exam. In order to be deemed eligible, candidates must have a sponsor attest to the candidate's work experience and hours working in demolition.

Sponsors to review the information completed by the candidate. The purpose of the form is to attest and verify the candidate has five years of demolition experience prior to taking the CDS examination.

Use the link below to access the recommendation form.

<https://customer31888b42b.portal.membersuite.com/certifications/recommendations/SubmitRecommendation.aspx?contextID=21d079c0-021c-cb9b-5021-0b471793f8e5>

If you have questions, please contact the NDA Certification Staff at info@demolitionassociation.com.

Until the years have been verified, the application will not be approved.

 ID: 23347

 Yenny Caceres



  Logout

Home >

Certified Demolition Supervisor - Initial Application Process - Recommendations/References

Record saved successfully.

Steps

1. Instructions 
2. Updated Contact Information 
3. Required Documentation 
- 4. Verification**
5. Work Experience
6. Statement of Understanding
7. Review and Submit

HIDE INSTRUCTIONS

Sponsors are to review the information completed by the candidate. The purpose of the form is to attest and verify the candidate has five years of demolition experience prior to taking the CDS examination.

| Type | First Name | Last Name | Email Address | | |
|-------------------------|------------|-----------|---------------------------|------|--------|
| CDS Recommendation Type | Test | Test | ycaceres@smithbucklin.com | Edit | Delete |

ADD A RECOMMENDATION

SAVE & CONTINUE

SAVE DRAFT & EXIT

Step 7: Work Experience

Document 5 years of experience working in the demolition industry.

ID: 23347

Yenny Caceres

Logout

Home >

Certified Demolition Supervisor - Initial Application Process - Work Experience

Steps

- 1. Instructions ✓
- 2. Updated Contact Information ✓
- 3. Required Documentation ✓
- 4. Verification ✓
- 5. Work Experience**
- 6. Statement of Understanding
- 7. Review and Submit

HIDE INSTRUCTIONS

Instruction: You must document 5 years of hands-on demolition experience. Leave end month/year blank for your current employer.

| Employer | Title | Start | End |
|------------------------|-------|-------|-----|
| No records to display. | | | |

ADD PROFESSIONAL EXPERIENCE

You currently have no professional experience on record.

SAVE & CONTINUE

SAVE DRAFT & EXIT

Instruction: You must document 5 years of hands-on demolition experience. Leave end month/year blank for your current employer.

Add/Edit Professional Experience

Other Information

Title: *

Employer: *

Start Date: *

End Date:

SAVE

CANCEL

To add multiple positions, click **Add Professional Experience**.

Steps

- 1. Instructions ✓
- 2. Updated Contact Information ✓
- 3. Required Documentation ✓
- 4. Verification ✓
- 5. Work Experience**
- 6. Statement of Understanding
- 7. Review and Submit

HIDE INSTRUCTIONS

Instruction: You must document 5 years of hands-on demolition experience. Leave end month/year blank for your current employ

| Employer | Title | Start | End |
|----------|-----------------|----------|---------|
| Test | Project Manager | 1/1/2021 | Edit De |

ADD PROFESSIONAL EXPERIENCE

SAVE & CONTINUE

SAVE DRAFT & EXIT

Step 8: Statement of Understanding

Read through the CDS Statement of Understanding and click Agree.

1. Instructions
2. Updated Contact Information
3. Required Documentation
4. Verification
5. Work Experience
6. Statement of Understanding
7. Review and Submit

CDS Statement of Understanding

I hereby apply to NDA as a candidate for the Certified Demolition Supervisor (CDS) in accordance with and subject to the procedures and regulations of NDA. I have read and agree to the conditions set forth in the application for the Continuing Education Program in effect at the time of my application, covering the certification process, and continuing education policies. I agree to denial of Certification and to forfeiture and redelivery of any certificate or other credential granted me by NDA in the event that any of the statements or answers made by me in this application are false or in the event that I violate any of the rules or regulations governing such exam. I understand that all certificates are owned by NDA and if my certificate is granted and then revoked, I will destroy the certificate.

NDA shall require that the applicant signs this agreement attesting to

- Understanding the scope of the certification
- Agreeing to comply with all certification requirements and agreeing to supply any information needed to evaluate and verify compliance
- Make claims regarding certification only as permitted by the policies including the use of certification policy
- Use the certification only as authorized and to refrain from making any statement regarding certification that is inaccurate, misleading, or unauthorized
- Comply with all policies regarding the confidentiality of examination content
- Discontinue use of the certification and to dispose of any certificates upon suspension or withdrawal of certification
- Inform NDA, without delay, of any matter that affects the individual's ability to continue to fulfil the certification requirements once certification is granted

I, the undersigned, certify the above and accompanying eligibility information is correct. I also acknowledge and accept the regulations of the NDA Certification Board and recognize this Board as the sole and only judge of my qualifications to receive and retain a certification issued on behalf of the Board and to have my name published in any list or directory in which certified, or decertified, individuals are listed. If my application is not approved, I understand that I will not be refunded any application fees incurred, but I am able to appeal the decision by contacting ycaceres@demolitionassociation.com within 30 days.

By signing this application, I certify that all information provided to the National Demolition Association is correct and accurate.

I agree

Step 9: Review and Submit

All steps should have a green check mark next to each step. Once all information has been completed, click on **Process & Pay**.

ID: 23347
Yenny Caceres
Logout

Home > Program Category

Certified Demolition Supervisor - Initial Application Process - Review & Confirm

1. Instructions
2. Updated Contact Information
3. Required Documentation
4. Verification
5. Work Experience
6. Statement of Understanding
7. Review and Submit

Professional Experience

| Employer | Title | Start | End |
|----------|-----------------|----------|-----|
| Test | Project Manager | 1/1/2021 | |

Recommendations & References

| Type | First Name | Last Name | Email Address |
|-------------------------|------------|-----------|---------------------------|
| CDS Recommendation Type | Test | Test | ycaceres@smithbucklin.com |

Supporting Documents

| Doc. No. | Type | Name |
|----------|------------------------------|------------------------------|
| 100BB | CDS Supporting Documentation | Supporting Document - #10088 |

PROCESS & PAY

Step 10: Place Order

You do need to submit payment. Total will zero out. To submit your application, click on **Place Order**.

ID: 23347  Yenny Caceres  Logout

[Home >](#)
Confirm Your Order

YOUR ORDER HAS NOT BEEN SUBMITTED YET! Please review the information below and select Place Order to submit your order.

Items In Your Order

| Product | Quantity | Unit Price | Total |
|-------------------------------------|----------|------------|---------------|
| Certified Demolition Supervisor Fee | 1.00 | \$0.00 | \$0.00 |
| | | Discounts: | \$0.00 |
| | | Shipping: | \$0.00 |
| | | Taxes: | \$0.00 |
| | | Total: | \$0.00 |

Notes/Comments

Add any notes or special instructions to this order.

PLACE ORDER

Step 11: Application has been submitted.

At the completion of the application. You will receive a confirmation email. Staff will review the application – **please allow 21 days for the review process.**

ID: 23347  Yenny Caceres  Logout

[Home >](#)
Order #18649 Completed Successfully

Order #18649 was processed successfully.

Order #18649 has been processed successfully. A confirmation email has been sent. Please note that if you purchased any digital items, you may access them by clicking on the **My Digital Library** link on the home page.

- [View Order](#)
- [Go Home](#)

SAMPLE E-MAIL – CONFIRMATION EMAIL

Confirmation of CDS Application




NDA <info@demolitionassociation.com>

To ● Caceres, Yenny

Cc ○ NDA



Mon 7/29/2024 1:42 PM

 If there are problems with how this message is displayed, [click here to view it in a web browser.](#)
[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

EXTERNAL MESSAGE

Dear Yenny,

Thank you for your CDS application. The information will be reviewed by the NDA staff team. If you are missing any information, you will be contacted for resubmission. The review period for applications is 21 days. If the application is approved, you will receive an email notification with confirmation and date to when you will be able to schedule your online exam registration.

If you have any questions, please contact NDA certification staff at info@demolitionassociation.com.

Thank you,

NDA Certification Staff