



Certified Design Accountants Association

P. O. Box 328  
Edmond, OK 73083-0328  
voice (405) 249-1655 facsimile (405) 341-7666  
email: CDAA@sbcglobal.net www.CDAA.net

## CDA Application/Registration Form

Mr \_\_\_ Ms \_\_\_ Mrs \_\_\_ Miss \_\_\_ Dr. \_\_\_  
(please type or print clearly)

Last Name \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

**ADDRESS WHERE YOU WILL BE TAKING CDA EXAMINATION**

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Phone \_\_\_\_\_ Ext \_\_\_\_\_

Business FAX \_\_\_\_\_

Your Email Address \_\_\_\_\_

**DATE YOU WILL BE TAKING THE CDA EXAMINATION**

June, \_\_\_\_\_ November, \_\_\_\_\_ OR Other Date, \_\_\_\_\_

### EMPLOYMENT HISTORY

Are you currently working for the above listed firm? \_\_\_\_\_

If YES, what is your title/position? \_\_\_\_\_

How long have you worked for this firm? \_\_\_\_\_

### EDUCATION

Did you attend a college or university? \_\_\_\_\_

If YES, how many years did you attend? \_\_\_\_\_ Graduated? \_\_\_\_\_

Degree attained? \_\_\_\_\_

### CHARACTER REFERENCE

(please have employer, work associate or friend complete)

The individual listed on this form is applying to take the Certified Design Accountant examination and is asking you to provide a character reference for them. Please answer the following questions and sign where indicated.

1) How long have you known the applicant? \_\_\_\_\_

2) Are you related to the applicant? \_\_\_\_\_

3) Is the applicant currently employed by you? \_\_\_\_\_

4) If not an employee, in what connection have you known the applicant? \_\_\_\_\_

5) Does the applicant have a good reputation with respect to character? \_\_\_\_\_

Comments \_\_\_\_\_

6) Is there any reason to question the applicant's integrity? \_\_\_\_\_

Comments \_\_\_\_\_

Reference Signature \_\_\_\_\_

Your Phone Number \_\_\_\_\_

Date \_\_\_\_\_

### INSTRUCTIONS

- Be sure all information is complete, accurate, and legible.
- Enclose your check in the amount of \$125.00, payable to: CDAA, PO Box 328, Edmond, OK 73083-0328
- If ordering Study Guide ONLY, include check for \$50.00.

### STATEMENT

I am applying to take the Certified Design Accountant examination. I have provided all information and believe it to be true and accurate, to the best of my knowledge. Upon successful completion of the CDA test, I will be granted the title of CDA and affirm to uphold the requirements and obligations of The Certified Design Accountants Association, as indicated on this brochure.

Signed \_\_\_\_\_

Date \_\_\_\_\_

# CDA

# Certified Design Accountant

## A Certification Program for Accountants in the Design Profession



Certified Design Accountants Association

## Certified Design Accountant

The CDA is recognized in the design services industry as a professional accountant with a specialized degree of skill, education and working experience that is necessary to successfully manage the financial aspects of today's architectural, engineering and interior design firm.

The CDA program is designed specifically for the design firm management accountant and their role in the corporate business world. The program stresses many aspects of the design firm including, financial analysis, insurance, banking, legal issues, government compliance and requirements, taxes, the high technology of computers and computer aided design and other areas that are vital to the success and long term life of the professional services firm.

## CDA Objectives

- To establish the accountant's unique role in the management structure of design firms
- To maintain a high level of ethical standards in the accounting industry
- To be recognized by other professional societies as the leader in the advancement of accountants in design firms
- To promote honesty and integrity
- To refrain from any activity that would discredit the program

## CDA Requirements

The Certified Design Accountant title is granted only by the CDAA. Candidates must successfully pass the CDA examination OR may qualify, based on their working experience, to become a CDA as well as:

- File an Application for Admission with the CDAA and register for the CDA examination.
- Comply with the Standards of Ethical Conduct as determined by the CDAA.

## Membership in the CDAA

Once the certificate is earned, the CDA is a member of the Certified Design Accountants Association and is expected to pay the annual membership fee. Any CDA delinquent in this requirement will be subject to recall by the CDAA.

## Application for Admission

The applicant is expected to be of good moral character and agree to abide by the Standards of Ethical Conduct for Certified Design Accountants. A completed Application/Registration Form, accompanied with the non-refundable fee, should be filed within 10 days of the national CDA examination date.

## Fees

CDA Program Application/Registration Fee - \$125.00  
Annual Membership Fee for CDA's - \$ 75.00

## Refund Policy

Refund or credit of examination fees is considered only after the CDAA receives a written request for withdrawal from the candidate. The written request must be received by the CDAA at least 30 days prior to each national examination date. If written notice is received 30 days prior to the exam date, one-half of the application fee will be refunded or credited towards a future examination, afterwards, none of the application fee is refundable.

## Examination Procedures

Candidates must take the complete examination and successfully pass with a score of 70% or higher.

Examinations are national and are scheduled for the same date, however, the candidate may select a specific date that better fits their schedule. **The applicant must notify the CDAA office of their choice for the examination date.** The examinations will be sent first class mail to each candidates' location. The candidate will (1) have 4 hours to complete the examination (2) must take the exam in the presence of the witness, (3) must have the witness' signature notarized, and (4) must return the completed exam the same day using a self-addressed return envelope.

Scoring results will be sent to the candidate approximately 10 days after completion of the exam. Minimum passing grade is 70% and the CDAA pass/fail decisions are final. Examination papers submitted by the candidates become the property of the CDAA and will not be returned but will be maintained as part of the candidate's permanent record.

## CDAA Mission Statement

The Certified Design Accountants Association is the national professional organization for all certified design accountants. The mission of the CDAA is to act on behalf of its members and provide necessary support to assure that CDAs serve the public interest in performing quality professional services and to continually provide an educational network to insure the CDA's continued education.

To achieve its mission, the CDAA: Promotes uniform certification and licensing standards for CDAs; sets requirements for maintaining members' professional competence; assists members in the continuing development of professional expertise; provides standards of professional conduct and performance; monitors professional performance to enforce professional standards; promotes public confidence in the integrity, objectivity, competence and professionalism of the CDAA members and the services they perform; encourages highly qualified individuals to become CDAs and acts on the CDAs' behalf in representing their national interest to government, regulatory bodies and other organizations.

## National Examination Dates

Second Tuesday in

## June and November

or a Specific Date

Selected by Applicant

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*"If you're an accountant working for a design firm, becoming a*

***Certified Design Accountant***  
*will enhance your professional career"*

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- **You May Qualify to Become a Certified Design Accountant Based on Your Working Experience and Not Be Required to Take The CDA Test.** Applicants Are Reviewed and Determined Individually by The Qualifications Committee
- **FAX or Email a Brief Work Summary to CDAA and You Will be Notified Within 24 Hours of Approval**
- National Test Taken in Your Office - Four (4) Hours
- Special Study Guide Available for \$50
- No Continuing Educational Requirements
- Attain Professional Status
- Enhance Your Career in The Design Industry
- Increase Earnings and Promotion Potential
- Discounts Available for Multiple CDA Applicants Taking the Examination in the Same Office

Please Contact:



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or register on line at: [www.CDAA.net](http://www.CDAA.net)