

Use Chief Architect to complete the first component of the NKBA CKBD exam process. You will be asked to create a set of drawings for a kitchen and bathroom that meet the provided requirements, and that follow the NKBA Graphics and Presentation Standards.

We've tried to help make the process of completing the drafting portion of the exam easier by providing some tips and resources for you use alongside Chief Architect. Good luck, we know you'll do great!

## Exam Tips

- Remember you are taking a 72 hour timed exam (NOT designing); so, don't worry about details like cabinet styles, cabinet moldings, colors, etc. IF the project does not call for it, otherwise you have added stress.
- Use the downloadable [NKBA Template and Sample Plan / Layout Files](#) IF you have practiced with them, otherwise, use what you are comfortable with.
- You are required to submit a bath and a kitchen project. Consider having separate files for each of the projects. Save your files in a folder for each project: plan, layout, and pdf files.
- These tips and videos are for the Premier version of Chief Architect and reference the built-in Default Sets (formerly known as "Annotation Sets") from the downloadable template plan. \*\*\*
- \* Note: Default Sets can control the view's layer set, which layer items are placed on, and defaults for dimensions and text. You can learn more about Default Sets by reviewing "[Understanding Default Sets](#)" in our video playlist.
- \*\* Since the creation of this video guide, Saved Plan Views have been added as an enhancement to Chief Architect. Saved Plan Views automatically save the Layer Set and Default Set together in a pre-defined view, making it efficient to swap between different views for your project. You can learn more about Saved Plan Views by reviewing the "[Saved Plan Views](#)" in our video playlist.

### Default & Layer Sets Defined for NKBA Template

Default Set	Layer Set	Description
Construction Annotations	Construction Set	Use this for your Construction plan. Send this finalized view to the layout page for your Construction Plan.
Floor Plan Annotations	Floor Plan Set	Use this for your Floor plan. Send this finalized view to the layout page for your Floor Plan.
MEP Annotations	MEP Set	Use this for your Mechanical (MEP) plan. Send this finalized view to the layout page for your MEP Plan.
NKBA General Annotations	Section View Set	Create a Wall Elevation (typically from your Floor Plan Set where the camera is ON). Your default layer set is the Section View Set. Make sure your default set is "NKBA General Annotations". Add the dimensions and send this finalized view to layout page for your main wall elevation.
NKBA General	Default Set	This is a working Layer Set for the plan. Use this as your "design space." <i>** This default set will NOT change layer set automatically</i>

Other EXAM FRIENDLY CHANGES to the downloadable NKBA Template  
(NOT RECOMMENDED FOR ACTUAL DESIGNS)

- Window and Door Casing Defaults - No Reveal/Overlap; Same Size for Interior/Exterior
- Ceiling Height Rounded to 108"
- The default sets and layer sets have been optimized for the exam, removing many that may not be required for exam submission
- Many wall types were removed

## Exam Process

There are many approaches you can use in the NKBA exam. You can create the four required drawings simultaneously. As you are making changes and identifying the scenario's requirements you undoubtedly will need to jump back and forth to complete each of them. Here is one approach to consider.

### Construction Plan

- Verify your layer set: 'Construction Set'; default set: 'Construction Annotations'. Create a saved plan view "Construction Plan View" that references this layer set and default set.
- Draw the known facts. In your scenario, there will be details about the rooms, walls, openings, ceiling heights and other items that may or may not remain in your final solution. Draw these items and dimension them. Use this as your basis for the construction plan.
- When your plan is complete or in draft form, open the layout file and send it to the appropriate page (pg. 1).

### Floor Plan

- Verify your layer set: 'Floor Plan Set'; default set: 'Floor Plan Annotations'. Create a saved plan view "Floor Plan View" that references this layer set and default set.
- Set up your defaults to suit the design requirements. When you place your first cabinet, set the default for the cabinet to be framed / frameless; door style. Then all future items will have that default. Same for doors / windows if it applies, e.g., all doors to be 96", and all windows to be casement.
- Place cabinets and appliances; place the centerline dimensions for the appliances.
- For custom countertops, make sure to radius the corners. The fillet tool works well for this.
- Try and complete your main wall first in the floor plan; then, move on to the wall elevation details.
- When your plan is complete or in draft form, open the layout file and send it to the appropriate page (pg. 3).

### Main Wall Elevation

- Verify your layer set: 'Section View Set'; default set: 'NKBA General Annotations'.
- Use the automatic dimensions as possible; then fill in with manual dimensions (verify dimensions connect to the finished floor and NOT the sub floor).
- Open the layout file and send it to the appropriate page (pg. 4). Use 'plot lines' and if you want color, mark 'color fill'

### Mechanical Plan

- Verify your layer set: 'MEP Set'; default set: 'MEP Annotations'. Create a saved plan view "Mechanical Plan View" that references this layer set and default set.
- The MEP plan can be very busy. Take your time to verify all your circuits, dimensions, labels and legend.
- When your plan is complete or in draft form, open the layout file and send it to the appropriate page (pg. 2).

### Printing

- Remember to use Spell Check in both the plan and the layout pages.
- Verify all your drawing sheets.
- On page '0' of your layout sheet, customize the title sheet with your information and the project information. This information should carry through to the other pages, verify that it looks correct.
- For printing, use landscape and choose 11" x 17" and print to PDF.