

Great Lakes Region Certification Committee

May 19, 2017

GLR Conference

Akron-Canton Chapter CSI



*Building Knowledge
Improving Project Delivery*

Certification Chair, Fall 2017, and Spring 2018 Exams Promotion and Preparation



**New or Experienced
Chapter Chair?
Plan your procedures
NOW!**



Great Lakes Region

Outline

- Benefits and Overview
- Certification Committee
 - Format
 - Resources
 - Marketing
- Certification Exams
- Registration details & fees
- Questions
- Certification Updates



Benefits and Overview of Certifications



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Advantages of Certification

- Being certified helps you stand apart from the competition
- Whether you specialize in specifications, contract administration, or product representation, getting a certification benefits the entire construction industry.
- Having a CSI certification shows the construction industry that you have an understanding of the entire construction process. .
- CSI is the only organization to represent all of the members of the construction team and having certification allows one to communicate to others in the industry more effectively.



Advantages of Certification (continued)

- Through CSI's certification program, a person can develop skills in:
 - Construction documentation development and administration
 - Specification writing and enforcement
 - Product research and sourcing
 - Communication with the design and contracting teams
- CSI's Construction Document Technologist (CDT) certificate is a prerequisite to CSI advanced certifications: CCCA, CCS, CCPR, all of which will be covered in this presentation.

CSI Credentials

CDT
Construction
Document
Technology
Certificate

CCS
Certified
Construction
Specifier

CCCA
Certified
Construction
Contract
Administrator

CCPR
Certified
Construction
Product
Representative

Why obtain a CDT?

Passing the CDT exam allows you to add the “CDT” credential after your name.

- It is a lifetime credential and a certificate of achievement. There is no continuing education nor renewal fee required.
- The CDT certificate will raise your confidence by showing that you have the knowledge and skills to perform your role more effectively
- It will empower you with the understanding of the construction process.

Why obtain a CDT (cont)?

It shows that you understand how construction documents are prepared and you can interpret them.

- It shows that you understand the roles and relationships of all parties
- Having a CDT helps improve communication among the members of the construction team
- It is a prerequisite for the CSI certification exam
- For those taking the architectural registration exam, it is a great help in passing the construction documents and services portion.

Students may qualify for Cash Awards



CERTIFICATION

COMMUNITY

EDUCATION

PRACTICE

INSTITUTE

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Moll/Betts Student Excellence Award

MOLL/BETTS STUDENT EXCELLENCE AWARD

WHAT THE AWARD MEMORIALIZIZES

- The Moll/Betts Student Excellence Award was established to promote the greater awareness of CSI to students completing studies in a construction-related educational program. [Interested in donating to the Moll/Betts Student Excellence Fund?](#)

WHO IS ELIGIBLE?

- Student:** A student who is enrolled at a bona fide institution of higher education in a course of study pertaining to Construction Architecture; Landscape Architecture; Interior Design; Construction Engineering; Construction Management; Construction Technology; Engineering, or other design or construction related field. The scholarship is presented to the two students with the highest scores in the **CDT** during the fiscal year (ex. July 1, 2016 – June 30, 2017).
- Institution:** The institution that one of the winning students attends, and which teaches a course in construction documentation, will also receive a library of CSI member-authored books.

HOW TO APPLY

- By registering for the **Construction Documents Technologist (CDT)** Exam as a student, the candidate agrees to participate in the Moll/Betts Student Excellence Award competition.

PRIZES



Students may qualify for Cash Awards.

- Students **passing** the CDT Exam automatically qualify for two Moll/Betts Student Excellence Awards:
 - Cash Prizes
 - **Student Award**
 - Highest overall score will receive \$2,500
 - The second highest overall score will receive \$1,100
 - The winners will also be awarded a one year CSI Membership (Institute only)
 - Winners will also receive a Letter of Recognition for their accomplishment.
 - **Institute Award**
 - The winning institution will receive a library of CSI member-authored books.
 - The **CDT Credential** is a great resume differentiator in a competitive work force market! **Be special, not ordinary!**

Why become a CCS?

Being a CCS shows that you are able prepare written construction documents and perform their jobs more effectively.

- You get to add the CCS credential after you name.
- It is a certification that requires a renewal every three years.
- It empowers you with a greater understanding of the development of the construction documents and administration of construction contracts.
- You will also be listed in the CSI Certificants directory

Why Become a CCCA

Being a CCCA shows that you are able to develop, administer, and enforce construction documents.

- You get to add the CCCA credential after your name.
- It is a certification that requires a renewal every three years.
- It empowers you with a greater understanding of the development of the construction documents and administration of construction contracts.
- You will also be listed in the CSI Certificants directory

Why become a CCPR?

Being a CCPR shows that you are able to understand construction documents.

- You get to add the CCPR credential after your name.
- It is a certification that requires a renewal every three years.
- It empowers you with a greater understanding of the development of the construction documents and administration of construction contracts.
- You will also be listed in the CSI Certificants directory

Chapter Certification Committee Questions



Assess Current Needs

- How many candidates currently wish to take the CDT? CCS? CCCA? CCPR?
- How many chapter members are CDTs?... CCSs? CCCAs? CCPRs?
- Do you have a budget? (Do you need one?)

Decide on Format(s)

- Hold classes
- Facilitate a study group
- Daily/weekly email
- Conference calls
- Webinars
- One-day breakdown



When?

- Spring or Fall Exam Window?
- Both?
- Weekdays or Weekends
 - Before or after work?
 - Over lunch?
- Adjacent to Chapter Meetings

Where?



- Conference or training room
- Banquet Hall
- Local Meeting Room
- Restaurant, Coffee Shop, Café
- Centralized location adjacent to major thoroughfare

Committees of One

- Plan, plan, plan... ahead!
- Ask for help for small, specific tasks
- Recruit an instructor for one session
- Recruit someone to be the “peanut gallery” at your classes/sessions
- Recruit help from the candidates

Committees of more than one

- Plan, plan, plan... ahead!
- Assign specific tasks
- Assign each task
- Keep your volunteers engaged

Team for Success!



Chapter Certification Committee Resources



Every CDT candidate needs a set study plan

<http://csinet.org/Main-Menu-Category/Certification/CDT/CDT-Exam-Prep>

- **CDT Candidate Handbook (FREE)**
This free handbook helps you to plan your study process.
- **CDT Exam Study Workbook (downloadable)**
This workbook helps you study and navigate the PDPG.
Pricing (downloadable): Members \$19.99 Non-members \$24.99
- **Project Delivery Flash Cards from iTunes**
Pricing (downloadable): Members \$4.99 Non-members \$9.99
- **On-Demand Webinars (CDT Prep Course)**
The CDT Prep Course is a series webinars. 11 Hours (8 Sessions)
Pricing (On Demand): Members \$175 Non-members \$230



The CSI CDT Exam Candidate Handbook

Spring 2015

CONSTRUCTION DOCUMENTS TECHNOLOGY PROGRAM



110 South Union Street, Suite 100 | Alexandria, VA 22314
(P) 800.689.2900 | (F) 703.236.4000 | (E) csi@csinet.org | (W) www.csinet.org

The CSI CDT Exam Study Workbook

Included with the Project Delivery Reference Guide

Spring 2015



110 South Union Street, Suite 100 | Alexandria, VA 22314
(P) 800.689.2900 | (F) 703.236.4000 | (E) csi@csinet.org | (W) www.csinet.org

Every instructor needs a teaching plan



CERTIFICATION

COMMUNITY

EDUCATION

PRACTICE

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CSI Certification

CSI CERTIFICATION

Good luck to those sitting for the CDT or CSI certification exam this month!

CSI is the construction community's authority on communication and construction documentation. Through CSI's Certification Program, you can develop a conceptual understanding of the entire construction process, and concrete skills in:

- Construction documentation development and administration
- Specification writing and enforcement
- Product research and sourcing
- Communication with the design and contracting teams

CSI's Construction Documents Technologist (**CDT**) certificate is a prerequisite to CSI's Certifications: Certified Construction Contract Administrator (**CCCA**); Certified Construction Specifier (**CCS**) and Certified Construction Product Representative (**CCPR**).

Are you a Region/Chapter Certification Chair, or an instructor for a CSI Certificate/Certification exam? Check out the [resources available](#) to help you prepare candidates.

Registration Information

CSI offers the CDT, CCCA, CCPR and CCS examinations twice annually in the Spring and the Fall. Open registration for the test begins in the Winter and Summer respectively.

Spring 2017 (Testing March 27th to June 2nd)

Early Registration - January 9th to January 24th, 2017

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[CCCA](#)

[CCPR](#)

[CCS](#)

Certification Instructor Resources



CERTIFICATION



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Resources for Instructors & Certification Chairs

TOOLS & RESOURCES

Tools and resources for teachers and instructors teaching courses related to CSI's Certificate/Certification courses:

- [CSI's Best Practices for Teachers](#)
- [Sample Syllabus for Instructors Teaching from CSI's Project Delivery Practice Guide \(PDF\)](#): See how one instructor used the CDT and the Project Delivery Practice Guide in the classroom.
- [Chapter Certification Chair Worksheet \(Excel\)](#): A checklist of activities for Chapter Certification Chairs.
- [Sample Press Release for New Certificants](#): Get the word out about individuals who have earned the CDT, CCS, CCCA, or CCPR designations in your chapter by adapting and distributing the sample press release below.
- [Ways to Recognize New Certificants](#): There are plenty of opportunities for chapters to recognize members and prospects who have earned their CDT or certification. Here are a few ideas for honoring the industry's best!

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STAY INFORMED

[Community Overview](#)

[CSI Weekly](#)

GET INVOLVED

[CSI Certification](#)

[CONSTRUCT](#)



PUT IT DOWN ON PAPER – YOUR YEARLY SCHEDULE

Sample Calendar of Chapter Deadlines and Important Dates for Certification Chairs

Target: Fall Exam Administration

<i>Timeline</i>	<i>Task</i>	<i>Assignment</i>
<input type="checkbox"/> November:	Certification chair meets/communicates with chapter president to review goals	Certification Chair and Chapter President
<input type="checkbox"/>	Certification chair contacts region certification chair to discuss region programmatic efforts	Certification Chair and Region Certification Chair
<input type="checkbox"/>	Schedule program brainstorming session; invite previous committee members, some new members, and potential committee members	Certification Chair
<input type="checkbox"/> December:	Update your <u>contact</u> information – including your email address – at www.csinet.org	Certification Chair
<input type="checkbox"/>	Meet with certification committee; create schedule for the year; assign a “point person” for each activity	Certification Chair/Committee
<input type="checkbox"/> January:	Finalize activity schedule for the year; communicate to other chapter leaders and committees, and Electronic/Publicity/Newsletter chairs	Certification Chair/Committee
<input type="checkbox"/>	Establish your budget: study session instructor materials and expenses; study session site and registration fees; promotion and recognition expenses	Certification Chair/Committee

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	A	B	C	D	E	
1	Task List for					
2	CSI Chapter Certification Chairs					
3						
4	Number	Task	Start Date	Completion		
5	1	Getting Started				
6	1.01	Read CSI's Administrative References pertaining to Chapter Certification Activities.				
7	1.02	Become familiar with the CSI Certification Website.				
8	1.03	Contact CSI region committee chair and Institute. Make sure they know you are this year's chair.				
9	1.04	Update CSI directory listing and contact information.				
10	1.05	Identify committee members.				
11	1.06	Obtain buy- in from committee for work commitment.				
12	1.07	Set up August committee meeting.				
13	1.08	Develop work plan.				
14	1.09	Meet with the previous certification chair and your committee.				
15	1.10	Obtain Chapter's certification materials.				
16	1.11	Identify strengths and weaknesses of certification efforts from the previous year.				
17	1.12	Review the class organization and the test content outline.				
18	1.13	Obtain current chapter roster from the chapter secretary.				
19	1.14	Maintain directories of area firms and organizations for promotion.				
20	1.15	Order copies of the CSI practice guides.				
21	1.16	Set certification candidate registration goals for Fall and Spring Exams				
22						
23	2	Certification Activity Planning				
24	2.1	Establish goals with the chapter present and board.				

Source Documents

- **CSI Practice Guides**
 - **Project Delivery Practice Guide**
 - **Construction Specifications Practice Guide**
 - **Construction Contract Administration Practice Guide**
 - **Construction Product Representation Practice Guide**
- **AIA A201 and EJCDC C-700** (General Conditions of the Construction Contract)
 - Common elements and concepts only
- **AIA A101 and EJCDC C-520** Agreement Between Owner/Contractor Forms
- **MasterFormat™ 2004 Edition, PageFormat™, SectionFormat™, UniFormat™, GreenFormat™**

Certification Study Programs

- **Know and Advertise Chapter Sponsored Study Programs**
- **Advertise CSI CDT Boot Camp** (check for dates/locations)
 - Fast-paced, intensive, one-day seminar that will example the use of construction documents from conception through design and construction to facility management.
 - Review the primary documents used for the examination and the fundamental knowledge they contain.
 - Review some of the latest trends in construction including sustainability, Building Information Modeling (BIM) and Integrated Project Delivery (IPD).
- **Daily e-mails** with questions based on the CDT study materials (independent providers, i.e. Spec Guy)
- **Networking** – LinkedIn, Facebook, Twitter, CSI Forums

Planning Study Classes

- Familiarize yourself with chapter certification budget
- Determine class format and times
- Determine class requirements
 - Space
 - Accessories
- Find locations
- Volunteers
- Additional information (Institute Website)
- Maintain class information online
- Acquire candidate information

Chapter Certification Committee Marketing



Publish



- Chapter newsletter
- Other trade organizations' newsletters
- CSInet.org
- Tweet
- Facebook
- LinkedIn

Passing the CCS or CCCA Earns Architectural Experience Program (AXP) Hours

NCARB awards:

- 40 core minimum hours in “Training Area 9 - Specifications & Material Research” for passing CCS certification
- 40 core minimum hours in “Training Area 12 - Construction Phase” for passing CCCA certification

DOCUMENTING YOUR EXPERIENCE
Documenting Your Experience Through Hours

Experience Setting O: Other Experience Opportunities

If you are not currently working for an architecture firm, there are many other opportunities for earning the required hours to complete the AXP. Some of these experiences require employment, but others do not. There is no minimum number of hours required for this experience setting, although many of the opportunities have a maximum limit.

OPPORTUNITY	WHETHER OR NOT EMPLOYED?	WHO APPROVES	WHERE THE HOURS GO	HOURS
Other Work Experience Under Licensed Professionals	See employment requirements	AXP Supervisor	Any AXP experience area	Up to 1,860 hours
Design or Construction Related Employment	See employment requirements	AXP Supervisor	Any AXP experience area	Up to 320 hours
Community Based Design Center/Collaborative	Yes	“Designated” AXP Supervisor	Any AXP experience area	Up to 320 hours
CSI Certification: CCCA	Yes	NCARB	Construction & Evaluation	40 hours
CSI Certification: CCS	Yes	NCARB	Project Planning & Design	40 hours
Design Competitions	Yes	Mentor	Any AXP experience area	Up to 320 hours
NCARB’s Professional Conduct Monograph	Yes	NCARB	Practice Management	Up to 10 hours
Site Visit With Mentor	Yes	Mentor	Construction & Evaluation	Up to 40 hours
Construction Work	Yes	AXP Supervisor	Construction & Evaluation	Up to 320 hours
AIA Continuing Education for HSW	Yes	NCARB	Any AXP experience area	Up to 20 hours per area

AXP GUIDELINES | MAY 2017 INTRODUCTION GETTING STARTED EXPERIENCE AREAS & TASKS **DOCUMENTING HOURS** AXP PORTFOLIO NEXT STEPS 16



AXP Credits with CCS & CCCA Certification

DOCUMENTING YOUR EXPERIENCE

Documenting Your Experience Through Hours

... EXPERIENCE SETTING O CONTINUED

Community-Based Design Center/Collaborative

You may earn up to 320 hours for volunteer service in support of a pre-approved charitable organization outside of a recognized experience setting or academic requirement.

Community-Based Design Center/Collaborative organizations must apply to NCARB and be pre-approved by NCARB before the experience occurs.

To be considered as a recognized organization, the Community-Based Design Center/Collaborative must meet the following criteria:

- The organization must have 501(c)(3) status as a charitable organization.
- The work must be in support of “building” or “planning” projects.
- The organization must have an established ongoing relationship with an architect who can be responsible for your direct supervision. This architect will be considered the “designated AXP supervisor” for the organization.
- The work performed by the organization must be documented as related to the AXP experience areas and certified by the “designated AXP supervisor” as directly related to the practice of architecture.

CSI Certifications: CCS & CCCA

Whether or not you are employed, you may earn hours for completing the following CSI certifications:

CSI Certified Construction Specifier (CCS): 40 hours in Project Planning & Design for passing the CCS certification.

CSI Certified Construction Contract Administrator (CCCA): 40 hours in Construction & Evaluation for passing the CCCA certification.

Information regarding the Construction Specifications Institute is available at www.csinet.org

For the list of qualifying Community-Based Design Center/Collaborative organizations currently recognized by NCARB, please check [our website](#).

SUBMITTING CSI CERTIFICATION

- You must upload the CSI certificate documenting completion of the program
- Once submitted, the CSI Certification is reviewed and approved by NCARB

AXP GUIDELINES | MAY 2017 INTRODUCTION GETTING STARTED EXPERIENCE AREAS & TASKS **DOCUMENTING HOURS** AXP PORTFOLIO NEXT STEPS 21

Chapter Study Courses

List a chapter's certification prep course

Please note: Each chapter has a single entry; if you need to change something, fill-out a new form. A chapter's most recent form is the one that gets displayed.

Your Chapter:

Your First Name:

Your Last Name:

Your Email Address:

Your programs (check all that apply)

CDT Prep Program: <input checked="" type="checkbox"/>	CDT Mentoring: <input type="checkbox"/>
CCS Prep Program: <input type="checkbox"/>	CCS Mentoring: <input checked="" type="checkbox"/>
CCCA Prep Program: <input type="checkbox"/>	CCCA Mentoring: <input checked="" type="checkbox"/>
CCPR Prep Program: <input type="checkbox"/>	CCPR Mentoring: <input checked="" type="checkbox"/>

Prep program dates and times:

Fees?

CEUs offered?:

Check if pre-registration required:

Prep Program Location

Name of facility
(Ex: "Smith & Smith firm"
"University of Smith"):

Street:

City:

State:

"For more information about certification prep programs and mentoring in your chapter, contact

Name:

CSI Certificants Directory Names listed for the public to see and search.

CSI Certificants Directory

Home/Certification/Certificants Directory

Through CSI's certification program, professionals develop and sharpen construction documentation skills that make them a valuable resource to any project. If this is the kind of professional you want involved in your next project, you've come to the right place.

CSI has four designations:

- CDT: The Construction Documents Technology Certificate is a comprehensive overview for anyone who writes, interprets, enforces, or manages construction documents.
- CCS: The Certified Construction Specifier demonstrates excellence in specifications & contract document preparation.
- CCCA: The Certified Construction Contract Administrator truly understands all facets of the construction process & contractual relationships.
- CCPR: The Certified Construction Product Representative has an in-depth understanding of the construction process & superior ability in effective representation.

Instructions:
Select one or more of the following fields to search on; e.g., a specific chapter ("Houstonic") and a specific designation ("CCS") will display all individuals in that chapter that have earned that specific designation.

First Name:

Last Name:

Company:

Title:

Address:

City:

State:

Zip/Postal Code:

Country:

Email:

CSI Members only:

Chapter:

CDT: CCS: CCCA: CCPR:

CDT is a prerequisite for the CCS, CCCA, and CCPR certifications. It is not listed after a name once the certificant has earned the CCS, CCCA or CCPR.

CSI Certificants Directory

Home/Certification/Certificants Directory

Search Again?

Search Results: CSI logo indicates current membership and is not an endorsement. Search results are limited to 1,500 records - use search criteria to limit results.

	Name	Company	Contact	Address
1	Rebecca Aarons-Bydner Mrs. Rebecca Aarons-Bydner, CSI, CDT, LEED AP		rebecca@sustaindesign.net	Richmond VA 23219-4266
2	Chris Abbott Mr. Chris Abbott, CDT	Baldwin and Shell Construction	501-351-0536 johnsaboot@gmail.com	Little Rock AR 72201-0004
3	Meham Abdunnasir Mr. Mehram H. Abdunnasir, CSI, CDT	Watnoug Building Partners, LLC	585-301-8681 mabunnasir@watnougco.com	Rochester NY 14623-2980
4	Charles Abell Charles W. Abell, CSI, CDT Architect	Abell + Crozier Architects	337-335-8016 cnao@acaaarchitects.com	Lafayette LA 70501-6921
5	Jerry Abernethy Mr. Jerry L. Abernethy, CSI, CDT Principal		713-467-8040 jbernethy@beagrip.com	Houston TX 77024-8015
6	Jack Ablon Mr. Jack Herbert Ablon, CSI, CDT, AIA Senior Architect		214-662-1166 jackablon@hotmail.com	Killeen TX 76541
7	Said Abouaboulian Mr. Said W. Abouaboulian, CDT	Arcadis	216-751-5177 said.abouaboulian@arcadis-us.com	Cleveland OH 44114-2542
8	Teresa Abrahamsohn Mrs. Teresa H. Abrahamsohn, CSI, CDT	Tecom Design Group	510-337-2300 TERESA.ABRAHAMSOHN@TECOM.COM	Oakland CA 94612-1906

Institute Web Site

CSI
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CSI Certification

CSI CERTIFICATION

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- [CCCA](#)
- [CCPR](#)
- [CCS](#)

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Early Registration - January 9th to January 24th, 2017

CSI Certification website offers easy access to information

Visit

- Your Chapter Meetings
- A/E Firms
- Contractors
- Community Colleges with Construction programs



Rewards

- Recognize Successful Candidates
- Analyze the results and impact of current programs
- Stay Current



Certification Exams



*Building Knowledge
Improving Project Delivery*

Let's Begin with the CDT

What material does the CDT cover?

- CDT candidates must demonstrate knowledge in the follow areas:
 - The construction process (contract types, modifications and substitution procedures)
 - Contractual relationships (relationship and organization of construction documents, rights, duties and responsibilities, contract provisions)
 - Use of construction documents (interpretation, organizational formats)

Let's Begin with the CDT

- The CDT Exam is organized by Subject Matter Areas.

Domain 1	Fundamentals	12%
Domain 2	Project Concept and Delivery	10%
Domain 3	Design Process	12%
Domain 4	Construction Documents	28%
Domain 5	Procurement	10%
Domain 6	Preconstruction	6%
Domain 7	Construction	16%
Domain 8	Lifecycle Activities	6%

Let's Begin with the CDT

What is the CDT exam format?

- There are 120 multiple choice questions
- You are given two hours to answer
- The overall testing time is 3 hours
- The material is organized by subject matter in the following areas: fundamentals, project concept and delivery, design process, procurement, construction documents, preconstruction, construction, life cycle activities.
- Register and pay fee.

The CCS exam, what is it?

What is CCS?

- CCS stands for Certified Construction Specifier
- CCS candidates demonstrate advanced knowledge in areas of specifications development, such as:
 - Contractual relationships
 - Document organization
 - Document preparation
 - Contract enforcement

The CCS exam, what is it?

What is the exam like?

- There are 200 multiple choice questions
- You are allotted 4 hours to answer questions
- Overall testing time: 5 hours

The CCS exam, what is it?

What is covered on the exam?

- The exam is organized by Domains

Domain 1 – Coordination 15%

Domain 2 - Planning/Development/Organization 5%

Domain 3 - Research 5%

Domain 4 - Analysis and Evaluation 35%

Domain 5 - Production 40%

The CCS exam, what is it?

What is required to take the CCS exam?

- Must have passed the CDT exam
- Have a minimum of 2 years' experience in the preparation and coordination of specifications actually used in construction
- Have 5 years' experience, attested to by 2 people experienced in the field, in the preparation of contract documents.
- Have prepared and coordinated either Division 00 or

Division 01

- CSI membership is not required, but encouraged
- Register and pay fee

The CCCA Exam, what is it?

What is CCCA?

- CCCA stands for Certified Construction Contract Administrator
- Candidates demonstrate advanced knowledge in the development, administration, and enforcement of construction documents.
- The exam is more in depth than the CDT and covers the following area: QA/QC, bidding and negotiating, Division 01, General and Supplementary Conditions, agreements, enforcement and liability.

The CCCA exam, what is it?

What is required to take the CCCA exam?

- Must have passed the CDT exam
- Have at least two years experienced in the construction administration process, attested to by 2 people experienced in the field.
- CSI membership is not required, but encouraged
- Register and pay fee

The CCCA exam, what is it?

What is the exam like?

- There are 200 multiple choice questions
- You are allotted 4 hours to answer questions
- Overall testing time: 5 hours

The CCCA exam, what is it?

What is covered on the exam?

- The exam is organized by Domains

Domain 1 - Claims and Disputes	10%
Domain 2 - Contracts	14%
Domain 3 - Project Records	28%
Domain 4 - Quality Control / Quality Assurance	25%
Domain 5 - Site Visits	23%

The CCPR exam, what is it?

What is CCPR?

- CCPR stands for Certified Construction Product Representative
- CCPR candidates demonstrate advanced knowledge in the following areas:
 - Construction product representation
 - Preparation of construction documents
 - Use of construction documents
 - The construction process

The CCPR exam, what is it?

What is covered on the exam?

- The exam is organized by Study Unit Areas

1.	Pre-project activities	30%
2.	Project Design	25%
3.	Procurement	20%
4.	Construction	20%
5.	Facility Management	5%

The CCPR exam, what is it?

Who is a CCPR?

- A CCPR is a person who has successfully completed both the CDT and CCPR exams. He/she has the required experience, and has demonstrated knowledge and ability in construction product representation, and in using and advising in the preparation of construction documents as recommended by CSI.

The CCPR exam, what is it?

What is required to take the CCPR exam?

- Must have passed the CDT exam
- Have a minimum of 2 years' experience in the representation of construction product(s) exclusive of academic preparation, attested to on company letterhead by two manufacturers and/or employers.
- CSI membership is not required, but encouraged
- Register and pay fee

The CCPR exam, what is it?

What is the exam like?

- There are 200 multiple choice questions
- You are allotted 4 hours to answer questions
- Overall testing time: 5 hours

Registration and Fees



When can I take a Certification Exam?

- The CSI Certification Exams are given nationally in cities throughout North America at Prometric Test Centers.

Fall 2017

- Exam Dates: September 25 – December 10, 2017
- Early Bird Registration: June 26, 2017 – July 10, 2017
- Standard Registration: July 11, 2017 – August 28, 2017
- Final Registration: August 29, 2017 – September 6, 2017

Spring 2018 (Estimated)

- Exam Dates: April 2 – April 27, 2018
- Early Bird Registration: January 8, 2018 – January 26, 2018
- Standard Registration: January 27, 2018 – February 23, 2018
- Final Registration: February 26, 2018 – March 14, 2018

- Prometric test center locations can be viewed on the Prometric website: www.prometric.com/csi

Registration and Fees

- CDT Exam Fees:

	CSI Members	Non- Members	Students
• Early Bird Registration by July 10, 2017	\$295	\$545	\$165
• Standard Registration by August 28, 2017	\$375	\$625	\$165
• Final Registration by September 6, 2017	\$545	\$795	\$165

Register online at www.csiconnect.org/certification

Registration and Fees

CCS,CCCA, and CCPR Exam Fees:	CSI Members	Non- Members
• Early Bird Registration by July 10, 2017	\$350	\$600
• Standard Registration by August 28, 2017	\$430	\$680
• Final Registration by September 6, 2017	\$685	\$935

Register online at www.csiconnect.org/certification

Once registered, CSI sends an email with an Authorization to Test (ATT) Letter.

- Includes the Exam Candidate's National ID Number.

Then, the candidate contacts Prometric to schedule their test date/time

- The candidate gives their Exam Candidate National ID Number to schedule their exam.

Certification Update



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Indianapolis Chapter Webinars

- By request, Fall Study Webinars will be held.

Spring:

CDT Five Saturdays 9:00 am – Noon

September 2, 2017 – September 30, 2017

CCS & Five Saturdays Noon – 3 pm

CCCA September 22, 2017 – September 30 2017

If interest in both CCS and CCCA, class times to be announced!

Spring: Similar schedule, dates to be confirmed.

Instructors: Charles D. Thompson, CSI, CCS

Jack P. Morgan, CSI, CCS, CCCA

Call in information provided for those interested.

Fee: \$30 per candidate for five classes.

Questions?



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Jack P. Morgan, RA, CSI, CCS, CCA, AIA, SCIP, LEED GA
Great Lakes Region Certification Chair

morwalsoplad1@gmail.com

Certification Information: certification@csinet.org

www.csiresources.org/Certification

Thank You!

