

CSI Certification

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Agenda

- Purpose and Benefits of Certification
- Overview of CDT
- Overview of CSI Certifications
- Study Resources for Exams
- Registration details

Benefits of CSI 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.

Benefits of CSI Certification (cont.)

- Through CSI's certification program, a person can develop skills in:
 - Construction documentation 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.

Let's Begin with the CDT

Why obtain a CDT?

- 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.

Let's Begin with the CDT

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.

Let's Begin with the CDT

What material does the CDT cover?

- CDT candidates must demonstrate knowledge in the following 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

What material does the CDT cover?

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 - Use of construction documents (interpretation, organizational formats)

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.
- Fees: early registration for members is \$240, non members \$375.

Let's Begin with the CDT

When can I take the CDT?

- Spring 2015 (March 30 – April 25, 2015) at a Prometric test center
- Open Registration: December 1, 2014
- Early Registration Deadline: January 31, 2015
- Final Registration Deadline: February 28, 2015
- Prometric test centers can be located online at www.prometric.com/csi

Okay, you passed the CDT, now what?

If you're feeling ambitious, let's talk about the other certifications.
Let's start with the Certified Construction Contract Administrator,
CCCA.

But before we do,

Any questions so far?

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?

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

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
 - Claims and disputes
 - Contracts
 - Project Records
 - Quality Control / Quality Assurance
 - Site Visits

Let's move on to the CCS exam

But before we do,

Any questions so far?

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?

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

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
 - Coordination
 - Planning / Development / Organization
 - Research
 - Analysis and Evaluation
 - Production

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

Last but not least, the CCPR

But before we do,

Any questions so far?

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?

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

The CCPR exam, what is it?

What is covered on the exam?

- The exam is organized by study unit areas
 - Pre-project activities
 - Project Design
 - Procurement
 - Construction
 - Facility Management

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

Questions?

Let's talk about study material

Study Material

CSI offers many different study materials for each of the exams. The materials are similar for each exam.

- The study materials for the **CDT** includes
 - Project Delivery Practice Guide, which includes info on MasterFormat numbers & titles, UniFormat, SectionFormat, PageFormat, and GreenFormat
 - AIA A201 or EJCDC C-700 (General Conditions of the Construction Contract)
 - These are available at the CSI Store, www.csinet.org/PDPG, \$75/members, \$90/non-members

Study Material

Other study resources for the CDT exam includes

- CDT Candidate Handbook (free on CSI website)
- CDT Exam Study Workbook (downloadable)
 - \$19.99/members, \$24.99/non-members
- Project Delivery Flash Cards (downloadable)
 - \$4.99/members, \$9.99/non-members
- CSI CDT Boot Camp, see website for location and dates

Study Material

The study materials for the **CCCA** includes

- Construction Administration Practice Guide
 - \$68/members, \$85/non-members
 - Purchase at the CSI Store (www.csinet.org/ccapg)
- Project Delivery Practice Guide
- AIA A201 or EJCDC C700 (General Conditions of the Construction Contract)
- AIA A101 or EJCDC C520 (Owner/Contractor Agreement)
- AIA B201 or EJCDC E500 (Owner and Architect / Engineer)

Study Material

The study materials for the **CCCA** includes

- CSI CCCA Exam Study Workbook (downloadable)
 - \$19.99/members, \$24.99/non-members
 - www.csinet.org/cccastudyworkbook
- CSI Academies
- Contract Administration Education Program (CAEP)
 - csinet.org/caep
 - \$149/members, \$199/non-members

Study Material

The study materials for the **CCS** includes

- CCS Candidate Handbook (free on CSI website)
- Construction Specifications Practice Guide
 - \$68/members, \$85/non-members
 - Available at the CSI Store online
- AIA A201 or EJCDC C700 (General Conditions of the Construction Contract)
- AIA A101 or EJCDC C520 (Owner/Contractor Agreement)
- Project Delivery Practice Guide
- CSI CCS Exam Study Workbook (downloadable)
 - \$19.99/members, \$24.99/non-members

Study Material

The study materials for the **CCPR** includes

- CCPR Candidate Handbook (free on CSI website)
- Construction Product Representation Practice Guide
 - \$68/members, \$85/non-members
 - Available at the CSI Store online
- AIA A201 or EJCDC C700 (General Conditions of the Construction Contract)
- CSI CCPR Exam Study Workbook (downloadable)
 - \$19.99/members, \$24.99/non-members
- CSI Academies

Questions?

Let's talk about registration and fees

Registration and fees

When can I take the CDT?

- Spring 2015 (March 30 – April 25, 2015) at a Prometric test center
- Open Registration: December 1, 2014
- Early Registration Deadline: January 31, 2015
 - \$240/members, \$375/non-members, \$105/student
- Final Registration Deadline: February 28, 2015
 - \$295/members, \$430/non-members, \$105/student
- Register at the CSI website

Registration and fees

When can I take the CCCA?

- Spring 2015 (March 30 – April 25, 2015) at a Prometric test center
- Open Registration: December 1, 2014
- Early Registration Deadline: January 31, 2015
 - \$280/members, \$415/non-members, \$105/student
- Final Registration Deadline: February 28, 2015
 - \$345/members, \$480/non-members, \$105/student
- Register at the CSI website

Registration and fees

When can I take the CCS?

- Spring 2015 (March 30 – April 25, 2015) at a Prometric test center
- Open Registration: December 1, 2014
- Early Registration Deadline: January 31, 2015
 - \$280/members, \$415/non-members, \$105/student
- Final Registration Deadline: February 28, 2015
 - \$345/members, \$480/non-members, \$105/student
- Register at the CSI website

Registration and fees

When can I take the CCPR?

- Spring 2015 (March 30 – April 25, 2015) at a Prometric test center
- Open Registration: December 1, 2014
- Early Registration Deadline: January 31, 2015
 - \$280/members, \$415/non-members, \$105/student
- Final Registration Deadline: February 28, 2015
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Summary

- Purpose and Benefits of Certification
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Thank You

Questions?