

Great Lakes Region Certification Chair Preparation

**Certification Chair Duties
and Responsibilities**



*Building Knowledge
Improving Project Delivery*

August 1, 2014



**Your job actually starts
with your nomination to
Certification Chair
Spend the time getting to
know expectations**



CSI CERTIFICATION CHAIR

- Familiarize yourself on available **information**
- Be a **resource** for Chapter Members (Chapter Chair) or Chapters in your Region (Region Chair)
- Chapter Certification Chair **Leader Guide** available on CSI website
- Know **testing** dates and locations
- **Promote** Certification!
- **Communicate** with Members or Chapters

Brief Recap On Certification

CSI Credentials

CDT
Construction
Document
Technology
Certificate

CCS
Certified
Construction
Specifier

CCCA
Certified
Construction
Contract
Administrator

CCPR
Certified
Construction
Product
Representative

Construction Documents Technologist (CDT)

- Emphasis on basic construction industry knowledge:
 - Construction Process
 - Contractual Relationships
 - Construction Document Organization
- Exam Prerequisites: None
- Passing Score: 75% or higher
- CDT is the required prerequisite for CCS, CCCA, CCPR

Who can take the CDT, CCS, CCCA, CCPR?

Anyone who writes, interprets, enforces, or manages construction documents in the design and construction industry!

- Owners
- Architects
- Specifiers
- Contractors
- Contract Administrators
- Material Suppliers
- Manufacturer's Representatives

Source Documents

- **CSI Practice Guides**
 - **Project Delivery Practice Guide**
 - **Construction Specifications Practice Guide**
 - **Construction Contract Administration 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™**

CSI Certification website offers easy access to information

Institute Web Site

The screenshot shows the 'Certification' page of the CSI website. At the top, there is a navigation menu with links for 'Login', 'Contact', 'About', 'News', 'Chapter Locator', 'Leaders', 'My CSI', and 'Jobs'. A search bar is located on the right. Below the navigation is a breadcrumb trail: 'Home > Certification'. The main content area features a large image of hands holding a rolled-up certificate, with the text 'CSI Certification' overlaid. Below the image, a paragraph explains that CSI is the construction community's authority on communication and construction documentation, and that through the Certification Program, users 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

Below the list, it states that the Construction Documents Technologist (CDT) certificate is a prerequisite to CSI's advanced Certifications: Certified Construction Contract Administrator (CCCA); Certified Construction Specifier (CCS) and Certified Construction Product Representative (CCPR).

Exams will be offered September 30 - October 26, 2013, in the U.S. & Canada.

Registration dates are listed as follows:

Open Registration:	June 03, 2013
Early Registration Closes:	July 31, 2013
Final Registration:	August 31, 2013

On the right side of the page, there is a sidebar with several sections:

- Inside this section...** (indicated by a red arrow pointing to the list):
 - CDT
 - CCCA
 - CCS
 - CCPR
 - Certification Renewal Information
 - Resources for Instructors & Certification Chairs
 - Certificants Directory
- Quick Tasks** (indicated by a red arrow pointing to the list):
 - > Exam Cancellation Form
 - > NCARB & CSI Certification
 - > Register now!
 - > Certification Flyer (PDF)
 - > Download Certification Exam Rescheduling Request Form (PDF)
 - > FAQs About CSI Certificate/Certification Programs
 - > Why Get Certified?
- Related Topics** (indicated by a red arrow pointing to the link):
 - > Certification

At the bottom of the page, there are social media icons for LinkedIn, Twitter, Facebook, and YouTube.

Reasons for Certification

- **Empowers you** with the understanding of construction and the body of knowledge.
- **Raises your confidence** by showing that you demonstrate knowledge, skills, and abilities based upon national standards.
- **Differentiates you** from others by spotlighting achievements on your resume.



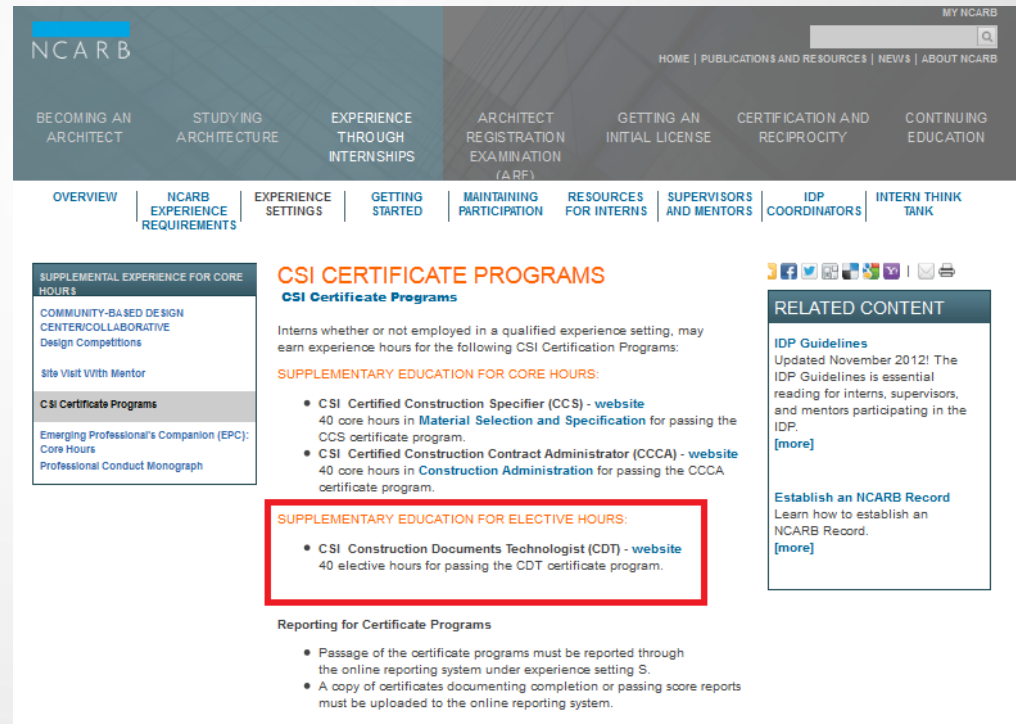
Passing the CDT Earns Architectural Registration Education Training Hours

NCARB awards:

- 40 elective hours for earning your CDT certificate
- 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

<http://ncarb.org/Experience-Through-Internships/IDP2-Experience-Settings/IDP2-Supplemental-Experience-Core/Certificate-Programs.aspx>

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NCARB

MY NCARB

HOME | PUBLICATIONS AND RESOURCES | NEWS | ABOUT NCARB

BECOMING AN ARCHITECT | STUDYING ARCHITECTURE | EXPERIENCE THROUGH INTERNSHIPS | ARCHITECT REGISTRATION EXAMINATION (ARE) | GETTING AN INITIAL LICENSE | CERTIFICATION AND RECIPROcity | CONTINUING EDUCATION

OVERVIEW | NCARB EXPERIENCE REQUIREMENTS | EXPERIENCE SETTINGS | GETTING STARTED | MAINTAINING PARTICIPATION | RESOURCES FOR INTERNS | SUPERVISORS AND MENTORS | IDP COORDINATORS | INTERN THINK TANK

SUPPLEMENTAL EXPERIENCE FOR CORE HOURS

COMMUNITY-BASED DESIGN CENTER/COLLABORATIVE Design Competitions

Site Visit With Mentor

CSI Certificate Programs

Emerging Professional's Companion (EPC): Core Hours

Professional Conduct Monograph

CSI CERTIFICATE PROGRAMS

CSI Certificate Programs

Interns whether or not employed in a qualified experience setting, may earn experience hours for the following CSI Certification Programs:

SUPPLEMENTARY EDUCATION FOR CORE HOURS:

- CSI Certified Construction Specifier (CCS) - [website](#) 40 core hours in [Material Selection and Specification](#) for passing the CCS certificate program.
- CSI Certified Construction Contract Administrator (CCCA) - [website](#) 40 core hours in [Construction Administration](#) for passing the CCCA certificate program.

SUPPLEMENTARY EDUCATION FOR ELECTIVE HOURS:

- CSI Construction Documents Technologist (CDT) - [website](#) 40 elective hours for passing the CDT certificate program.

Reporting for Certificate Programs

- Passage of the certificate programs must be reported through the online reporting system under experience setting S.
- A copy of certificates documenting completion or passing score reports must be uploaded to the online reporting system.

RELATED CONTENT

IDP Guidelines
Updated November 2012! The IDP Guidelines is essential reading for interns, supervisors, and mentors participating in the IDP.
[\[more\]](#)

Establish an NCARB Record
Learn how to establish an NCARB Record.
[\[more\]](#)

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@kustarndesign.net	Richmond VA 23219-4266
2	Mr. Chris Abbott, CDT	Balovin and Shell Construction	501-351-0836 johnsaboot@gmail.com	Little Rock AR 72201-0004
3	Meham Abdunnasir Mr. Mehram H. Abdunnasir, CSI, CDT	Watnoog Building Partners, LLC	585-301-8681 mabunnasir@watnoogco.com	Rochester NY 14623-2980
4	Charles Abell Charles W. Abell, CSI, CDT	Abell + Crozier Architects	337-335-8016 cnao@acaaarchitects.com	Lafayette LA 70501-6921
5	Jerry Abendroth Mr. Jerry L. Abendroth, CSI, CDT		713-467-8040 jabendroth@beagrip.com	Houston TX 77024-8018
6	Jack Ablon Mr. Jack Herbert Ablon, CSI, CDT, AIA Senior Architect		214-662-1166 jackablon@hotmail.com	Killeen TX 76541
7	Said Abouabdallah Mr. Said W. Abouabdallah, CDT	Arcadis	216-751-5177 said.abouabdallah@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

Certification Committee

CERTIFICATION CHAIR RESPONSIBILITIES

Key Stone Events

- Region Conference
- CONSTRUCT
- Monthly Conference calls
- Leadership Training
- Study Program Dates
- Test Dates

Great Lake Region



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, 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

Region Meetings

- Take an interest in planning the Region Meeting for your year of service.
- Contact Chapter Certification Chairs and encourage them to attend.
- Address any issues at Region Conference



CONSTRUCT

- **Activities Prior to the Event**
 - Promote attendance
 - Plan the Region Caucus
 - Education for members/
National Voting Issues
 - Work at the CSI Booth
 - Network with other CSI
Leaders



Maintain/Update

- Region Communication with Chapter Chairs
- Institute Chair and Committee



Communication

- Monthly Meetings
 - Conference calls
 - Monthly newsletter
 - Chapter visits
-
- Address issues as they happen
 - Answer the calls
 - Answer the media (social, internal)

BE PRESENT!



Rewards

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



Help in finding/developing your Successor

Thank You!!!!