

The CSI CCCA Exam Candidate Handbook

Fall 2018

CONSTRUCTION CONTRACT ADMINISTRATOR
CERTIFICATION PROGRAM



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SUMMARY

The objective of the **Construction Contract Administrator Certification Program** is to improve construction administration and to accomplish the following:

- Provide a means for construction contract administrators to demonstrate their knowledge in these areas:
 - Construction Process
 - Contractual Relationships
 - Construction Contract Administration Procedures
- Encourage the elevation of the competence of construction contract administrators
- Enhance the image of construction contract administrators
- Encourage construction contract administrators to become familiar with construction contract administration principles as recommended by CSI.

People who pass the Construction Contract Administrator Certification exam have proven their skill in:

- **Quality assurance and quality control**
- **Bidding and negotiating procedures**
- **Construction observation and inspection**
- **Division 01, General and Supplemental Conditions, agreements, and all other documents related to the project**
- **Enforcement and liability**

A **Certified Construction Contract Administrator (CCCA)** is a person who has successfully completed the CCCA examinations, and has demonstrated the minimum knowledge and ability to administer a contract for construction as prescribed by CSI.

Eligibility Requirements

Candidates for the CCCA examination must meet the following pre-requisites:

CDT and a minimum of 2-years' experience in the construction contract administration process. OR No CDT and 5-years' experience in the construction contract administration process.

Membership in CSI is not required; however, CSI members have access to a number of exam-taking benefits including reduced rates for exam registration, study material purchase, and CSI event registration. For more information on membership benefits, visit:

www.csiresources.org/membership.

Candidate Profile

REQUIREMENTS	
Education	High School Diploma or Equivalent
Experience	CDT and a minimum of 2-years' experience in the construction contract administration process. OR No CDT and 5-years' experience in the construction contract administration process.
CAREER INFORMATION	
Typical Job Titles	Architect, Engineer, Designer, Assistant or Associate Designer, Field Engineer, Product Sales/Technical Representative, Commissioning Agent, Project Manager, Construction Manager, Specifier, or Construction Attorney.
Related Experience	Construction Field Experience, Development of Contract Documents, Performance of Contract Administration or Project Engineering, Project Management, Product Representation, A/E/C Office Experience, Construction Arbitration.
Typical Education Paths	Most qualified candidates will have a degree in architecture, engineering, interior design, construction management, or a related field.

EXAM APPLICATION

2018 Registration and Testing

Fall 2018 Exam Dates	September 25 th to December 10 th , 2018
Fall 2018 Early Registration	June 26 th to July 10 th , 2018
Fall 2018 Standard Registration	July 11 th to August 27 th , 2018
Fall 2018 Final Registration	August 28 th to September 14 th , 2018

Exam Application Fees

<i>Member Early</i>	<i>Member Standard</i>	<i>Member Final</i>	<i>Non-member Early</i>	<i>Non- member Standard</i>	<i>Non-member Final</i>
\$350	\$430	\$685	\$600	\$680	\$935

Registration includes the exam application fee.

It does not include the CCCA Preparation Materials, Construction Contract Administration Practice Guide, or the AIA A-201 or EJCDC C-700 exam source materials, which may be purchased separately.

Applying for an Exam

1. During Open Registration exam applications are completed online at <https://www.csiresources.org/certification/mycertifications>
2. **To register online:**
 - A. Login to the CSI website. If you are a new user, create a user name and password or register without joining.
 - B. Select "Get Certified" on the "My Certifications" Page.
 - C. In the Apply for New Certifications box, click "Apply for Certified Construction Contract Administrator Certification."
 - D. Agree to the terms and conditions, click "Continue."
 - E. Select the Application Fee, click "Continue."
 - F. Optionally, enter total years of experience, click "Continue."
 - G. Enter information on your two references, click "Continue."
 - H. Pay by Credit Card and submit the payment. See receipt page.
 - I. If you click "Home," you will see that the application has been "Submitted."
3. You will be sent your Authorization To Test (ATT) Notification via email within 2-3 weeks of your processed application. Be sure to provide a valid email address when applying for an exam.

Scheduling an Exam with Prometric

The CCCA is a computer-based exam administered at Prometric test centers throughout the US and Canada.

Once your application is approved by CSI, you will receive an email notification with instructions how to schedule your exam at a Prometric test center using your individual authorization number.

Go to the Prometric website: www.prometric.com/CSI. Select "Locate A Test Center" to view the available Prometric test centers and schedule an exam.

EXAM FORMAT

Format

The CCCA exam is a computer-based test that contains 200 multiple-choice questions. Candidates have four (4) hours to complete the exam.

Exam Specifications

The proportion of the exam dedicated to each subject matter area is as follows:

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%

Exam Content Outline

Domain 1: Claims and Disputes

- A. Review, determine entitlement for, and distribute decision on claims between Owner and Contractor.
- B. Participate in dispute resolution measures.
- C. Evaluate the effect of nonconforming work on payment applications.
- D. Identify construction issues and procedures for resolving them.
- E. Interpret documents to issue revisions, clarifications, and modification.
- F. Participate in the review of RFI (Request for Information/Interpretation), RFP Request for Proposal), COR (Change Order Request), and work change directives.
- G. Determine if field conditions vary from the available information.

Domain 2: Contracts

- A. Inform and receive direction from the Owner during the construction process.
- B. Participate in the development of revisions, changes, and additions to the construction contract.

- C. Impartially evaluate interpretations of the contract documents to make recommendations under the terms of the contract.
- D. Assess and evaluate additional services requested of the A/E.
- E. Participate in the preparation and response to process ASIs (Architect's Supplemental Instructions) and change orders.
- F. Prepare and issue Field Orders for minor changes in the Work not involving changes in contract price or contract times.
- G. Prepare A/E and Owner initiated proposal requests and associated design data to submit to the Contractor.
- H. Prepare and process Change Orders.

Domain 3: Project Records

- A. Identify what information is part of the contract and what information is not.
- B. Prepare and submit progress reports.
- C. Ensure forms are completed properly.
- D. Advise team members on the proper use of common forms.
- E. Review and comment on Schedule of Submittals prepared by Contractor.
- F. Review and comment on Progress Schedule (preliminary, acceptable, periodic updates, recovery schedules, and associated documents).
- G. Design tracking logs for recording documentation.
- H. Receive, log, review, and respond to Contractor's submittals such as shop drawings, product data, samples, and other submittals.
- I. Review and approve (or reject) Contractor's requests for approval of substitutions and "or equal" items.
- J. Issue Certificate of Substantial Completion with definitive list of uncompleted work items prepared by A/E.
- K. Obtain from Contractor the required contract closeout documents, such as lien waivers, affidavits of payment, consent of surety, sustainable design closeout documents, and others required.
- L. Obtain and review Contractor's record drawings for completeness. A/E may prepare CAD drawings from Contractor's mark-ups.
- M. Receive and review Contractor's request for final inspection.
- N. Organize and file project documentation.
- O. Determine when project reaches substantial completion.
- P. Evaluate use of allowances during construction administration.
- Q. Identify measurement and cost adjustments.
- R. Identify the scope of alternates and implications on other work.
- S. Establish contract administration filing system, communication system, and project forms.

- T. Review Contractor's compliance to closeout procedures and submittals including warranty documentation, maintenance and operation.
- U. Verify preconstruction submittals have been received and reviewed.
- V. Evaluate the project document submissions to determine if the contract requirements are being met.

Domain 4: Quality Control/Quality Assurance

- A. Report contract document discrepancies to Owner with recommended action.
- B. Assess the Contractor's "cost of the work".
- C. Review and comment on the Contractor's schedule of values.
- D. Review and certify the Contractor's applications for progress payments.
- E. Confer with construction team to discuss and resolve issues, complaints, and construction problems.
- F. Reject work that does not conform to the contract documents.
- G. Witness tests required by the contract documents, when A/E presence is specified.
- H. Verify specified code required tests are completed with reports submitted.
- I. Verify test reports indicate compliance with contract.
- J. Evaluate requirements for each product, by specifications and manufacturer's requirements.
- K. Assess implications of substitutions on related work.
- L. Review submittals, and quality control submittals.
- M. Review, analyze, and prepare contract modification documentation.
- N. Provide input about firm's contract administration and documentation methods for effectiveness and participate in periodic review and modification.
- O. Communicate procedures and methods to the Owner, design, and constructor teams.
- P. Ensure that bid addenda, accepted alternates, and negotiations are incorporated into the project scope of work.
- Q. Perform "constructability review" of project design.

Domain 5: Site Visits

- A. Identify on-site design issues and engage project team to formulate solutions.
- B. Report construction progress to Owner throughout the construction process.
- C. Administer pre-construction conference.
- D. Participate in project meetings as defined in the contract documents.
- E. Coordinate with the Resident Project Representative (RPR), if any, at the site.
- F. Review and document field conditions.

- G. Receive and review code required inspections and testing for compliance with the contract documents.
- H. Interpret the project requirements to execute the contract and to facilitate solutions to construction issues.
- I. Make periodic visits to the site during construction and observe the quality and progress of the Work.
- J. Receive and review Contractor's request for Substantial Completion inspection and associated list of uncompleted work items.
- K. Conduct the Substantial Completion inspection.
- L. Conduct final inspections.
- M. Evaluate project for completion and issue A/E declaration of acceptance.
- N. Perform site visits, issue progress reports, and request site visits from consultants based on work in progress.
- O. Observe compliance with project sustainability requirements.
- P. Participate in construction meetings with Contractor and Owner.
- Q. Establish project construction administration work plan based on the project delivery method and the procurement method.

Exam Development

The CCCA exam reflects the results of a professional Body of Knowledge Analysis (BoKA) that determined the subject matter areas (knowledge domains) that are important for a Certified Construction Contract Administrator to master. The purpose of a BoKA is to thoroughly review and update the definition of the subject matter to be tested on the exam, so that it reflects the current state of the industry and evolving trends in project delivery, design, construction documentation, construction contract administration, and facility management.

The current CCCA test forms represent a significant commitment by CSI to provide an examination that reflects current practice and cutting-edge developments that affect construction contract administration.

EXAM REFERENCE MATERIALS

Exam Reference Materials

- Construction Contract Administration Practice Guide (CCAPG)
- Project Delivery Practice Guide (PDPG)
- MasterFormat™
- UniFormat™
- SectionFormat™
- PageFormat™
- GreenFormat™

Many of the CSI documents have been updated in recent years. Candidates are cautioned that older versions, such as *MasterFormat 1995*, are no longer supported by CSI and should not be relied upon in preparing for the exam.

MasterFormat, UniFormat, SectionFormat, PageFormat, GreenFormat are available for download with the purchase of the Project Delivery Practice Guide (See back of book for instructions to download).

These materials are

available from: CSI
110 South Union Street, Suite 100
Alexandria, VA 22314
Phone: (800) 689-2900
Fax: (703) 236-4600
Email: csi@csinet.org
Website: www.csiresources.org (click on Bookstore)

CONDITIONS OF THE CONTRACT

AIA Document A201 – 2007
American Institute of Architects
1735 New York Avenue, NW
Washington, DC 20006-5292
Ph: (800) 242-3837 Fax: (202) 626-7547
www.aia.org

OR EJCDC C-700 – 2007
National Society of Professional Engineers
1420 King Street
Alexandria, VA 22314-2794
Ph: (703) 684-2800 Fax: (703) 836-4875
www.nspe.org

Sustainability/Green Building

- U.S. Environmental Protection Agency (EPA)
www.epa.gov/greenbuilding/pubs/about.htm
- GreenFormat
www.csinet.org/greenformat

EXAM STUDY RESOURCES

Please note, not all materials below will be available at the time of publishing, check csinet.org for the most current products

CCCA Study Workbook

CCCA Study Workbook is available for purchase at www.csinet.org.

The CCCA Study Workbook is a guide to help candidates prepare for the CCCA Exam. The workbook facilitates a clear understanding of the recommended practices for construction contract administration, and is comprised of exercises, examples, and practice questions that address the development of facilities and the ins and outs of the process. The information in this Study Workbook is based upon a "Practice Analysis of Practitioners in Construction Contract Administration" a study conducted by CSI and completed in 2011. This Analysis is the basis for the Construction Contract Administration Practice Guide and the Exam you will be taking. This workbook is organized differently than the "Candidate Handbook" but covers the same material. We hope that in providing a different view upon the same material, your learning is enhanced and preparation for the exam is more complete. It is not a practice exam.

CSI Chapter CCCA Courses

Don't hesitate to ask your local chapter to help you prepare for an exam. Many CSI chapters offer CCCA prep programs or study groups. Contact your local chapter for information about their prep courses. To find a [Chapter Study Course](#) go to: www.csinet.org/chapterprep

CSI CERTIFICATION POLICIES

CSI exam application fees are non-transferable to another individual.

Candidates who are unable to sit for a scheduled exam may request rescheduling within the same exam window or cancellation with the possibility of a full or partial refund of the application fee. Cancellation requests must be submitted to the Institute in writing using the appropriate request form. The form is available at www.csinet.org. Also a scheduled appointment with Prometric must be cancelled separately through Prometric via www.prometric.com/csi or 1-800-503-8991.

Candidates who do not request a cancellation and do not sit for the exam forfeit all fees. Candidates who then wish to sit for the next exam window must submit a new application and fee.

- Cancellation requests received at least 30 calendar days prior to the first day of the test window will be refunded 100% of the exam fee.
- Cancellation requests received less than 30 calendar days prior to the first day of the test window will be refunded 50% of the exam fee.
- Cancellation requests received less than 14 calendar days prior to the first day of the test window will not be refunded any portion of the exam fee.

Those who are not successful in passing an exam may retest during the next exam window. Retests require a new application and registration fee.

A list of passing candidates will be posted at www.csinet.org.

Once the CCCA exam is passed and certification is obtained, the certificant will be required to meet continuing education requirements of a minimum of 24 professional development hours (PDH's) over three years, be active in the field, and submit the renewal fee.

Congratulations to all who are participating in the CCCA program!