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

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

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

CCCMA
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

Moll/Betts Student Excellence Award

WHAT THE AWARD MEMORIALIZES
- 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 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.
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
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.

• Project Delivery Flash Cards from iTunes

• 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
Every instructor needs a teaching plan

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 Certification Program: 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
Certification Instructor Resources

Resources for Instructors & Certification Chairs

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!
# CSI Chapter Chair Leader Guide

## PUT IT DOWN ON PAPER – YOUR YEARLY SCHEDULE
Sample Calendar of Chapter Deadlines and Important Dates for Certification Chairs

**Target: Fall Exam Administration**

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Task</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>November</strong>:</td>
<td>Certification chair meets/communicates with chapter president to review goals</td>
<td>Certification Chair and Chapter President</td>
</tr>
<tr>
<td></td>
<td>Certification chair contacts region certification chair to discuss region programmatic efforts</td>
<td>Certification Chair and Region Certification Chair</td>
</tr>
<tr>
<td></td>
<td>Schedule program brainstorming session; invite previous committee members, some new members, and potential committee members</td>
<td>Certification Chair</td>
</tr>
<tr>
<td><strong>December</strong>:</td>
<td>Update your contact information – including your email address – at <a href="http://www.csinet.org">www.csinet.org</a></td>
<td>Certification Chair</td>
</tr>
<tr>
<td></td>
<td>Meet with certification committee; create schedule for the year; assign a “point person” for each activity</td>
<td>Certification Chair/Committee</td>
</tr>
<tr>
<td><strong>January</strong>:</td>
<td>Finalize activity schedule for the year; communicate to other chapter leaders and committees, and Electronic/Publicity/Newsletter chairs</td>
<td>Certification Chair/Committee</td>
</tr>
<tr>
<td></td>
<td>Establish your budget: study session instructor materials and expenses; study session site and registration fees; promotion and recognition expenses</td>
<td>Certification Chair/Committee</td>
</tr>
<tr>
<td>Number</td>
<td>Task</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>------</td>
<td></td>
</tr>
<tr>
<td>1.01</td>
<td>Read CSI’s Administrative References pertaining to Chapter Certification Activities.</td>
<td></td>
</tr>
<tr>
<td>1.02</td>
<td>Become familiar with the CSI Certification Website.</td>
<td></td>
</tr>
<tr>
<td>1.03</td>
<td>Contact CSI region committee chair and Institute. Make sure they know you are this year’s chair.</td>
<td></td>
</tr>
<tr>
<td>1.04</td>
<td>Update CSI directory listing and contact information.</td>
<td></td>
</tr>
<tr>
<td>1.05</td>
<td>Identify committee members.</td>
<td></td>
</tr>
<tr>
<td>1.06</td>
<td>Obtain buy-in from committee for work commitment.</td>
<td></td>
</tr>
<tr>
<td>1.07</td>
<td>Set up August committee meeting.</td>
<td></td>
</tr>
<tr>
<td>1.08</td>
<td>Develop work plan.</td>
<td></td>
</tr>
<tr>
<td>1.09</td>
<td>Meet with the previous certification chair and your committee.</td>
<td></td>
</tr>
<tr>
<td>1.10</td>
<td>Obtain Chapter’s certification materials.</td>
<td></td>
</tr>
<tr>
<td>1.11</td>
<td>Identify strengths and weaknesses of certification efforts from the previous year.</td>
<td></td>
</tr>
<tr>
<td>1.12</td>
<td>Review the class organization and the test content outline.</td>
<td></td>
</tr>
<tr>
<td>1.13</td>
<td>Obtain current chapter roster from the chapter secretary.</td>
<td></td>
</tr>
<tr>
<td>1.14</td>
<td>Maintain directories of area firms and organizations for promotion.</td>
<td></td>
</tr>
<tr>
<td>1.15</td>
<td>Order copies of the CSI practice guides.</td>
<td></td>
</tr>
<tr>
<td>1.16</td>
<td>Set certification candidate registration goals for Fall and Spring Exams.</td>
<td></td>
</tr>
</tbody>
</table>

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
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
AXP Credits with CCS & CCCACertification

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 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 and related to the AXP experience areas.

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](http://www.csinet.org).

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.
### 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.*

<table>
<thead>
<tr>
<th>Your Chapter:</th>
<th>KANSAS CITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your First Name:</td>
<td>Andrea</td>
</tr>
<tr>
<td>Your Last Name:</td>
<td>Zawodny</td>
</tr>
<tr>
<td>Your Email Address:</td>
<td>andrea.zawodny@popul</td>
</tr>
</tbody>
</table>

**Your programs (check all that apply)**

- CDT Prep Program: [ ]
- CDT Mentoring: [ ]
- CCS Prep Program: [ ]
- CCS Mentoring: [ ]
- CCCA Prep Program: [ ]
- CCCA Mentoring: [ ]
- CCPR Prep Program: [ ]
- CCPR Mentoring: [ ]

**Prep program dates and times:** Saturdays, 9am to 11:30

**Cost:** N/A

**CEUs offered:**

**Check if pre-registration required:** [ ]

**Prep Program Location**

<table>
<thead>
<tr>
<th>Name of facility (Ex: &quot;Smith &amp; Smith firm&quot; or &quot;University of Smith&quot;):</th>
<th>Ingersoll Rand</th>
</tr>
</thead>
<tbody>
<tr>
<td>street:</td>
<td>2119 East Kansas Road</td>
</tr>
<tr>
<td>city:</td>
<td>Olathe</td>
</tr>
<tr>
<td>state:</td>
<td>Kansas</td>
</tr>
</tbody>
</table>

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

**Name:** Andrea Leigh Zawodny, C
CSI Certificants Directory

Names listed for the public to see and search.
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
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

- The CDT Exam is organized by Subject Matter Areas.

<table>
<thead>
<tr>
<th>Domain</th>
<th>Subject</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domain 1</td>
<td>Fundamentals</td>
<td>12%</td>
</tr>
<tr>
<td>Domain 2</td>
<td>Project Concept and Delivery</td>
<td>10%</td>
</tr>
<tr>
<td>Domain 3</td>
<td>Design Process</td>
<td>12%</td>
</tr>
<tr>
<td>Domain 4</td>
<td>Construction Documents</td>
<td>28%</td>
</tr>
<tr>
<td>Domain 5</td>
<td>Procurement</td>
<td>10%</td>
</tr>
<tr>
<td>Domain 6</td>
<td>Preconstruction</td>
<td>6%</td>
</tr>
<tr>
<td>Domain 7</td>
<td>Construction</td>
<td>16%</td>
</tr>
<tr>
<td>Domain 8</td>
<td>Lifecycle Activities</td>
<td>6%</td>
</tr>
</tbody>
</table>
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](http://www.prometric.com/csi)
## Registration and Fees

- **CDT Exam Fees:**

<table>
<thead>
<tr>
<th></th>
<th>CSI Members</th>
<th>Non-Members</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **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](http://www.csiconnect.org/certification)
### Registration and Fees

<table>
<thead>
<tr>
<th></th>
<th>CSI Members</th>
<th>Non-Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCS, CCCA, and CCPR Exam Fees:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Bird Registration by July 10, 2017</td>
<td>$350</td>
<td>$600</td>
</tr>
<tr>
<td>Standard Registration by August 28, 2017</td>
<td>$430</td>
<td>$680</td>
</tr>
<tr>
<td>Final Registration by September 6, 2017</td>
<td>$685</td>
<td>$935</td>
</tr>
</tbody>
</table>

Register online at [www.csiconnect.org/certification](http://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
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?
Jack P. Morgan, RA, CSI, CCS, CCCA, AIA, SCIP, LEED GA
Great Lakes Region Certification Chair
morwalsoplad1@gmail.com

Certification Information: certification@csinet.org
www.csiresources.org/Certification

Thank You!