Spring CSI Certification Exams

January 18, 2018
Indianapolis Chapter CSI
CSI - Certification
Spring 2018 and
Fall 2018 Exams
Why get Certified?
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/editing 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
CSI’s Credentials

- Construction Document Technologist (CDT)
- Certified Construction Specifier (CCS)
- Certified Construction Contract Administrator (CCCA)
- Certified Construction Product Representative (CCPR)
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? (continued)

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

- Shows that you understand the roles and relationships of all parties/entities
- Having a CDT helps improve communication among the members of the construction team
- Is a prerequisite for a CSI certification exam
- For those taking the architectural registration exam (ARE), it is a great help in passing the ARE’s 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 (university, college, community college) will receive a library of CSI member-authored books.
  - **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 to prepare written construction documents and perform their jobs more effectively.

- You get to add the CCS credential after you name.
- A certification that requires a renewal every three years.
- Empowers you with a greater understanding of the development of the construction documents and administration of construction contracts.
- Earn 40 NCARB AXP Hours
- 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 you name.
- Is a certification that requires a renewal every three years.
- Empowers you with a greater understanding of the development of the construction documents and administration of construction contracts.
- Earn 40 NCARB AXP Hours
- 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 may add the CCPR credential after your name.
- Is a certification that requires a renewal every three years.
- 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
Certification Testimonials
Certification Testimonials

• “CSI’s CDT Certificate helps you understand how it ties together. You give people the right information.”
  Cyndi Silva, CDT

• “As a Certified Construction Specifier, I have been more effective to the firms and clients with which I have worked. In addition many opportunities have been forwarded to me for job openings.”
  J. Gerald Capell, CSI, CCS, AIA

• “CSI Certification can mean the difference between looked upon as a salesman verses a confident expert in your field.”
  Tony Bartorillo, CSI, CCPR
Certification Source Documents
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
Source Documents

- **CSI Practice Guides**
  - Project Delivery Practice Guide – Second Edition
  - Construction Specifications Practice Guide
  - Construction Contract Administration Practice Guide
  - Construction Product Representation Practice Guide

- **AIA A201 2017 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

• Chapter Sponsored Study Programs
• CSI CDT Boot Camp (check Institute website for dates/locations)
  – Fast-paced, intensive, one-day seminar that will teach 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 Communities
Other Certification Advantages
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 & 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
CSI Certificants Directory
Names listed for the public to see and search.
CSI Certification website offers easy access to information
Certification Exams
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.

<table>
<thead>
<tr>
<th>Domain</th>
<th>Subject</th>
<th>Weight</th>
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<tbody>
<tr>
<td>1</td>
<td>Fundamentals</td>
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<tr>
<td>2</td>
<td>Project Concept and Delivery</td>
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<tr>
<td>3</td>
<td>Design Process</td>
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<tr>
<td>4</td>
<td>Construction Documents</td>
<td>28%</td>
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<tr>
<td>5</td>
<td>Procurement</td>
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<tr>
<td>6</td>
<td>Preconstruction</td>
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<tr>
<td>7</td>
<td>Construction</td>
<td>16%</td>
</tr>
<tr>
<td>8</td>
<td>Lifecycle Activities</td>
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</tbody>
</table>
Let’s Begin with the CDT

What is the CDT exam format?

- There are 120 multiple choice questions
- Exam is taken on Computer
- 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
- Exam is taken on a Computer
- 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
- Exam is taken on a computer
- 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, 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
- Exam taken on a computer
- 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.

Spring 2018
- Exam Dates: March 27 – June 2, 2018
- Early Bird Registration: January 9, 2018 – January 23, 2018
- Standard Registration: January 24, 2018 – February 28, 2018
- Final Registration: March 1, 2018 – March 16, 2018

Fall 2018
- Exam Dates: September 25 – December 10, 2018
- Early Bird Registration: June 26, 2018 – July 10, 2018
- Standard Registration: July 11, 2018 – August 27, 2018
- Final Registration: August 28, 2018 – September 14, 2018
Registration and Fees

- CDT Exam Fees:
  
<table>
<thead>
<tr>
<th></th>
<th>CSI Members</th>
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<tr>
<td>Final Registration</td>
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<td>by March 16, 2018</td>
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Register online at [www.csiconnect.org/certification](http://www.csiconnect.org/certification)
## Registration and Fees

- **CCS, CCCA, and CCPR Exam Fees:**
  - CSI Members
  - Non-Members

- **Early Bird Registration**
  - by January 23, 2018
  - CSI Members: $350
  - Non-Members: $600

- **Standard Registration**
  - by February 28, 2018
  - CSI Members: $430
  - Non-Members: $680

- **Final Registration**
  - by March 16, 2018
  - CSI Members: $685
  - Non-Members: $935

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.
Indianapolis Chapter Certification Classes
Indianapolis Chapter Study Classes

- By request, Spring Study Webinars will be held during the classes.

**Spring:**

**CDT**  Five Saturdays 9:00 am – Noon
  March 3, 2018 – March 31, 2018

**CCS**  Same Five Saturdays Noon – 3 pm

**CCCA/CCPR**  By request to instructors.

**Fall:** 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.
Update – Now CCPR Webinars

Thad Goodman, FCSI, CCPR - Columbus CSI Chapter is leading a series of CCPR Exam Preparation Webinars.

• Seven weeks starting Friday February 16, 2018
• Information session Friday, February 9, 2018
• Contact Thad at tgoodman@nationalgypsum.com
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Thank You!