

CONSTRUCTION SPECIFICATIONS INSTITUTE—

Recertification Guidelines (updated September 1, 2021)

<https://www.csiresources.org/certification/recertification>

To view your recertification status, log in to the CSI website and navigate to the “**My Certifications**” page from your Dashboard.

CSI certifications are valid for three years and expire on June 30 or January 15 (extra time granted due to CSI policy for holiday office closure), based on when initial testing occurred (Fall cycle or Spring cycle). For instructions on locating your credential lapse date, click [here](#).

To Recertify:

- Actively learn and earn at least 24 Learning Units (LUs) within the three years leading up to your recertification date.
- Log your qualifying 24 Learning Units (LUs) into your CSI account (membership is NOT required).
- Click “Recertify/Reinstate” to submit the application.
- Pay the recertification fee.



What Qualifies as a Learning Unit?	Learning Unit LU Time	Maximum LUs	Notes
In-person Courses, Conference Sessions, Workshops of technical content	1 Hour= 1 LU	No maximum	Technical presentations must be non-commercial and non-sales in nature.
In-person Courses, Conference Sessions, Workshops of non-technical content	1 Hour= 1 LU	2 LUs per year	Non-technical presentations may include management, leadership development, soft skills, team building, etc.
Online Course, Live	1 Hour= 1 LU	No maximum	Virtual, live, and synchronous. Certificate of completion required (e.g., Webinar, WebReach).
Online On-Demand or Self Study	1 Hour= 1 LU	No maximum	Virtual and asynchronous. Assessment and/or proof of completion required.
Technical Tours	1 Hour= 1 LU	2 LUs per year	Technical content must be non-commercial and non-sales in nature.
College or University Course	1 Hour= 1 LU	8 LUs per course, per year	Passing grade transcript required from US accredited colleges and universities only. Course content must be relevant to CSI credential body of knowledge. Instructors can claim up to 6 LUs per course per year.
Volunteer (CSI national, regional, chapter)	1 Hour= 1 LU	2 LUs per year	Service as an appointed or elected CSI volunteer on a board, committee, working group, or task force. Must be an active and engaged participant to expand skills and enhance professional growth.
Presenter/Author - Technical content	1 Hour= 1 LU	2 LUs per year	Prepare, research, write, and/or present current and relevant technical content to a professional audience via audio, visual, and/or written delivery of technical information or information about the profession.
Certification or credential (CCCA, CCS, CCPR)	1 Hour= 1 LU	12 LUs from study groups per year	Prepare and successfully pass a new, specialized CSI credential exam during the recertification cycle for a previous CSI credential (e.g., have a CDT, study and pass the CCCA exam). Certification prep exam instructors can claim up to 4 LUs per year.
Exhibit/Tradeshaw	1 Hour= 1 LU	2 LUs per year	Gain technical product knowledge from product representatives and manufacturers.
Professional Reading	2 articles = 1 LU	1 LU per year	Include only articles from peer-reviewed, technical journals. Industry trade periodicals - such as the Construction Specifier - do not qualify.

- 100% of Learning Units (LUs) must pertain to the AECO industry AECO industry and a minimum of 50% of LUs must pertain to the body of knowledge related to one's CSI credential.
- 0.25 is the minimum Learning Unit (LU) accepted.
- LUs must be both earned and submitted during the 3-year cycle. For example, if a 2016 course is submitted for a 2018-2021 window, it will not be accepted.
- Maintaining more than one CSI certification? A total of 24 Learning Units (LUs) are required for each certification. A maximum of 12 LUs (50%) may overlap; however, content must be relevant to each specific certification.
- It is the ethical responsibility of the learner to only claim credit once for activities in which they have participated. If you previously attended a live presentation and earned Learning Units (LUs), you may not claim duplicate credit for the On-Demand version of the same presentation.
- If you have questions, please contact **Certification@csinet.org** for clarification.