

CONSTRUCTION SPECIFICATIONS INSTITUTE

Recertification Guidelines

(updated August 29, 2025)

Recertification Information - Construction Specifications Institute

To view your recertification status, log in to the CSI website and navigate to the “**Certifications**” page on the left side table.

CSI certifications expire on June 30 (Spring cycle) or January 15 (Fall cycle), depending on your initial testing date.

To Recertify:

- Earn 24 Learning Units (LUs) within 3 years before expiration.
- Log LUs in your CSI account (membership not required).
- Submit your application via “Recertify” (available 90 days before expiration; email reminders provided).
- Pay the recertification fee.
- Allow 5-7 days for CSI review. Additional information may be requested.



What Qualifies as a Learning Unit?	Learning Unit LU Time	Maximum LUs	Notes
In-person Courses, Conference Sessions, and 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 is 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/Tradeshow	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.

- All LUs must relate to the AECO industry; at least 50% must align with your CSI credential.
- Minimum LU credit: 0.25.
- Only LUs earned and within the 3-year cycle are accepted.
- Each certification requires 24 LUs. Up to 12 LUs (50%) may overlap if relevant.
- Bulk LU submissions (AIA, Hanley Wood, RedVector) are accepted via transcript uploads.
- No duplicate credit for both live session and on-demand versions of the same session.
- Questions, Contact **Certification@csinet.org**.