

CONSTRUCTION SPECIFICATIONS INSTITUTE— Certification Renewal Guidelines (updated March 12, 2020)

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

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

CSI certifications are valid for three years and expire on June 30 or December 31 of the third year, based on the date of the initial certification. CSI sends email reminders for Certification Renewals beginning 120 days prior to the deadline. If you have opted out of receiving CSI emails, it is your responsibility to monitor the due date for your Certification Renewal(s).

To Renew:

- Actively learn and earn at least 24 Learning Units (LUs) within the three years leading up to your renewal date.
- Log your qualifying 24 Learning Units (LUs) into your CSI account (membership is NOT required).
- Complete the Certification Renewal attestation.
- Pay the renewal fee.



What qualifies as an Educational Activity to renew a CSI certification?	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	Passing grade transcript required from US accredited colleges and universities only. Course content must be relevant to CSI credential body of knowledge.
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 renewal cycle for a previous CSI credential (e.g., have a CDT, study and pass the CCCA exam).
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 do not qualify.

- 100% of Learning Units (LUs) must pertain to the AEC industry and the body of knowledge related to each CSI credential.
- 0.25 is the minimum Learning Unit (LU) accepted.
- LUs must be both earned and submitted during the 3-year renewal cycle. For example, if a 2016 course is submitted for a 2018-2021 window, it will not be accepted.
- Renewing 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.