Recertification: Frequently Asked Questions

Q: What is the difference between renewals and recertification?
A: We use the term recertification when it comes to certification. We use the term renewals when it comes to CSI membership. Recertification is separate from membership renewal.

Q: What does recertification mean?
A: For those that have earned a CSI Certification, every three years you'll need to submit 24 Learning Units and pay a recertification fee.

Q: How much does recertification cost?
A: The cost for early recertification is $140, which comes out to less than $50 per year. After your deadline passes, there is a short grace period in which you can reinstate for $185.

Q: Where is the recertification income for CSI directed?
A: The funds that come from recertification are being reinvested back in the organization and back into your education as well as the design and implementation of certification programs. There are several research aspects that CSI invests in, in order to keep certifications valid. Revenue also goes to supporting education development to create courses for the CSI Learning Library, which provides Learning Units that can be used for recertification.

Q: If you have other CSI certifications, do you have to recertify your CDT?
A: It is a personal choice. We would love for you to keep all of your CSI certifications up to date, however, we do know that in some cases some of you who have earned the specialty certifications like the CCS or CCCA may opt to not continue to have your CDT. If you choose to go that route, you'll still be able to maintain your specialty credential.

Q: I earned my CDT several years ago and was told it would be evergreen.
A: If you earned or were awarded the CDT prior to 2018, it was considered a certificate program. Certificate programs are designed to measure your knowledge at that one point in time. With the transition to a certification, the CDT now demonstrates ongoing knowledge and competency. It demonstrates to anyone who is placing a value on your certification that you are staying up to date on how your industry is evolving.

Q: Why was the CDT changed to a certification requiring renewal?
A: The decision was made by the CSI Board of Directors in 2018 to move forward with evolving the CDT from a certificate program (which only measures your knowledge at one point in time) to a certification. Professional certifications have ongoing continuing education requirements in order to demonstrate

that the credential holders are continuing to stay up to date on what's happening in the industry. Overall, it elevates the value and the professionalism of the certification within the industry.

Q: Is the CDT required to earn the CCCA or CCS?
A: No, the CDT is not required to earn the CCCA or CCS. Familiarize yourself with certification exam requirements before applying to sit for any CSI exam by downloading the candidate handbook (free) via the CSI Bookstore.

Q: Why can't I submit my Learning Units (LUs) for recertification now?
A: You can enter your LUs anytime, but they are not actually reviewed until the application is submitted. Until the recertification periods open - about 120 days prior to your recertification deadline - you won't see the button to submit your application.

Q: What is the easiest way for me to build up the hours needed to recertify?
A: CSI has a Learning Library online which offers Learning Units for both live and on-demand programs. CSI members should keep an eye out for free programs in the Learning Library.

Q: Do CSI chapter and region educational offerings count as Learning Units?
A: Yes, so long as they are related to the domains of the exam or construction in general.

Q: How do I log my LUs?
A: We have a great short video clip that contains the necessary steps you must follow. This video is full of helpful hints. For example, if you don't choose which credential that you're applying a learning unit to, the system won't know which recertification you'd like it to apply to and it won't be counted.

Q: I have completed several Learning Units within the CSI Learning Library. Why don't they automatically get added to my account?
A: There is an element of manual entry required. They don't automatically roll over because you're earning your education in the Learning Library. You'll also need to tell the system which credential you'd like to apply those units towards.

Q: What are some of the different ways you can earn LUs?
A: CSI recognizes that there are many ways in which adult learners continue to educate themselves. In collaboration with the Certification Committee, CSI created a chart that lists out all the acceptable types of learning activities. We accept things like volunteering and teaching, for example. Review our guidelines and be mindful of the maximums allowed for various Educational Activities.

Q: Can you use AIA Learning Units towards the certifications?
A: Absolutely. We accept AIA transcripts so you don't need to enter each individual AIA program into your CSI Learning Unit log. You can upload your transcript, which is a great time saver.

Q: What are "acceptable education sources" and what's considered "acceptable evidence of completion?"
A: Acceptable education sources can be any education provider who is providing content related to the domains of the CDT. We recommend starting with the CSI Learning Library. AIA courses generally count, as well as a wide variety of other organization offerings in the industry.

Q: If I have multiple credentials, can I use the same Learning Units for multiple recertifications?
A: If you are recertifying two or more credentials within the same three-year period, yes, you can have some overlap. 12 LUs (or 50% of the required total) can count for multiple re-certifications. When submitting, be sure to check the box for the credentials to which the LUs apply (up to 2).

Q: How do I log volunteer hours?
A: You don't need to enter any official documentation. All CSI Volunteers may enter 2 LUs per year for the year(s) they served. Volunteer opportunities can be found within the CSI Volunteer Portal.

Q: If I'm presenting a course, can that count as a Learning Unit?
A: Yes. If you're an instructor or presenter, you can claim up to two Learning Units per year, which equates to up to 6 LUs per 3-year cycle.

Q: Is there a hotline number to call if we're having issues?
A: Yes, our Member Services team is available at 1-800-689-2900, Monday through Friday, 8:00 AM to 8:00 PM Eastern.

Q: Is membership in CSI required to recertify?
A: No.

Q: Do I need to retest for the CDT in order to renew?
A: You do not need to retest, if you complete your continuing education and pay the recertification fee.

Q: Are there maximums on types of LU you accept?
A: Be mindful of the maximums for learning activity types. There is a cap on an activities such as presenting and authoring (2 LUs per year). Therefore, you could potentially submit six LUs total, two learning units per year for the past three years.

Q: How are the renewal expiration dates determined?
A: The expiration dates going forward will be every three years, which is the same renewal cycle for all of CSI's other certifications. Since 2018, anyone who tested in the spring will have a June 30 expiration date, and anyone who tested in the fall cycle is going to have an expiration date at the end of the year in December or beginning of January.

And then for anyone who earned their CDT prior to 2018, it's still going to be every three years after 2021 and you were randomly assigned by our database to either the spring recertification or the fall recertification window. If for some reason either one of those that you've been assigned to is a challenge in some way for you, just reach out to us prior to your recertification window and we can work with you on that.

Q: Can I pay the recertification fee before uploading my Learning Units?
A: No, you cannot.

Q: I'm a telecommunications engineer, so I take a lot of courses related to technology pertinent to my industry. Will those credits apply?
A: You would want the content to relate to the [domains of the CDT](#), and as long as they do, then you'll be in good shape.

Q: I am PMP certified. Do any of those work?
A: Yes. It will depend on the specific course topic but project management content certainly is relevant to the CDT.

Q: Can Learning Units be used for renewal of multiple certifications?
A: You can have up to 12 of your 24 LUs overlap between certifications. You'll just want to make sure that the content is relevant to each of those certifications that you're recertifying at that point in time.

Q: I have both the CCS and the CDT. Do I have to pay both fees to maintain both certifications?
A: They would be two individual fees, but it's your choice if you want to continue to maintain CDT at the credential level or simply reference the fact that you had earned the certificate in the past.