



*Building Knowledge
Improving Project Delivery*

RESOURCES

www.CSIResources.org

CSI Membership: **What's in it for YOU?**

As a CSI member you can:

- **Learn and share information with experts across the industry.** In CSI, you'll connect with professionals from different fields who are as eager to learn from you as you are from them. CSI's online communities make it even easier to connect with CSI members throughout the world and provide every day solutions when you need them.
- **Enhance your technical skills.** CSI's education helps thousands of professionals understand and control their documentation so they can deliver projects as envisioned. In addition, CSI's new website www.csiresources.org is designed for you to easily search for just the information you need.

- **Get real-world, building product solutions.** As a member, you'll receive CSI's Construction Specifier Magazine, which is packed with articles and advice focused on the latest in building technology.
- **Participate in your local construction community through more than 130 chapters nationwide.** For a complete listing of CSI chapters throughout United States visit our website.

And you can search MasterFormat.com for FREE!

Ready to join? CSI has three membership levels:



- Professional
- Emerging Professional
- Student

Go to www.csiresources.org to join today!

Connect with CSI

CSI's Online Community

CSI has an active online community connecting members nationwide through social media and through our new communities. Industry professionals discuss hot topics in the industry, answer questions, and make jokes that only a construction professional could truly appreciate.

If you've never tweeted, posted, liked, or linked, CSI's online community is a safe place to get started. If you're an experienced professional building a personal brand, CSI's online community presents a great opportunity to personally engage with CSI's national network.

Connect with CSI online for an enhanced member experience:



- Connect with thousands of industry professionals in CSI's new communities! Share advice and best practices, make comments, network with experts and get answers to your questions.



- CSI on Twitter – www.twitter.com/CSIConstruction – Tweet with us! Follow CSI on Twitter for news, updates and announcements, from CSI, and to find other CSI members who are tweeting.



- CSI's Facebook Page – www.facebook.com/CSIConstruction – Like us! Stay up-to-date with Institute news and upcoming events, and find other members who are using Facebook to discuss CSI.



- CSI on YouTube – www.youtube.com/CSIConstruction – Learn where and when it's convenient to you! With more than 250 hours of programming ranging from informational webinars, to Practice Group discussions, to leader training presentations, CSI's YouTube channel is available whenever and wherever you are through your phone, tablet, or computer.

Get Involved Join a CSI Practice Group

CSI's Practice Groups support collaborative networks of individuals and organizations working together to improve their own operations and final project delivery. These social learning groups cover a variety of industry topics with the goal of collaboration and knowledge sharing on a regular basis.

Through online discussion and monthly virtual meetings, these communities of practice go into detail in the following practice areas:

- Contract Administration
- High Performance Design/Building
- Information Management
- Product Representation
- Specifying

CSI Weekly

CSI Weekly is a must-read weekly email for CSI members. In it you'll find:

- News about CSI's standards and formats
- Excerpts from blogs, forums and other places CSI members are talking
- Information about CSI's education and certification programs
- Registration deadlines for exams and events
- A calendar of CSI's upcoming events

CSI automatically emails CSI Weekly to new members.

CSI Certificate/Certification Program

CSI is the construction community's authority on communication and construction documentation.

Through CSI's Certificate/Certification Program, you can develop a conceptual understanding of the entire construction process and concrete skills in:

- Construction documentation development and administration
- Specification writing and enforcement
- Product research and sourcing
- Communication with the design and contracting teams



CDT

CSI's Construction Documents Technologist (**CDT**) program has provided foundation training in construction documentation for architects, contractors, contract administrators, specifiers, and manufacturers' representatives for decades. As the cornerstone of CSI's certification program, it's also prerequisite to taking CSI's advanced certification exams.

Getting your CDT means:

- Understanding how a project unfolds from conception to delivery
- Understanding the documentation involved

CCCA

A CSI Certified Construction Contract Administrator (**CCCA**) develops, administers and enforces construction documentation.

Getting your CCCA means:

- Developing an in-depth understanding of quality assurance and quality control
- Having advanced skills in bidding and negotiating procedures
- Developing skills in construction observation and inspection
- Understanding Division 01, General and Supplemental Conditions, agreements, and all other documents related to the project
- Understanding enforcement and liability

CCS

A CSI Certified Construction Specifier (**CCS**) is a skilled product researcher who knows how to investigate and identify cost-effective, efficient solutions, and then communicate those solutions through the specifications.

Getting your CCS means:

- Developing an in-depth understanding of agreements, conditions of the contract, Division 01, and their relationships to specifications
- Having advanced skills in specification development, enabling you to write specs and use spec-writing software more effectively
- Understanding how to research and source products

CCPR

A Certified Construction Product Representative (**CCPR**) is a trusted advisor, a valued resource called upon by the design team again and again.

Getting your CCPR means:

- Making sales calls, presentations, construction meetings, and product shows more effective
- Knowing the parts of construction product marketing collateral that are of most interest to designers and contractors
- Understanding roles and responsibilities of everyone involved in the project, and how and when to communicate with them
- Understanding all phases of the construction documentation, and your role in each phase
- Speaking the same language as the design and contractor teams

Learn more, or register for an exam at CSIResources.org.

Certification Preparation Resources

CDT

CDT Study Workbook

The CDT Study Workbook is a guide to help candidates prepare for the CDT exam. The workbook provides an in-depth understanding of the fundamentals and formats of construction documentation and includes exercises, examples, and practice questions that address the development of facilities and the ins and outs of the process.

Project Delivery Flash Cards

The Project Delivery Flash Cards are designed to help increase your knowledge of the fundamentals and formats of construction documents! Use them with a colleague to quickly test your attained knowledge or to aid in preparing to earn a CSI credential. Answers to these 75 questions include excerpts and citations from CSI's Project Delivery Practice Guide. Also available on iTunes.

Project Delivery Education Program

The Project Delivery Education Program (**PDEP**) is an instructional tool that addresses topics essential to understand the proper use of construction related documents. The PDEP incorporates concepts from the Project Delivery Practice Guide™, MasterFormat®, Building Information Modeling (**BIM**), Integrated Project Delivery (**IPD**), Green Building GreenFormat™ and Sustainability as well as additional resources. The program includes multiple presentation files in PowerPoint format plus additional resource and reference material.

CCCA

Certified Contract Administration Education Program

The Construction Administration Education Program (**CAEP**) is an instructional tool for the Certified Construction Contract Administrator (**CCCA**) designation that addresses topics essential to understanding the design professional, owner and contractor roles in the on-site construction process, as well as in contractual relationships. The program includes multiple presentation files in PowerPoint format.

CCCA Study Workbook

The CCCA Study Workbook is a guide to help candidates prepare for the CCCA Exam. The workbook provides a thorough overview of standard contract documents and their successful use in construction projects. The workbook is comprised of exercises, examples, key terms and practice questions that address contract documents and the roles and responsibilities of all parties concerned in the construction process – with an emphasis on the CCCA subject matter.

CCS

Construction Specifications Education Program

The Construction Specifications Education Program (**CSEP**) is an instructional tool for the Certified Construction Specifier (**CCS**) designation that addresses topics essential to writing specifications and construction documents. The program includes multiple presentation files in PowerPoint format.

CCS Study Workbook

The CCS Study Workbook is a guide to help candidates prepare for the CCS Exam. The CCS Workbook provides an indepth review of construction specification preparation, procurement requirements, and construction agreements and contracts. The CCS Workbook is comprised of key terms, exercises, examples, and practice questions.

CCPR

Construction Product Representative Education Program

The Construction Product Representation Education Program (**CPREP**) is an instructional tool for the Certified Construction Product Representative (**CCPR**) designation that addresses topics essential to understanding the construction process and effective representation. The program includes multiple presentation files in PowerPoint format.

CCPR Study Workbook

The CCPR Study Workbook is a guide to help candidates prepare for the CCPR Exam. The workbook provides a review of all phases of the construction documentation, and the product representatives role in each phase. The CCPR Workbook includes definitions, exercises, examples, and practice questions.



Standards and Formats

MasterFormat® 2016 Edition



MasterFormat®, a publication of CSI and CSC, is the master list of titles and numbers classified by work results. It primarily used to organize specifications, project manuals, detailed cost information, and other project information for most commercial building design and construction projects in North America. CSI members get complimentary access to all *MasterFormat* content on www.masterformat.com.

UniFormat™



UniFormat™, a publication of CSI and CSC, is a common elemental classification for the description, economic analysis and management of a building for its life cycle. It provides a structure for arranging construction information based on functional elements, often referred to as systems or assemblies, without regard to the materials and methods used to construct them. *UniFormat* is commonly used to organize cost estimates and project accounting, for facility management, and to identify and organize BIM object families.

OmniClass™



OmniClass™ is a comprehensive classification system for the construction industry. Useful for a variety of applications including tagging objects, structuring project information, and providing a common classification for databases, *OmniClass* is a strategy for classifying the entire built environment throughout the entire project life cycle. For more information visit www.omniclass.org.

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SectionFormat™/PageFormat™



SectionFormat/PageFormat™, a publication of CSI and CSC, combines the two recommended formatting standards into one publication, providing a uniform approach to organizing and presenting specification section content.

PPDFormat™



PPDFormat™ provides a recommended format for the organization and presentation of Preliminary Project Descriptions (PPDs), used by the owner, cost estimators, and the design team to facilitate a better understanding of a project throughout its lifecycle. It also serves as a guideline for the authoring and use of project documentation organized around an elemental structure, and its use to further document design intent for use in building information modeling (BIM).

United States National CAD Standard (NCS)® V6



NCS, a standard comprised of AIA's CAD Layer Guidelines, CSI's Uniform Drawing System, and NIBS BIM Implementation & Plotting Guidelines, coordinates the efforts of the entire industry by graphic building design data consistently, allowing streamlined communication among owners and design and construction project teams. For more information or to purchase visit www.nationalcadstandard.org.

GreenFormat™



GreenFormat™ is a standardized structure for organizing sustainable information elements associated with materials, products, systems and technologies used in the built environment. The information collected and organized with *GreenFormat* can be used to produce a sustainability profile of a product, and provides designers, constructors and building operators an easy way to evaluate the various sustainable attributes of materials, products, and processes across a wide variety of manufacturers.



Learn more, or purchase at www.CSIResources.org

Practice Guides

Project Delivery Practice Guide



CSI's *Project Delivery Practice Guide* provides fundamental knowledge for the documentation, administration, and successful delivery of construction projects. It also serves as the starting point for understanding CSI's core values, and serves as the primary resource for those studying for CSI's Construction Documents Technologist (**CDT**) certificate.

Construction Contract Administration Practice Guide



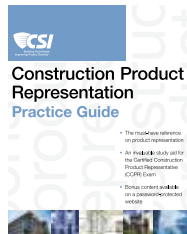
CSI's *Construction Contract Administration Practice Guide* presents a thorough overview of standard contract documents and their use in successfully administering construction projects. Advice on effective communications, the terms and contents of standard agreements, project forms and their use for communications and documentations, and compliance with codes and regulations are among the subjects addressed.

Construction Specifications Practice Guide



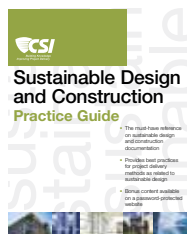
CSI's *Construction Specifications Practice Guide* is focused on the roles and responsibilities of the specifications professional in meeting the challenges of the changing world of construction. Guidelines on writing quality construction specifications and product selection are combined with the best practices for managing project information, working with Building Information Modeling (**BIM**) and Integrated Project Delivery, and writing sustainable design specifications.

Construction Product Representation Practice Guide



CSI's *Construction Product Representation Practice Guide* presents an overview of the construction process and the roles the construction product representative plays in it. It also includes information that clients require to select appropriate products to meet project requirements, and the role the product representative plays in an Integrated Product Delivery (**IPD**) workflow.

Sustainable Design and Construction Practice Guide



CSI's *Sustainable Design and Construction Practice Guide* offers guidelines and best practices for applying sustainable design and construction principles in practical terms. Content includes discussions of sustainable design standards and rating systems, an overview of green products and systems (and guidance on how to evaluate them), discussion of the lifecycle of a building project and its impact on evaluating sustainable options, and information on the roles and responsibilities of members of the design and construction team in successful performance of a sustainable construction project.

Specialty Programs

Master Specifiers Retreat

2017 CSI Master Specifiers Retreat Building Product Manufacturer Attendees

CSI's Master Specifiers Retreat is an exclusive event that brings together expert specifiers and product selection influencers from across the country for an intimate gathering of focused education, group networking, and one-on-one meetings with building product manufacturer executives.

Dates: January 26-28, 2017

Location: JW Marriott Starr Pass Resort, Tucson, AZ

Contact:

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Maureen Eyles, meyles@csinet.org or 703-706-4744

Corporate Partner Program

The Corporate Partner Program is designed for building product manufacturers, design firms and other commercial construction related organizations that have multiple employees interested in joining CSI and accessing CSI's products and services. The Program provides increased visibility for partnering companies as well as professional development opportunities for organizations wishing to educate their project teams. Let us create a package to meet your business objectives.

Contact:

Shannon Pennington, spennington@csinet.org or 703-706-4736

Maureen Eyles, meyles@csinet.org or 703-706-4744

CSI WebReach Program

Expand Your Reach

CSI can help you expand the reach of your accredited education program. We will: Handle the logistics of a web-based presentation, help you reach a national audience through CSI's communications and supply you with contact information from your audience after your presentation.

Contact:

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Maureen Eyles, meyles@csinet.org or 703-706-4744





Check out our new website at www.csiresources.org for more information about **CSI Resources and Programs.**

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