

WHAT IS CSI CERTIFICATION?

CSI certification is commitment and excellence. CSI's CDT certificate and advanced certifications – CCS, CCCA, CCPR – are recognized throughout the construction industry as evidence of a proven level of knowledge and experience in construction documentation and administrative procedures. These credentials demonstrate professional commitment, credibility and reliability to employers, colleagues, clients and peers. Available certification programs are:

[Construction Document Technologist \(CDT\)](#)

[Certified Construction Specifier \(CCS\)](#)

[Certified Construction Contract Administrator \(CCCA\)](#)

[Certified Construction Product Representative \(CCPR\)](#)

(Provide the following text, shown shaded, linked to Certification page via blue text above)

Construction Document Technologist (CDT)

- Emphasis on standards for construction industry language, procedures and responsibilities. Individuals demonstrate through examination their knowledge of CSI's recommended practices in:
 - Construction Process
 - Contractual Relationships & Responsibilities
 - Construction Document Organization
 - Fundamental principles of specification writing
 - Basic grasp of sustainability concepts
 - Building Information Modeling (BIM) and Integrated Project Delivery (IPD)
- Exam Prerequisites: None
- Passing Score: 75% or higher
- CDT is the required prerequisite for CCS, CCCA, CCPR

Certified Construction Specifier (CCS)

- Emphasis on the development and improvement of construction specifications. Individuals demonstrate through examination their ability to apply knowledge of construction specifications and CSI's recommended practices in:
 - Contractual Relationships and Responsibilities
 - Document organization
 - Document preparation
 - Construction industry formatting standards
- Must pass the CDT exam
- Must have prepared or coordinated either Division 00 – Procurement and Contracting Requirements or Division 01 – General Requirements
- Within the last 5 years prior to the exam, must have directly prepared specifications actually used in construction
- Must provide two references on application form attesting to specifications experience
- Passing Score: 75% or higher

Certified Construction Contract Administrator (CCCA)

- Emphasis on the improvement and development of construction administration documents and procedures. Encourage the elevation of the competence of construction contract administrators. Individuals demonstrate through examination their ability to apply knowledge of construction administration principles and CSI's recommended practices in:
 - Construction Contract Administration
 - Preconstruction Activities
 - Construction Phase Activities
 - Project Closeout
- Must pass the CDT exam
- Minimum two years participation in the construction contract administration process is strongly encouraged
- Passing Score: 75% or higher

Certified Construction Product Representative (CCPR)

- Emphasis on providing a means for construction product representatives to demonstrate their knowledge in:
 - Product Representation
 - Preparation of Construction Documents
 - Use of Construction Documents
 - Construction Process
- Must pass CDT exam
- Two years experience in representation of construction product(s)
 - Provide reference on application form
- Passing Score: 75% or higher

WHO IS CSI CERTIFICATION FOR?

CSI's certification programs were developed for architects/engineers (A/Es), owners and contractors whose work is directly affected by construction documentation, and for product representatives who, although not named in the construction contracts, provide all the material necessary for creating the built environment. The knowledge gained through certification builds team spirit and confidence in decision-making. It is good for the individual, the team, the bottom line and the industry as a whole.

WHY SEEK CSI CERTIFICATION?

For the individual:

- Understand the fundamentals of construction documentation
- Understand your authority and responsibility in a construction project
- Develop construction documents that keep you out of the courts (and that protect you if you end-up there)
- Decrease Change Orders and Errors & Omissions issues
- Learn to write specifications
- Learn what it takes to deliver projects on time and on budget
- Be better prepared to deal with a LEED project or to take the AREs
- The knowledge you gain from certification can be a powerful decision-making tool
- CSI certification looks great on your resume
- CSI certification may encourage your employer to increase your salary

For the company:

- Certification provides cost-effective professional development for your team while training them to work from a unified body of knowledge
- Improve your chances of an on-time, on-budget delivery
- Lower the number of change-orders on a project
- Certification can pay for itself immediately by reducing Errors and Omissions issues
- Raise clients' confidence
- Stand out from the competition
- Strengthen staff loyalty and productivity
- Set benchmarks for hiring and promotion
- Develop better procedures and practices
- Better manage a LEED project
- Increase efficiency while decreasing confusion when staff collaborate
- Shorten the learning curve for new hires

WHEN ARE THE 2011 CSI SPRING NATIONAL EXAMS?

Mark Your Calendars!

January 28, 2011 – Early Registration Deadline for Spring National Exams

February 25, 2011 – Final Registration Deadline for Spring National Exams

February 24 – 26, 2011 – CSI Academies (in Dallas, TX, see www.csinet.org/academies)

March 28 – April 9, 2011 – Spring National Exams

Register Now!

The early registration deadline is fast approaching for the spring CDT and advanced certification exams (CCS, CCCA, CCPR), which will be held March 28-April 9, 2011. **The early registration deadline is January 28, 2011 and the final registration deadline is February 25, 2011.**

WHERE ARE THE EXAMS?

Exam will be administered computer-based at Prometric test centers around the country
Test center locations can be viewed on the Prometric website: <http://www.prometric.com/CSI/default.htm>

HOW TO PREPARE?

See <http://www.csinet.org/Main-Menu-Category/Certification/Support.aspx> for the following Exam Prep:

Online CDT Prep Course

The CDT Prep Course lays the groundwork for understanding the development of facilities and the ins and outs of the process and, most important, prepares you for taking the CDT exam – a respected credential in the construction industry.

- Learn at your own pace with on-demand sessions (11 total)
- Live multi-week webinar based study sessions
- Earn AIA LUs and CSI CEN CEUs
- Registration fee: \$150 CSI member/\$200 non-member (does not include purchase of the PRM)
- [Learn more, or register now!](#)
- For more information about the CDT Prep Course, email education@csinet.org.

Free Study Guides

Download a free study guide to help you prepare! Study Guides are available for all four CSI Certification programs. [Download](#)

CDTFlash iPhone App and PDF Flash Card Download

CDTFlash is an iPhone application to help you study for the CDT exam! Answers to these 70+ questions include excerpts and citations from the Project Resource Manual, the primary resource for the CD exam. To learn more or purchase this new application, visit iTunes. Don't have an iPhone? The flash cards are also available in a PDF format in The CSI Store.

CSI Chapter Certification Study Courses

Many CSI Chapters offer formal study groups and informal mentoring for candidates pursuing the CDT certificate in CSI's Spring 2011 exams.

The Project Resource Manual

The Project Resource Manual is the primary resource for the CDT exam. The manual is the authoritative resource for the organization, preparation, use, and interpretation of construction documents, encompassing the entire life cycle of a facility from conception through facility management. This edition considers the need for interdependent processes of planning, design, construction and facility use.

CONTACT:

Go to www.csinet.org and click on "CERTIFICATION"

Or

Contact CSI Certification staff at 800-689-2900 or at certification@csinet.org

Or for the Madison Chapter of CSI, contact Sar Schnucker at sar.schnucker@meadhunt.com

If you know someone else in your office that should hear about this opportunity or someone else in the Construction Industry, tell them about it!