

CSI CERTIFICATION EXAMINATION APPLICATION



Apply online now at www.csinet.org/certification

Print or type all information.

CSI Member ID # _____

PLEASE LIST YOUR NAME AS IT APPEARS ON YOUR PHOTO ID OR DRIVER'S LICENSE.

Mr. Ms.

FIRST NAME MIDDLE INITIAL LAST NAME

COMPANY COMPANY ADDRESS

CITY/STATE/ZIP

PHONE FAX

E-MAIL ADDRESS (A VALID EMAIL ADDRESS IS REQUIRED FOR THIS APPLICATION TO BE PROCESSED) _____ OCCUPATION CODE (SEE REVERSE FOR CODES)

Which exam are you applying for (Check one only): **CCS** **CCCA** **CCPR**
Exam Date: **Spring** (April 2 - 28, 2012) **Other:** (Date) _____

Do you have any ADA requirements? **No** **Yes** If yes, please specify: _____

APPLICATION REQUIREMENTS Total Years Experience _____

PREREQUISITES:

Have you passed the CDT exam? **Yes**, in _____ (year) **No**

REFERENCES:

For CCS and CCCA:

CCS: List two people who will attest to your experience within the last five years in the preparation of specifications actually used in construction.
CCCA: List two people experienced in the field who will attest to your experience for a minimum two years in the construction administration process.

NAME NAME

TITLE TITLE

COMPANY COMPANY

PHONE PHONE

For CCPR applicants only:

List an employer or manufacturer who will attest to your representation of construction product(s) for a minimum of two years.

NAME PHONE

TITLE

COMPANY

DECLARATION

I declare that all the information given in connection with this application is true to the best of my knowledge and belief. I understand that false or erroneous information furnished by me may be grounds for disqualification or subsequent revocation of certification. By signing, I agree to all the terms stated in this brochure and the certification policies stated in the back of this application.

SIGNATURE OF APPLICANT DATE

REGISTRATION DEADLINES

SPRING NATIONWIDE EXAM - April 2 - 28, 2012
Early Registration Deadline: February 2, 2012
Final Registration Deadline: March 2, 2012

ALL OTHER CERTIFICATION EXAMS:
Early: 60 days prior to exam date.
Final: 30 days prior to exam date.

APPLICATION FEE

To apply, check the appropriate box(es) and enclose payment. Application fees valid for exam dates thru June 30, 2012.

	CSI Member		Non-Member	
	Early	Final	Early	Final
CCS Exam	<input type="radio"/> \$275	<input type="radio"/> \$340	<input type="radio"/> \$410	<input type="radio"/> \$475
CCCA Exam	<input type="radio"/> \$275	<input type="radio"/> \$340	<input type="radio"/> \$410	<input type="radio"/> \$475
CCPR Exam	<input type="radio"/> \$275	<input type="radio"/> \$340	<input type="radio"/> \$410	<input type="radio"/> \$475

Do not contact me about study courses.

PAYMENT

Total Payment \$ _____

MAKE CHECK OR MONEY ORDER PAYABLE TO CONSTRUCTION SPECIFICATIONS INSTITUTE.

Check Money Order Visa MC AmEx CSI Bucks **Mail** payment with application to: **Fax** application with credit card information to:
Construction Specifications Institute PO Box 758821 (703) 236-4600
Baltimore, MD 21275-8821

CREDIT CARD NO.

EXP. DATE

SIGNATURE

NOTE:

Payment is due to CSI by the above listed deadlines.
Please allow 2 weeks for checks to be processed.

Online www.csinet.org/certification



CSI Occupation Codes

Locate the number corresponding to your occupation and write it in the space provided on the front of this application.

OCCUPATION

- 1 Architect
- 2 Association Professional
- 3 Building Owner
- 4 College or University
Instructor/Professor
- 5 Consultant
- 6 Contract Administrator
- 7 Engineer
- 8 Facility Manager
- 9 General, Trade or Sub-Contractor
- 10 Manufacturer, Supplier,
Agent or Representative
- 11 Other
- 12 Specifier
- 13 Student
- 14 Surveyor or Inspector

Type of Organization

- 300 Commercial Developer
- 301 Municipal Government
- 302 State Government
- 303 Federal Government
- 304 Product Distributor
- 305 Manufacturer/Supplier
- 306 A/E Firm
- 307 Architectural Design Firm
- 308 Construction Management
- 309 Contractor
- 310 Subcontractor
- 311 Other (indicate on application)
- 312 Academic
- 313 Association/Technical Society

Exam Locations

Applicants will select their certification test site location after their application through CSI has been approved. Upon application approval, applicants will be sent instructions for selecting their test site approximately two months prior to the exam. Test site locations will be selected directly through Prometric, the company handling the computer-based testing. To see a listing of possible testing locations visit www.prometric.com/CSI.

Additional CSI-sponsored exam sites, dates and locations will be posted at www.csinet.org/certification.

Certification Policies

Candidates who are unsuccessful in passing an exam may retest after at least 90 days. Retesting requires a new Examination Application and registration fee.

Candidates who are unable to sit for an exam may request a cancellation and refund of the application fee.

- Cancellation requests received by March 19 will be refunded 100% of the exam fee.
- Cancellation requests received March 19 - March 28 will be refunded 50% of the exam fee.
- Cancellation requests received after March 29 will not be refunded the exam fee.

A scheduled exam appointment with Prometric must also be cancelled through Prometric via www.prometric.com/CSI or 1-800-503-8991. Candidates who do not request a cancellation and do not sit for the exam forfeit all fees. Application fees may not be transferred to another individual. Candidates who wish to sit for the next exam must submit a new application and fee.

CSI's certification exams are rigorous tests of knowledge, but are not a guarantee of future performance quality or capabilities of certified individuals.