

## CSI CERTIFICATE/CERTIFICATION PROGRAM CANDIDATE INFORMATION

CSI is delighted that you have decided to further your career and position in the industry by pursuing a certification/certificate. While preparing for the examination requires considerable dedication on the part of the candidate, there are great rewards and recognition associated with earning a CSI designation. This candidate bulletin contains important information regarding your exam.

CSI has moved to computer-based administration of the exams: CDT, CCS, CCCA, CCPR. Exams are offered in the Spring (March 29, 2010 – April 3, 2010) and the Fall (September 20 – 25, 2010) at Prometric test centers in cities throughout North America. Candidates will receive an email notification approximately two months prior to the exam with instructions detailing how to schedule their exam date and time at a Prometric test center. The Prometric test center locations may be viewed via the Prometric website <http://www.prometric.com/CSI/default.htm>. Select "Start".

### **STUDY GUIDE**

The Exam Study Guide outlines the measurement objectives and source materials upon which the exam is based. The purpose of the study guide is to aid candidates in thoroughly reading, studying and understanding the referenced source materials essential to achieving a passing score. The 2010 Exam Study Guides may be downloaded from [www.csinet.org/certification](http://www.csinet.org/certification). Click the link for "Study Guides/Source Materials". If you require a hard copy, please contact CSI Member Services: 800-689-2900 or [csi@csinet.org](mailto:csi@csinet.org).

Important: An Addendum to the 2010 Exam Study Guides is available [www.csinet.org/certification](http://www.csinet.org/certification). The purpose of the Addendum is to help candidates be aware of the kinds of changes that occurred in the following source documents in 2007:

CSI SectionFormat/PageFormat™ 2007 AIA Document A201, General Conditions of the Contract for Construction 2007 EJDC C-700, Standard General Conditions of the Construction Contract 2007

The Addendum is an overview of major points but is not a substitute for studying the new documents themselves. Candidates for the exams are strongly urged to obtain and study the new primary source documents, rather than relying on the PRM or on older versions of the documents. This is the only way to be sure of studying correct and up-to-date information.

### **ONLINE CDT PREP COURSE**

The CDT was 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 contract, provide all the material necessary for creating the built environment.

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 (does not include purchase of the PRM)

[Learn more, or register now!](#)

### **CCS/CCCA/CCPR STUDY COURSES**

CSI local chapters help candidates prepare for CSI's certification exams with study groups, classes and other support. These courses are often taught by professionals who have passed a CSI exam and provide an additional method of preparation for candidates. The courses are independent of the Institute exam. Information about local study courses can be found on CSINet, [www.csinet.org/certification](http://www.csinet.org/certification), or by contacting your local CSI chapter. Online resources are also available through AEC Daily, [www.aecdaily.com](http://www.aecdaily.com), and SpecGuy, [www.specguy.com](http://www.specguy.com). These courses are not exam prep courses, but will aid candidates in their study process.

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**The Construction Specifications Institute**  
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## **EXAM CANCELLATION**

Candidates who are unable to test on the date for which they registered may cancel their exam, or reschedule their exam during the same testing week. An Exam Cancellation/Refund Request Form should be submitted to the Institute. The form may be downloaded from [www.csinet.org/certification](http://www.csinet.org/certification). Cancellation requests received 14 days prior to the first day of the test window will be refunded 100% of the exam fee. Cancellation requests received less than 14 days prior to the first day of the test window will be refunded 50% of the exam fee. Cancellation requests received less than 5 calendar days before the first day of the test window will not be refunded the exam fee. **Important:** If you have a scheduled Prometric appointment, you must cancel it with Prometric.

**Questions?** Please visit [www.csinet.org/certification](http://www.csinet.org/certification) or contact CSI Member Services Phone: 800-689-2900 Fax: 703-236-4600 Email: [csi@csinet.org](mailto:csi@csinet.org)

## **SOURCE MATERIALS**

It is critical for candidates to have the correct source materials in preparing for CSI's Certificate/Certification Program exams. Candidates must be successfully able to understand, interpret and apply knowledge from the source materials in order to pass the exams. Source materials are not included in the application fee, but are available for purchase through CSI, AIA, and EJCDC member organizations listed below. Candidates may study from either the AIA or the EJCDC documents. Source materials may also be available for loan from local libraries, colleges, CSI chapters or colleagues.

### **Project Resource Manual – CSI Manual of Practice and its Appendices**

The Construction Specifications Institute [www.csinet.org](http://www.csinet.org)

### **EJCDC Documents**

National Society of Professional Engineers <http://www.nspe.org/ejcdc/index.html>

American Society of Civil Engineers <http://ascestore.aip.org/shop.do?clD=4>

### **AIA Documents**

American Institute of Architects <http://www.aia.org/contractdocs/index.htm>

### **Construction Documents Technologist (CDT) Program Exam Source Materials**

- Project Resource Manual - CSI Manual of Practice and its Appendices
  - *MasterFormat™* (2004 edition)
  - *SectionFormat/PageFormat™* (2007 edition)
  - *UniFormat™* (1998 edition)
- GreenFormat™ [www.greenformat.com/about](http://www.greenformat.com/about)
- General Conditions of the Contract and Contract Forms
  - AIA A201 2007 or EJCDC C-700 2007
- U.S. Environmental Protection Agency (EPA)  
[www.epa.gov/greenbuilding/pubs/greenbuilding\\_strategy\\_nov08.pdf](http://www.epa.gov/greenbuilding/pubs/greenbuilding_strategy_nov08.pdf)
- AIA IPD Guide – Integrated Project Delivery: A Guide, issued November 5, 2007  
[www.aia.org/about/initiatives/AIAS076700](http://www.aia.org/about/initiatives/AIAS076700)
- GSA BIM Guide – U.S. GSA Building Information Modeling Guide Series 01 – Overview, version 0.60  
[www.gsa.gov/bim](http://www.gsa.gov/bim), select “3D-4D-BIM Overview”

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### **Certified Construction Specifier (CCS) Program Exam Source Materials**

- Project Resource Manual - CSI Manual of Practice and its Appendices
  - *MasterFormat™* (2004 edition)
  - *SectionFormat/PageFormat™* (2007 edition)
  - *UniFormat™* (1998 edition)
- General Conditions of the Contract and Contract Forms
  - AIA A201 2007 or EJCDC C-700 2007
  - AIA A101-2007 or EJCDC C-520 2007

### **Certified Construction Contracts Administrator (CCCA) Program Exam Source Materials**

- Project Resource Manual - CSI Manual of Practice and its Appendices
  - *MasterFormat™* (2004 edition)
  - *SectionFormat/PageFormat™* (2007 edition)
  - *UniFormat™* (1998 edition)
- General Conditions of the Contract and Contract Forms
  - AIA A201 2007 or EJCDC C-700 2007
  - AIA A101 2007 or EJCDC C-520 2007
  - AIA B201 2007 or EJCDC E-500 2002

### **Certified Construction Product Representative (CCPR) Program Exam Source Materials**

- Project Resource Manual - CSI Manual of Practice and its Appendices
  - *MasterFormat™* (2004 edition)
  - *SectionFormat/PageFormat™* (2007 edition)
  - *UniFormat™* (1998 edition)
- General Conditions of the Contract and Contract
  - AIA A201 2007 or EJCDC C-700 2007



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