

## Notice: Your CCCA Certification Expires June 30, 2010

Please complete  
this form and  
return  
immediately!

Individuals who hold the Certified Construction Specifier (CCS), Certified Construction Contract Administrator (CCCA), or Certified Construction Product Representative (CCPR) Certifications are required to renew their Certification once every 3 years. Renewal consists of:

1. Completion of the Application for Certification Renewal.
2. Completion of required continuing education units.
3. Payment of renewal fee.

Certificants also have the option of renewal by re-examination. Should you choose not to renew, your suffix will revert to CDT.

### Continuing Education Units

Certificants are required to earn an average of 0.8 Continuing Education Units per certification year. The certification year is defined as July 1 through June 30. Continuing education for renewal is calculated in Continuing Education Units (CEUs) where 1 hour of continuing education equals 0.1 CEU. Within the 0.8 CEUs, a minimum of 0.4 CEUs must be related to your professional or industry discipline. The remaining 0.4 CEUs may be obtained through professional or industry activities or construction-related activities. Some examples are listed below:

Professional or Industry Activities	Construction Industry-Related Activities
<ul style="list-style-type: none"> <li>• State/professional license requirements</li> <li>• Attending/Instructing seminars</li> <li>• Article publication <i>(1 hour = 0.1 CEUs per article)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Technical tours</li> <li>• Reading industry publications</li> <li>• Professional technical meetings</li> </ul>

This requirement was instituted in January 1998 and CSI phased in the CEU requirement over three years. Since your Certification expires on June 30, 2009, you need the following CEUs to renew your certification

- 0.8 CEUs for the period: July 1, 2006 to June 30, 2008
- 0.8 CEUs for the period: July 1, 2007 to June 30, 2009
- 0.8 CEUs for the period: July 1, 2008 to June 30, 2010

Certificants are to maintain their own CEU records. Documentation may include: CEU certificates, AIA transcripts, CSI Convention continuing education reports, seminar brochures, copies of publications, or any other documentation that will substantiate your activity. The Institute reserves the right to audit your Application for Certification Renewal by asking you to provide documentation of your continuing education activity.

Activities which do not qualify for CEUs include any activities that are a normal part of your vocational job description and are normally and routinely performed in the course of your employment duties.

### **New certificates, with a June 30, 2013 expiration date, will be mailed soon.**

If you have questions regarding certification renewal procedures, please visit the Certification section of CSI/Net at [www.csinet.org/certification](http://www.csinet.org/certification) or contact CSI Member Services at 800-689-2900, 8:30 am - 5:30 pm ET, Monday-Friday or [csi@csinet.org](mailto:csi@csinet.org).

**Retirement Information:** Individuals who wish to change their certification status to "retired" must submit a completed application for certification renewal, renewal fee, and a letter requesting retirement status in the year the certificant is scheduled for renewal. Please note CSI members may change certification status to "retired" only if they have retired CSI membership status. Retired status will not expire with time and individuals may continue to use the appropriate suffix after their name.



# CCCA Renewal Deadline: June 30, 2010

**Please use black ink and print or type all information.**

## SECTION 1: RENEWAL OPTIONS

*Please choose an option by checking the appropriate box.*

- Option 1: Attest** — I have continued my professional development in:
- CCCA—Administering contracts for construction.
  - I have, in addition to my usual employment duties, participated in an average of 0.8 CEUs = 8 hours of continuing education activities per year including a minimum of 0.4 Continuing Education Units per certification year related to my professional /industry discipline.
  - I have enclosed the \$80.00 renewal fee.
- Option 2: Re-Examination** — I wish to apply for the next nationwide certification exam. Please send me a Certification Exam Application. *(Please skip to Section 4.)*

## SECTION 2: DECLARATION

I declare that all information given in connection with this application is true to the best of my knowledge and belief. I understand that CSI may conduct random audits of my continuing education activities, and I authorize CSI to access any records necessary to perform such audits. I also understand that false or erroneous information furnished by me may be grounds for disqualification or subsequent revocation of my Certification.

\_\_\_\_\_  
Signature of Applicant \_\_\_\_\_  
Date of Application

## SECTION 3: PAYMENT

*Please choose an option by checking the appropriate box.*

- Make check or money order payable to CSI and mail with this form to:
- CSI Certification  
PO Box 758821  
Baltimore, MD 21275-8821
- Complete credit card information and fax to CSI at 703-236-4600.
- Circle one:    VISA            MasterCard            American Express
- Card Number: \_\_\_\_\_
- Expiration Date: \_\_\_\_\_
- Signature: \_\_\_\_\_
- Date: \_\_\_\_\_

## SECTION 4: CERTIFICATION INFORMATION

Mr/Mrs/Ms \_\_\_\_\_  

First Name
MI
Last Name
CSI Member#

Title \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  

City
State
Zip

\_\_\_\_\_  

Phone
Fax
E-mail

*All CSI information will be sent to this address.*