

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

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 or contact CSI Member Services at 800-689-2900, 8:30 am - 5:30 pm ET, Monday-Friday or 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.



