

CSI CERTIFICATION EXAMINATION APPLICATION



Apply online now at www.csinet.org/certification
 Print or type all information. **Source Code:** CERT10

CSI Member ID # _____

PLEASE LIST YOUR NAME AS IT APPEARS ON YOUR PHOTO ID OR DRIVERS LICENSE.

Mr. Ms.

FIRST NAME MIDDLE INITIAL LAST NAME

COMPANY FIRM 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** (March 29 - April 3, 2010) **Other:** (Date) _____

Do you have any ADA requirements? **Yes** (PLEASE SPECIFY) _____ **No** If yes: _____

APPLICATION REQUIREMENTS Total Years Experience _____

PREREQUISITES:

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

REFERENCES:

For CCS applicants only:

List two people who will attest to your experience within the last five years in the preparation of specifications actually used in construction.

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 APPLICATION DATE

REGISTRATION DEADLINES

SPRING NATIONWIDE EXAM - March 29 - April 3, 2010
 Early Registration Deadline: January 29, 2010
 Final Registration Deadline: February 26, 2010

ALL OTHER CERTIFICATION EXAMS:
 Early Bird: 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, 2010.

	CSI Member		Non-Member	
	Early Bird	Final	Early Bird	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:
 Construction Specifications Institute
 PO Box 758821
 Baltimore, MD 21275-8849

Fax application with credit card information to:
 (703) 236-4600

CREDIT CARD NO.

EXP. DATE

SIGNATURE

Online www.csinet.org/certification

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



CSI Occupation Codes

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

OCCUPATION

100	Architect	127	Educator
101	Forensic Architect	128	Delineator
102	Landscape Architect/Designer	129	Surveyor
103	Civil Engineer	130	Building Owner
	103a Highway	132	Publisher
	103b Bridge	133	Realtor
104	Structural Engineer	135	Banker
105	Electrical Engineer	136	Surety Advisor
106	Mechanical Engineer	137	Association Staff
107	Environmental Engineer	138	Labor Representative
	107a Water Resources Engineer	139	Developer
108	Forensic Engineer	140	Consultant (type _____)
109	Specifier or Specification Consultant	142	Test Lab Personnel
110	Attorney	143	Other (type _____)
111	Building Official	144	Constructor
112	A/E Drafter – CAD Operator	145	Accountant
113	Contract Administrator	146	Insurance Underwriters
114	Project Manager	147	Engineering Technician
115	Facilities Manager	148	Electronics Engineer
116	Interior Designer/Space Planner	150	Graphic Designer
117	Public Agencies Staff	151	Environmental Graphic Designer
118	Cost Estimator	152	Technical Writer
119	Urban Planner		152a Computer Support Specialist
120	General Contractor		152b Systems Administrator
121	Subcontractor	153	A/E Representative
123	Distributor	155	Construction Trades
124	Manufacturer's Rep/Supplier	156	Academic Staff
125	Construction Manager	157	Student
126	Electronic Media Manufacturing Personnel		

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 exam 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. Exam 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 *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 prior* to the first day of the test window 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.