

Know the ABC's about your CEU's for a CCPR, CCS, or CCCA!

Are you a CCS, CCCA, or CCPR? Are your credentials current? Did you know that if you don't complete required continuing education you can lose your certification credentials?

As of July 1, 1998, CSI implemented requirements that all CCS, CCCA, CCPR certificants must complete 24 hours of approved continuing education every three years in order to retain their certification.

Certificants who do not renew by their renewal date will lapse and their suffix will be terminated. Reinstatement is available within 6 months of the certification expiration if all accumulated CEUs (continuing education units) are earned and renewal fees paid. After 6 months from expiration, reexamination is required. All reinstatement requests should be written to the Certification Committee Chair in care of the Institute.

In the renewal year, the Institute will send certificants an Application for Certification Renewal. Certificants will be asked to attest to the fact that they have met the continuing education requirements, are active in their field, and submit the renewal fee.

Certificants are required to earn an average of 8 hours of continuing education per certification year for a total of 24 hours = 2.4 CEUs over 3 years. The certification year is defined as July 1 through June 30. Continuing education for renewal is calculated in CEUs where 1 hour of continuing education equals 0.1 CEUs. Within the 8 hours of learning, a minimum of 4 hours or 0.4 CEUs must be related to the certificant's professional or industry discipline. The remaining 4 hours or 0.4 CEUs may be obtained through professional or industry activities or construction related activities. The only activities which do not qualify for CEUs are those that are a normal part of the certificant's vocational job description, and which are normally and routinely performed in the course of employment duties.

Certificants are not required to register continuing education with CSI, just maintain personal records. CSI does perform random audits to maintain the validity of the program and may ask certificants to provide documentation of your continuing education hours in the form of AIA transcripts, meeting agendas, CEU certificates, or articles read/written. A CEU Tracking Form is available on the certification page of CSINet or through CSI's Member/Customer Service Center to help certificants keep track of their continuing education hours.

Examples of professional or industry activities are: state/professional license requirements, attending/instructing seminars, or article publication. Examples of construction industry-related activities are: technical tours, reading industry publications such as The Construction Specifier, and professional technical meetings. CSI recognizes AIA Learning Units as part of a certificant's continuing education.

“CSI online courses are excellent avenues for continuing education,” says Tracy Lofty, CSI's Director of Professional Development. “You're able to complete a course at a time and location convenient for you. In addition, you will receive one hour of AIA/CES Learning Units, which is equivalent to .1 CEUs.”

AEC Daily has become the leader in distance learning by building an educational resource that provides a variety of quality education in all areas of the architectural, engineering, and construction industry. With more than 100 free courses, the Online Learning Center is one of the most important features of the AEC Daily Corporation. Its courses are designed to meet all state and professional continuing education requirements.

For ways to earn continuing education credits for your certification renewal, entertain this list of suggestions:

- 1. Participate in a CSI Audio Exchange and earn continuing education credits.*
- 2. Read trade publications like the Construction Specifier, Design-Build Magazine, or Architectural Digest.*
- 3. Attend chapter meetings for CSI or AIA with a technical program.*
- 4. Watch documentaries on the history, future and innovations in architecture.*
- 5. Write articles for construction industry magazines, journals, or newsletters.*
- 6. Venture out on technical tours.*
- 7. Attend education sessions, study groups, seminars, forums or focus groups.*
- 8. Participate in audio-, video-, or web-conferences.*
- 9. Present or attend box lunch presentations.*
- 10. Conduct study courses, education programs, or technical presentations.*
- 11. Enroll in college, university, correspondence, or self-study courses.*
- 12. Read books on construction, architecture, or building forensics.*
- 13. Complete activities required for state or professional license requirements.*

"In today's highly competitive world, every edge a construction industry professional can add to their services is important." - Ross Spiegel, RA, FCSI, CCS, CCCA

The possibilities for continuing education are endless and the hours really do add up quickly. CSI recognizes programs approved by AIA as part of a certificant's continuing education activity. Remember, the only activities that don't qualify for certification renewal are those that are a part of your daily job duties.

Individuals holding a CSI certification who wish to retire from practice have the option of changing their certification status to 'retired'. A status can be changed to 'retired' by submitting a completed application for certification renewal, renewal fee, and a letter requesting retirement status in the year the certificant is scheduled for renewal. 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.

Here are some resource links you will find helpful:

To find these documents Continuing Education Unit Tracking Form (PDF) • CCCA Renewal Form 2006 (PDF) • CCPR Renewal Form 2006 (PDF) • CCS Renewal Form 2006 (PDF): go to this link: http://www.csinet.org/s_csi/sec.asp?CID=154&DID=4286

To find out about online training from CSI, and other recommended training go to this link: http://www.csinet.org/s_csi/sec.asp?CID=1737&DID=13087

To find out about AEC online training go to this link: <http://www.aecdaily.com/en/2>