

FAQs About CSI Certificate/Certification Programs

Exam Program Basics

1. When and where will CSI offer the national exams?

The CDT and advanced certification exams will be administered by computer-based testing at [Prometric](#) test centers throughout the U.S. Prometric is a recognized leader in technology-enabled testing and assessment services. Upcoming exams dates are listed at www.csinet.org/certification.

To view the Prometric [test center](#) locations, visit www.prometric.com/CSI and select "Locate a Testing Center."

2. How do I register for an exam?

Candidates will register through CSI at www.csinet.org. Approximately two months prior to the exam, candidates will receive an email notification with instructions on reserving their date and time at a Prometric test center using an individual authorization number.

Uncomfortable registering online? Download the [CDT Registration Form \(PDF\)](#) or the [Advanced Certification Registration Form \(PDF\)](#).

3. When can I register for an exam?

Upcoming exams dates are listed at www.csinet.org/certification.

4. What are the exam fees?

Exam fees vary based on CSI membership and date of registration. Full-time students may register for the CDT exam at a discounted rate. See the application form or browse the information available for each individual exam at www.csinet.org/certification. *Note: the online registration system displays non-member prices. Once the user logs in as a member as part of the registration process, the prices will change to reflect member discounts.*

5. What are the prerequisites for the Certified Construction Specifier (CCS), Certified Construction Contract Administrator (CCCA), and Certified Construction Product Representative (CCPR) exams?

There are no prerequisites for the CDT certificate exam.

CCS certification exam candidates must:

- Have passed the CDT exam.
- Have prepared or coordinated either Division 00 – Procurement and Contracting Requirements or Division 01 - General Requirements actually used in requirements
- Have a minimum of two years' experience in the preparation and coordination of specifications actually used in construction.
- Provide contact information for two experienced professionals in the field who will attest the candidate has at least five years' experience in the preparation of contract documents.

CCCA certification exam candidates must:

- Have passed the CDT exam.
- Have at least two years' of experience in contract administration process, attested by two people experience in the field.

CCPR certification exam candidates must:

- Have passed the CDT.
- Have a minimum of two years' experience representing construction product(s) exclusive of academic preparation, attested to on company letterhead by two manufacturers and /or employees.

6. Can I register for the CDT exam and the CCS/CCCA/CCPR exam at the same time?

No. You must receive your passing results for the CDT exam before registering for the CCS/CCCA/CCPR exam. Registration for a CCS/CCCA/CCPR exam is required at least 30 days prior to the exam date.

7. What is the format of the exams?

All exams are multiple-choice. The CDT has 120 questions. The CCS, CCCA, and CCPR exams each have 200 questions.

8 How will I know which questions I get wrong?

The notification of exam results includes an exam feedback analysis. You will see the subject area and percentage correct.

9 I am a CSI member. Do all members of my firm get the member price for the exam?

CSI membership is on an individual basis, so a firm may not apply the member price to any individual employee who is not a CSI member. Firms with multiple candidates should explore CSI's [Corporate Partners Program](#).

10. Is the exam open book?

CSI exams are not open book. Study materials are not permitted while taking the exam.

11. How long will it take to receive my exam results?

Candidates taking a computer-based exam will receive their results immediately after their exam at a Prometric test center.

12. What is the pass rate for the exam?

CSI does not publish official pass rates for any exam.

13. How soon after I pass the CDT can I take a certification exam?

Registration with CSI is required at least 30 days in advance. See published registration deadlines for specific exam dates.

14. Is there a difference between the CDT exam and the CDT Student Exam other than cost?

No. The exam is the same.

15. If my chapter does not have a study group, what are my options?

Chapter study group information is posted [here](#).

- Contact the chapter and ask them to help you find a mentor in your area, as well as other candidates
- Download a FREE study guide for the [CCS](#), [CCCA](#), or [CCPR](#). CSI also provides a FREE [Candidate Handbook for the CDT](#).
- Purchase [CSI's Project Delivery Education Program](#), or a similar program in the [CSI Store](#)

CSI offers webinars and other support in the weeks leading up to the exam. Subscribe to CSI's free, [weekly e-newsletter](#) to stay informed.

16. Is CSI membership required to take the CDT exam or CSI certification (CCS, CCCA, CCPR) exams?

No. CSI membership is not required for testing.

17. Is CSI membership required to maintain or renew CSI certifications?

No. CSI membership is not required to maintain or renew CSI certification.

Exam Source Materials

18. What are the source materials for the exams?

CSI is updating the source materials for the exams during 2011 and 2012. To be sure you're using the correct source materials, visit www.csinet.org/certification and read the information posted for your specific exam.

19. Will CSI offer study guides or candidate handbooks?

Yes. FREE study guides are available for the [CCS](#), [CCCA](#) and [CCPR](#). A [FREE CDT Candidate Handbook](#) is also available.

20. I'm an instructor. How do I prepare to lead a certification class?

Read the relevant sources identified in the study guides. You'll find all the information you're used to teaching is there. Plan to start your class in early January. Begin marketing courses in the fall so candidate can register for the exams prior to the early registration deadline.

CSI also offers recommended education programs for purchase in the [CSI Store](#).

Certification Exam Policies

24. What is CSI's policy regarding exam cancellations?

Cancellations and Deferrals

Candidates who are unable to sit for a scheduled exam may request a cancellation and refund of the application fee. Cancellation requests must be submitted to the Institute in writing using this [form](#). 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.

- 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 from 13 to 6 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.

Candidates who do not request a cancellation or refund and do not sit for the exam forfeit all fees. Application fees may not be transferred.

Retesting

Candidates who are unsuccessful in passing an exam may retest after at least 30 days, but may not take the test more than two times in 12 months. Retesting requires a new Examination Application and application fee. CCS, CCCA, and CCPR certifications are valid for three years. Renewal may be achieved by earning 24 hours of continuing education and paying the renewal fee. CDT is a lifetime achievement and does not require renewal.

Substitutions

No substitutions may be made for any CSI exam. Application fees may not be transferred to another individual.

Contact Information

Should you have questions regarding CSI's Certificate/Certification Programs, please contact CSI's Member Services at one of the following:

Phone: 800-689-2900, Monday through Friday, 8:30 am to 5:30 pm (eastern)

Fax: 703-236-4600

Mail: CSI

Attn: Member Services

110 South Union Street

Suite 100

Alexandria, VA 22314

25. If I don't pass the exam, when may I take it again?

Candidates who are unsuccessful in passing an exam may retest after at least 30 days, but may not take the test more than two times in 12 months. Please note that a new application form and full registration fee are required for retesting.

Certification Renewal

26. What do I have to do to renew my certification?

CCS, CCCA, and CCPR certifications are valid for three years. In the early spring of your renewal year, CSI will send you an Application for Certification Renewal. You will be asked to attest that you have met the continuing education requirements and to submit a renewal fee.

27. What are the continuing education requirements for certification renewal?

Certificants are required to earn an average of 8 hours of continuing education = 8.0 PDHs (Professional Development Hours) per Certification Year. Within the 8 hours, a minimum of 50% must be related to your professional or industry discipline. The remaining 4 hours may be obtained through professional or industry activities or construction-related activities. For the 3 years, certificants must have earned a total of 24 learning hours or 24 PDHs. .

28. I frequently see programs for AIA. Do credits achieved in AIA sponsored classes count toward my certification renewal?

Yes. CSI recognizes AIA credits as part of a certificant's continuing education.

29. How do I register my continuing education with CSI?

You do not need to register your continuing education with CSI. Instead, you maintain them in your personal records. In the spring of your renewal year, CSI will send you an Application for Certification Renewal which will ask you to attest that you have earned the required hours of continuing education. CSI does perform random audits and may ask you to provide documentation of your continuing education hours in the form of AIA transcripts, meeting agendas, CEU certificates, or articles read/written.

30. What are some examples of professional or industry activities for which I can earn PDHs?

Meeting state/professional license requirements, attending/instructing seminars, or publishing articles.

31. What are some examples of construction industry-related activities for which I can earn PDHs?

Technical tours, reading industry publications (such as The Construction Specifier), and professional technical meetings.

32. Are there any activities which do not qualify for PDHs?

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

If you have any other questions or need more information, please contact CSI's Member Services at (800) 689-2900 or csi@csinet.org.

33. Is CSI membership required to maintain or renew CSI certifications?

No. CSI membership is not required to maintain or renew CSI certification.

34. After I submit my renewal, when will I receive a certificate reflecting my new certification expiration date?

A: New certificates will be mailed after the June 30th deadline.

Misc.

41. How many questions are there on the CDT exam?

There are 120 multiple choice questions on the CDT exam. Twenty of the 120 questions are pre-test questions that have been included for statistical validation purposes. These additional questions will not be counted when scoring the exam. Candidates have two hours to complete the exam.