# Baltimore Chapter CSI

**Professional Development and Certification Seminars — Winter 2020**

**Syllabus**

Location: Waldon Studio Architects — Baltimore; 31 Light Street (building entrance is on Water Street), Baltimore, MD (go to the 5th floor).

Contact: Scott Sider, Professional Development Committee Chair, Waldon Studio Architects; 410-290-9680, Extension 303. [swsider@waldonstudio.com](mailto:swsider@waldonstudio.com).


Class Time: 6:00 PM to 8:00 PM.

Seminar Series Fee: $100.00 (for the entire series). $10.00 for individual sessions.

<table>
<thead>
<tr>
<th>Date</th>
<th>CDT Preparation</th>
<th>CCS, CCPR, CCCA Preparation</th>
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</thead>
<tbody>
<tr>
<td>Tuesday January 7, 2020</td>
<td>Building team members and their relationships; Commissioning; Construction process; Project phases; Facility Life Cycle; Integrated Project Delivery</td>
<td>CCCA: Construction Administration; Roles and Responsibilities; Preconstruction; Meetings; Construction Observation and Inspection</td>
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<tr>
<td>Tuesday January 14, 2020</td>
<td>OmniClass, MasterFormat, and UniFormat.</td>
<td>CCCA: Submittals; Quality Assurance and Quality Control; Executing the Work</td>
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<tr>
<td>Tuesday January 21, 2020</td>
<td>SectionFormat, PageFormat, OmniClass, Spec Data, and GreenFormat</td>
<td>CCCA: Contract Document Interpretations and Modifications; Claims and Disputes</td>
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<tr>
<td>Tuesday January 28, 2020</td>
<td>AIA A201 – Contract Provisions: Definitions and provisions.</td>
<td>CCCA: Measurement and Payment; Project Closeout; Construction Administration Guides</td>
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<tr>
<td>Tuesday February 11, 2020</td>
<td>Codes and Regulations; Project Conception; Programming; Project Cost and Scheduling; Project Delivery Methods; Integrated Project Delivery.</td>
<td>CCS: Methods of Specifying; Performance Specifying; Procurement Specifying; Specifying for Government Agencies</td>
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<tr>
<td>Tuesday February 18, 2020</td>
<td>Product Selection Processes and Evaluation</td>
<td>CCS: Specifications and Contract Forms, Construction Bonds, and Construction Insurance; Division 01 Specifications</td>
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<tr>
<td>Tuesday February 25, 2020</td>
<td>Design; Sustainability; Value Judgement Processes; Schematic and Design Development Documents</td>
<td>CCS: Master Guide Specifications; Short Form Specifications;</td>
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<td>Tuesday March 3, 2020</td>
<td>Construction Administration</td>
<td>No Session</td>
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<tr>
<td>Tuesday March 10, 2020</td>
<td>Procurement</td>
<td>CCPR: Services of Product Representatives; Forms of Representation; Working with the Project Team; Product Information</td>
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<tr>
<td>Tuesday March 17, 2020</td>
<td>Facility Management Exam Preparation</td>
<td>CCPR: Filing Product Information; Distributing Product Information; Forms of Presentation; The Sales Process</td>
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</table>
Baltimore Chapter CSI
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Winter 2020
Registration Form

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Contact: Scott Sider, Professional Development Committee Chair, Waldon Studio Architects; 410-290-9680, Extension 303.
Email: swsider@waldonstudio.com.

Class Time: 6:00 PM to 8:00 PM.

Seminar Series Fee: $100.00 (for the entire series). Please make checks payable to Baltimore Chapter CSI and bring to first class with completed registration form. If you register for individual sessions on Eventbrite, they are $10.00 each. Registration for this class does not register you for taking the certification exams. To register for exams, contact CSI at

www.csiresources.org or call 800-689-2900. Certification CDT Exam "cheap" registration ($375 member/$625 non-member; students at $165 with valid ID) runs from February 10 to April 8. "Expensive" registration runs between April 9 and April 30 ($545 member/$795 non-member; and Student at $165 with valid ID). CCS, CCPR, and CCCA Exams will not be held in the Spring of 2020; they will be held in Fall 2020.

Instructional Materials You Must Obtain:

- **CDT Sessions:** *Project Delivery Practice Guide*. Access MasterFormat™ and UniFormat™ 2010 from the companion web site.
- **CCCA Sessions:** *Construction Administration Practice Guide*. Access MasterFormat™ and UniFormat™ 2010 from the companion web site.
- **CCPR Sessions:** *Product Representation Practice Guide* (PRPG). Access MasterFormat™ and UniFormat™ 2010 from the companion web site. **NOTE:** CCPR Exam will not be held in 2020, as the program undergoes re-evaluation to comply with certification standards.

Order the *Practice Guides* from the Institute at 800-689-2900; www.csiresources.org. If you are a CSI member, make sure you log into the CSI web site prior to ordering, so you receive the member discount.


Purchase the EJCDC documents at http://www.ejcdc.org/index.php?option=com_virtuemart&page=shop.browse&category_id=1&Itemid=27. This would cost about $340 for the two documents, if you purchase them. Since the concepts of the AIA documents are similar to the EJCDC documents, per information received from the Institute Certification Committee, you can study for the exam using the AIA documents or the EJCDC documents.

Study Guides, Handbooks, and Study Work Books Links:
- **CDT:** Candidate Handbook and Candidate Study Work Book (requires having or creating an account on website).
- **CCS:** Candidate Handbook and Candidate Study Work Book (requires having or creating an account on website).
- **CCCA:** Candidate Handbook and Candidate Study Work Book (requires having or creating an account on website).
- **CCPR:** Candidate Handbook and Candidate Study Work Book (requires having or creating an account on website).

Credits: 2 AIA CES credits (including Health, Safety, and Welfare) per session attended, typically.

Please provide the following information:

Name: ___________________________ Firm: ___________________________
Mailing address: __________________________________________________
Telephone: _______________________ Email: __________________________

- Are you planning on sitting for a CSI exam in Late March / Early April 2020? Yes No. If yes, which?
- If you need continuing education units or learning units, please furnish the name of your professional organization and your membership number so we can submit your credits.
- Are you a CSI member? Yes No. Baltimore Chapter member? Yes No. If not, would you like more information about joining CSI? Yes No.
- To obtain study materials, or to register for exams, contact CSI at www.csiresources.org or call 800-689-2900.
- Reserve your seat as soon as possible. Space is limited and fills up fast.