

Time to Register for a CSC Workshop

In **JUST 5 DAYS** you can complete CSC's **PCD or CCA Course**, and in **7 DAYS** you can complete the **Specifier Course!***

DATES & LOCATIONS:

PCD COURSE

November 22–26, 2017
• Toronto, ON

CCA COURSE

March 21–25, 2018
• Toronto, ON

SPECIFIER (SP) COURSE

March 19–25, 2018
• Toronto, ON

COST: (Members) \$1199 plus tax
(Non-Member) \$1399 plus tax

Cancellation: A cancellation fee of \$250 plus tax applies if 21 days or more before the workshop.

No refunds issued less than 21 days before workshop.

For additional information on courses please go to csc-dcc.ca/education.

*The CSC Principles of Construction Documentation (PCD) is a pre-requisite. If you have not completed the PCD, you can challenge the exam prior to registering for this workshop.

COURSES:

Construction Contract Administrator (CCA)*

The course is designed for those individuals involved in construction administration, including Contract Administrators, Property Managers, Architects, Engineers, Interior Designers, Specification Consultants, Building Authorities, and Bonding and Insurance Agencies.

This course is a requirement for the Certified Construction Contract Administrator (CCCA) designation.

Course Outline:

- ◆ Construction Industry participants
- ◆ Bidding Requirements and Process
- ◆ Alternatives and Substitutions
- ◆ Standards and Regulatory Influences
- ◆ Site Activities
- ◆ Execution of the Work
- ◆ Certificate of Payment
- ◆ Changes in the Work
- ◆ Dispute Resolution
- ◆ Construction Insurance
- ◆ Construction Surety Bonds
- ◆ Guaranties and Warranties
- ◆ Project Submittal
- ◆ Field Services and Quality Control
- ◆ Clerk of the Works
- ◆ Contract Close-Out
- ◆ Commissioning
- ◆ Definitions and Resources

Specifier (SP) Course (Combines SP1 and SP2)

The CSC Specifier course is a comprehensive overview of the construction specification profession in Canada. At the completion of the course, students will have a solid grasp of a specifier's role, legal issues including contracts, bidding and disputes, writing style used in the profession and how to close out a project. A wide range of professional scenarios are explained, often using real-life examples.

Skills acquired in this course include:

- ◆ Understanding legal contracts
- ◆ Understanding the function of the project manual and associated drawings.
- ◆ Developing the basis for good specifications.
- ◆ Improved writing skills
- ◆ Understanding the process of researching and selecting products.

The CSC Specifier course continues from where the PCD course ends and is a more in-depth education on the special techniques and skills required to write the procurement and contractual requirements of: Division 00; the administrative, procedural and temporary requirements of Division 01; and the technical specifications of Divisions 02 – 49.

Completion of this course is mandatory in the process of becoming a Certified Specification Practitioner (CSP). It also reduces the number of hours required to become a Registered Specification Writer (RSW).

Course Outline:

- ◆ Introduction
- ◆ General Review
- ◆ Types of Construction Contracts and Project Delivery Methods
- ◆ Procurement and Contracting Requirements
- ◆ Lien Legislation, Bonds, Insurance and Dispute Mechanisms
- ◆ Specification Writing Basics: Grammar, Spelling and Conventions
- ◆ Specification Writing – Getting Started
- ◆ Writing From a Master Specification
- ◆ Writing Original Specification Sections
- ◆ Product Selection, Research and Assessment
- ◆ Codes and Standards
- ◆ Division 01 – Administrative and Procedural Requirements
- ◆ Division 01 – Temporary Facilities and Controls
- ◆ Division 01 – Performance Requirements and Life Cycle Activities
- ◆ Relationships and Coordination – Divisions 00, 01 and Technical Sections
- ◆ Specifying Quality and Performance Requirements
- ◆ Specifying For Special Requirements

Students should have:

- Experience reading construction drawings;
- Experience reading construction specifications;
- Experiences researching construction materials;
- Experience researching construction reference standards.
- Or, Construction related Certification from a Technical College or University.

To find out more about course offerings email info@csc-dcc.ca or click on the website of the Chapter

For information please contact Clifton Fiola at 416-777-2198 or clifton@csc-dcc.ca

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Tel: 416-777-2198 Fax Toronto 416-777-2197 Canada 1-800-668-5684 Website www.csc-dcc.ca

Principles of Construction Documentation (PCD)

Skills must be kept up if you are going to compete in today's market. Having the experience and knowledge will give you leverage in the fast paced construction industry. The PCD program will provide you with a better understanding of construction documentation (specifications, drawings, and schedules), products, bidding procedures, and contracts. The course will also provide a solid base for future skills acquisition, job efficiency, position advancement, and pay increases in a convenient and easy to follow format.

Course Outline:

- Construction Process
- Production of Construction Documents
- Forms of Contract
- Codes and Standards
- Risk Management Issues
- Legal Issues
- Building Science
- Contract Administration
- Communications
- Trends in the Construction Industry

Workshop Registration Form

Member Price: \$1199 plus tax Non-member Price: \$1399 plus tax

DATE COMPLETED (INCLUDES ONLINE)

CHAPTER

I am interested in...

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CCA COURSE
March 21–25, 2018
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SPECIFIER (SP) COURSE
March 19–25, 2018
 Toronto, ON

STUDENT NAME (please print)

COMPANY

ADDRESS

CITY

PROVINCE/STATE

POSTAL CODE/ZIP

PHONE

E-MAIL

PLEASE BILL ME USING PURCHASE ORDER #

CHEQUE ENCLOSED #

CREDIT CARD HOLDERS NAME (please print)

CARD TYPE

CREDIT CARD NUMBER
CARD SECURITY CODE

EXPIRY DATE

CARD HOLDERS SIGNATURE

DATE

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