

PREAMBLE

INTRODUCTION

Congratulations! By applying to become registered as a Registered Specification Writer (RSW), you are beginning a process that validates your combination of knowledge, experience and judgment related to construction procurement and lends credibility to your participation in a multi-billion dollar industry in which the risks and rewards are substantial

Successful candidates will form a part of a recognized group of construction procurement specialists with expert knowledge of construction contract documents and specifications and will receive a certificate that will permit them to use the RSW designation.

Following in this preamble is additional information to help you understand the registration process and fulfill the necessary steps to complete this registration process. If in reading further, you find that you do not yet qualify for application, you are encouraged to continue to acquire the prerequisites and submit your application as soon as you have.

It will be helpful to find a RSW from your nearest local chapter who will give you encouragement and guidance to complete the RSW Registration Process.

The RSW Subcommittee (RSW SC) can assist you if you cannot find or require assistance in securing a suitable mentor.

Submit questions regarding registration requirements, and all required submissions except as indicated otherwise, to the Chair of the RSW Subcommittee, also named RSW SC in this preamble, through Construction Specifications Canada (CSC) at:

Telephone: (416) 777-2198, Fax: (416) 777-2197 or (800) 668-5684

e-mail: info@csc-dcc.ca

The registration process consists of three stages, which are described, later in this preamble.

You will have a maximum of one year to complete the second and third stages of the registration process following acceptance of your application by the RSW SC. Normally, this is plenty of time, but if you do not complete all of the stages within this time period and still wish to complete them, you will be required to re-new your application, including the application fee. In special circumstances, the RSW SC may grant a reasonable extension to the registration period.

EXPECTATIONS

CSC used a DACUM process to develop curriculum objectives for the training of RSW's. The following is a partial list of priority objectives that RSW's are expected to achieve:

Pursue Professional Development:

- Conduct ongoing building material and system research
- Stay current with industry trends
- Maintain currency with contract law
- Visit fabrication and construction sites

Apply Communication Technologies:

- Understand the audience
- Use established communication methods
- Demonstrate correct vocabulary, grammar and syntax
- Demonstrate technical writing skills
- Implement resource information retrieval systems

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EXPECTATIONS **(CONT.)**

Evaluate Risk Management Issues

- Recognize and analyze risk management issues
- Recommend risk management strategies

Apply Laws, Codes and Standards

- Apply code analyses
- Apply standards and testing requirements
- Apply contract law
- Apply environmental requirements

Apply Building Technologies

- Identify building performance criteria
- Conduct research
- Analyze technological innovations
- Apply building technology principles
- Determine building systems' functional relationships
- Select compatible products, materials, systems and assemblies

Apply Forms of Contract

- Evaluate contract forms
- Recommend the appropriate contract form for the project delivery methodology
- Prepare contract amending procedures

Apply Design and Construction Process

- Identify contractual relationship of parties involved
- Contribute to preliminary design meetings
- Comprehend ramifications of project delivery methodology
- Comprehend professional disciplines, reports, drawings and specifications
- Adhere to construction sequence
- Apply bidding process
- Execute contract documents
- Support contract administration

Produce Construction Documents

- Meet budgetary constraints
- Interpret drawings and provide appropriate specification Sections
- Determine the method of specifying
- Ask appropriate technical and contractual questions
- Prepare, coordinate and assemble the project manual
- Describe submittal requirements
- Prepare and maintain master documents

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REGISTRATION PROCESS

The Registration Process involves three stages, each of which you must pass before proceeding to the next. You will qualify for registration as an RSW after having successfully completed all three Stages, as follows:

STAGE 1: APPLICATION AND PROJECT MANUALS

Application

- List education and experience in the Application Form.
- Submit completed Application Form and Application Fees.

Project Manuals

- Submit three (3) examples of Project Manuals representing a diverse range of industry sectors (public and private), project delivery methods or project types. Project Manuals indicating experience in only one project type will not satisfy the diversity requirement and will not qualify for application purposes.
- Project Manuals must have been prepared or supervised by you during the last two years prior to applying.
- Include a letter from a principal or supervisor member of your employer organization confirming that the Project Manuals you are submitting are representative of the work you have listed in your Application Form.
- Project Manuals will be evaluated against standardized marking criteria and will be determined as acceptable or not acceptable for continuation in the Registration Process.
 - Project Manuals will be returned to you.
 - If your Project Manuals are found to be unacceptable you will be required to re-new your application, including the application fee using different documents that better illustrate your skills.

STAGE 2: RESEARCH ASSIGNMENT

- The intent of the research assignment is to demonstrate your ability to research, analyze, and prepare technical documents.
- The assignment may be completed in one of the following three formats:
 - Research Paper
 - Report and Presentation
 - Article and Presentation
- The RSW SC will assign three topics for the research assignment. You must choose one of the topics and which format you choose to do the assignment in and inform the RSW SC within seven business days after receipt of assignment topics.
- You must complete the research assignment within the time specified for each format. If you cannot complete the research assignment within the time specified, you must immediately notify the RSW SC. You will normally be given one opportunity to re-start the research assignment, but must select one of three new topics assigned by the RSW SC.
- Text must be single-spaced Helvetica 12 point font or Arial 11 point font. Margins must be 25 mm. Tables, graphics and photographs may be used in support of text content.

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REGISTRATION PROCESS (CONT.)

- The Research Assignment formats are as follows:

Research Paper

- Prepare a research paper using the Digest format prescribed in the *Tek-Aid Preparation Guide*. The *Tek-Aid Preparation Guide* is downloadable from the CSC web site.
- Submit the Paper to the RSW SC within four months after topic selection. Submit a brief progress report to the RSW SC every three weeks after topic selection until completion.
- The RSW SC may forward the completed assignment to the CSC Technical Studies Committee for consideration as the Digest portion of a new Tek-Aid.

Report and Presentation

- Submit a short report of 3,000 words to the RSW SC and conduct an oral presentation before a panel of three RSW's identified by the RSW SC.
- You will have four weeks to prepare the report and presentation after being notified of the topic and the date and time for the oral presentation.
- You are responsible for arranging the location of the oral presentation and for notifying the RSW SC.
- Submit a brief progress report every week until completion of the assignment.
- The oral presentation will be held in a location acceptable to the RSW SC, and be as convenient as possible to you and the panel. You will be responsible for your own travel expenses.
- The topic will require a considerable amount of research in order to prepare the report and answer questions posed by the examiners. The examiners will evaluate the report and the oral presentation and recommend a mark to the RSW SC.

Article and Presentation

- This format may be selected if you have a minimum of 10 years of specification writing experience.
 - You must submit an article suitable for publication in *Construction Canada* and make an oral presentation before a panel of three RSW's. The article must be of a substantial nature in order to meet acceptance of the RSW SC.
 - You will have four months to submit the article and make the oral presentation. Submit a brief progress report every three weeks until completion of the assignment.
 - You are responsible for arranging the location of the oral presentation and for notifying the RSW SC when you submit a brief progress report every week until completion of the assignment.
 - The oral presentation will be held in a location acceptable to the RSW SC and be as convenient as possible to you and the panel. You will be responsible for your own travel expenses.
- The pass mark is 70%.

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REGISTRATION PROCESS (CONT.)

STAGE 3: SPECIFICATION ASSIGNMENT AND RSW EXAMS

These exams are normally held the same day in the same location but may be done on separate dates to suit individual schedule commitments. The exams will be conducted under the supervision of an RSW or other registered professional acceptable to the RSW SC. You may select the location, subject to RSW SC's approval. You will have three hours to complete each exam.

One re-write of both exams will be permitted, subject to payment of a \$50 re-write fee and following not less than three months and not more than six months after writing the original exam.

Specification Assignment (Open Book) Exam

- This specification assignment is intended to assess your ability to write specifications in a supervised, time-constrained situation, using a prescribed format.
- In a timed, open book format, you must prepare a single project specific specification section on one topic selected by you from two topics assigned by the RSW SC several days in advance of the exam. You will have three hours to complete this exam.
- At the beginning of the exam, you will be given a detailed scenario to provide the context for the topic that the specification section must address. The specification must be written using MasterFormat 2004, SectionFormat and PageFormat,
- You are required to bring research materials for the two topics with you, including unrelated master specification documents; you will not be permitted use of electronic browsers or the internet during the exam.
- You can choose to write long hand or use a standalone computer to prepare the specification. Use of previously prepared specifications is prohibited and will cause termination of your RSW Registration Process. If you decide to use a standalone computer to prepare the specification, you must arrange to have your specification printed immediately after termination of exam.
- The pass mark is 70%.

RSW (Closed Book) Exam

- This Register Specification Writers closed book exam is intended to demonstrate your knowledge and understanding of specifying principles, bidding and contract procedures, knowledge of construction information resources, and overall knowledge in dealing with specific situations relating to contract administration.
- The pass mark is 75%.

Upon successful completion of all three Stages, CSC will be pleased to contact you about officially conferring the RSW designation.

END OF REGISTRATION STAGES

END OF PREAMBLE



RSW APPLICATION FORM

APPLICANT INFORMATION

Name:

 First Name Middle Name or Initial Last Name

Home Address:

 Street

 City Province Postal Code

 Telephone e-mail address

Business Address:

 Firm

 Street

 City Province Postal Code

 Telephone Facsimile

 Email Address

I prefer to have all correspondence:

- Mailed to my home business address email address

THIS SPACE RESERVED FOR CSC OFFICE USE:

Reviewer Comments:

APPROVED: YES [] NO [] Reviewer's Name: _____ Date: _____



RSW APPLICATION FORM

BASIC REQUIREMENTS CHECKLIST

Applicants must meet the requirements in each of the following categories and must include verification from an employer, supervisor or recognized professional that can attest to your work experience:

EDUCATION, DESIGN AND CONSTRUCTION INDUSTRY EXPERIENCE

Check one option:

- Five years of Canadian related work experience with a degree or diploma in architecture, engineering or other related discipline.
- Eight years of Canadian related work experience without a degree or diploma.

SPECIFICATION WRITING EXPERIENCE

Check one option:

- 3500 hours with successful completion of Principles of Construction Documentation and both Specifier 1 and 2.
- 4500 hours with successful completion of Specifier 1.
- 5500 hours with successful completion of Principles of Construction Documentation.
- 6500 hours working experience.

Appendix A lists acceptable related experience under this category.

CONSTRUCTION ADMINISTRATION EXPERIENCE

Minimum requirement:

- 500 hours with successful completion of Construction Contract Administration Course.
- 1000 hours working experience.

Appendix B lists acceptable experience under this category.



RSW APPLICATION FORM

CURRENT STATUS

CSC MEMBER

Applicant must be a member of CSC

- Yes, I am a member

CURRENT POSITION OR TITLE

CURRENT FUNCTION

- I personally prepare construction specifications.
- I directly supervise the preparation of construction specifications.
- I review and coordinate construction specifications prepared by others.

CONSTRUCTION DESIGN DISCIPLINE

- | | |
|-------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Process Engineering |
| <input type="checkbox"/> Structural Engineering | <input type="checkbox"/> Interior Design |
| <input type="checkbox"/> Mechanical Engineering | <input type="checkbox"/> Landscape Architecture |
| <input type="checkbox"/> Electrical Engineering | <input type="checkbox"/> Other, specify _____ |
| <input type="checkbox"/> Civil Engineering | _____ |

EDUCATION

List in chronological order relevant education beyond secondary school for which degrees or diplomas have been issued to you. Attach copies of degrees or diplomas to this application.

DATE	INSTITUTION	PROGRAM DESCRIPTION	DEGREE OR DIPLOMA
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CSC ACCREDITED COURSES

This part must be completed only by applicants having completed one or more levels of CSC accredited courses. Each completed level is worth credit hours, as indicated, towards the specification writing or contract administration experience requirement. Submit copies of course completion certificates.

- Principles of Construction Documentation (PCD)
- Specifier 1
- Specifier 2
- Specifier Course (Specifier 1 and 2 merged)
- Construction Contract Administration (CCA)



RSW APPLICATION FORM

PAYMENT

A fee of \$285.00 (*plus applicable tax*) must be submitted with each application. This fee consists of a non-refunded application fee of \$120.00 and a Registration review fee of \$165.00.

The registration review fee of \$165.00 will be refunded if your application does not qualify you to enter the RSW Registration Program.

Make cheques or money orders payable to:

Construction Specifications Canada

GST/HST Registration No. R106970973

Expended portions of application fees are not refundable

ENCLOSURES

- Photocopies of degrees or diplomas, and CSC Course Certificates
 - Application and Registration review fee of \$285.00 (*plus tax*)
 - Three (3) Project Manuals prepared by or supervised by the applicant.
 - Letter from employer certifying that three (3) Project Manuals were prepared by the applicant within the last two (2) years.
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MAILING ADDRESS

Registered Specification Writer Subcommittee
c/o Construction Specifications Canada
120 Carlton Street, Suite 312
Toronto, Ontario M5A 4K2

DECLARATION

I declare that the information provided in this application is true to the best of my knowledge and belief. I understand that false or erroneous information provided by me may be grounds for disqualification or subsequent revocation of registration.

Signature of Applicant

Date



APPENDICES

APPENDIX A

The following are considered by the RSW SC as meeting the requirements for specification writing experience called for on page 7 of the Application Form.

- Preparation of construction specifications
 - Review of construction specifications
 - Review and coordination of consultant specification sections
 - Preparation of a master specification
 - Maintenance of a master specification
 - Preparation of operation and maintenance manuals
 - Setting up specification or product library
 - Specification or product library maintenance
 - Product evaluation
 - Maintaining technical resources
 - Interviewing product representatives
 - Attending product seminars or tradeshow
 - Reviewing drawings
 - Liaison with testing labs
 - Preparation of addenda
 - Answering bidding enquiries
 - Preparation of contract documents
 - Preparation of bid revisions
 - Bid evaluation.
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APPENDICES

APPENDIX B

The following are considered by the RSW SC as meeting the requirements for construction administration experience as called for on page 7 of the Application Form.

- Review of submittals, i.e. shop drawings, product data, samples, construction schedules, test results, mock-ups, contract closeout documentation.
 - Attendance at project meetings
 - site visits, including general review of the work
 - Preparation of progress reports
 - Preparation of supplemental instructions, change directives and change orders
 - Review of applications for payment
 - Contract document interpretation
 - Claims review analysis
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