

## Time to Register for a CSC Workshop

In **JUST 5 DAYS** you can complete  
CSC's **CCA or TR (NEW) Course**,  
and in **7 DAYS** you can complete  
the **Specifier Course!**\*

### DATES & LOCATIONS:

#### CCA COURSE

March 4 – 8, 2020 • Toronto

March 18 – 22, 2020 • Vancouver/Richmond

#### SPECIFIER (SP) COURSE

March 2 – 8, 2020 • Toronto

#### TR COURSE

March 4 – 8, 2020 • Toronto

For other workshop locations and dates,  
please go to [http://csc-dcc.ca/Education/  
CSC+Education+Workshops+/](http://csc-dcc.ca/Education/CSC+Education+Workshops+/)

**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](http://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

### Technical Representative (TR)

The TR course will provide a better understanding of contract documents and bidding procedures, product representation, professionalism, and ethics, and will provide a new depth of understanding and explanation of concepts beyond what was previously introduced in the PCD course. The course is designed for the individual involved in the supply section of the construction industry such as manufacturer representatives, agents or distributors of products. The student will have successfully completed the PCD course.

This course is a requirement for the Certified Technical Representative (CTR) designation.

#### Course Outline:

- ◆ The Project Manual and Drawings
- ◆ The Technical Representative and Consultants
- ◆ Construction Product Selection Process
- ◆ Materials Selection and Substitutions
- ◆ Construction Product Representation
- ◆ Effective Technical Assistance
- ◆ Information Management and Product Literature
- ◆ Product Presentation Techniques
- ◆ Contract Liability and Warranties
- ◆ Bonds and Insurance
- ◆ Material and Product Standards
- ◆ Workmanship, Quality, Codes and Standards
- ◆ Liens and Liens Legislation
- ◆ Contract Administration and Field Services

For information please contact Clifton Fiola at 416-777-2198 or [clifton@on.aibn.com](mailto:clifton@on.aibn.com)

CSC, 120 Carlton Street, Suite 312, Toronto, Ontario M5A 4K2

Tel: 416-777-2198 Fax Toronto 416-777-2197 Canada 1-800-668-5684 Website [www.csc-dcc.ca](http://www.csc-dcc.ca)

## 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](mailto:info@csc-dcc.ca) or click on the website of the Chapter

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## Workshop Registration Form

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

I am a CSC/CSI Member. Member number: \_\_\_\_\_

DATE COMPLETED (INCLUDES ONLINE) \_\_\_\_\_ CHAPTER \_\_\_\_\_

I am interested in...

**CCA COURSE**

- March 4 – 8, 2020 • Toronto
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**SPECIFIER (SP) COURSE**

- March 2 – 8, 2020 • Toronto

**TR COURSE**

- March 4 – 8, 2020 • Toronto

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 \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_ / \_\_\_\_\_ CARD SECURITY CODE \_\_\_\_\_

CARD HOLDERS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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