

**PLEASE NOTE:**

**THIS FORM MUST BE RETURNED WITH YOUR MEMBERSHIP RENEWAL PAYMENT**

**CSC REGISTRATION AND CERTIFICATION RENEWAL**

CSC continues to enhance the quality of design and management aspects of construction activity through education, professional development, and certification programs. This program is meant to aid in furthering the recognition by industry participants of CSC designations by building on the value and integrity of the programs as well as that of the registered or certified members. The renewal program will ensure that registered/certified members of CSC continue to learn and develop their skills as well as share their expertise with others in the industry.

A completed Registration/Certification Renewal Form must accompany the membership renewal form with payment. Payments will not be processed until all documents are received.  
Failure to submit a form, achieve required number of hours, or knowingly provide false information can lead to a CSC Member's registration/certification being revoked.

**Registration / Certification Renewal Requirements**

CSC members who hold one or more of the Registered Specification Writer (RSW), Certified Technical Representative (CTR), Certified Construction Contract Administrator (CCCA), or Certified Specification Practitioner (CSP) designations are required to maintain their status through a documented program of Continuing Professional Development and Education Hours. In each membership year (calendar year) the member is required to participate in a total of 15 hours of Continuing Professional Development and Education (CPDE) activities.

The member will determine the CPDE hour credit by the actual hour of participation in a CPDE activity. For example, if you attend a one-hour seminar, you earn one hour credit towards your certification renewal. Some exceptions apply to such activities as writing articles or technical papers that are published, see the CPDE form for guidelines.

Approved categories are self-explanatory and indicate the allowable credit for each category. In the "Other" category you must enter a description of the activity which must be related to your discipline. Keep documented records of your participation, in form of certificates, brochures indicating your participation, copies of published material, receipts or any other documentation that can substantiate your activity.

Please forward any questions or concerns you may have in writing to the:

**CSC Education Certification Committee**  
120 Carlton Street, Suite 312  
Toronto, Ontario, M5A 4K2  
Or email: [info@csc-dcc.ca](mailto:info@csc-dcc.ca)

## REGISTRATION / CERTIFICATION RENEWAL

\_\_\_\_\_ Registered Specification Writer (RSW)

\_\_\_\_\_ Certified Technical Representative (CTR)

\_\_\_\_\_ Certified Construction Contract Administrator (CCCA)

\_\_\_\_\_ Certified Specification Practitioner (CSP)

First Name	Middle Name or Initial	Last Name
Address		
City	Province	Postal Code
Telephone	Fax	Email

I hereby apply for renewal of my Registration/Certification designation for the current membership year under the option marked below.

\_\_\_\_\_ **Option 1:** I have continued my professional development in:

\_\_\_\_\_ RSW - Preparing, directly supervising or the review and coordination of construction specifications

\_\_\_\_\_ CTR - Manufacturer/Supplier or Agent, Technical Product Representation

\_\_\_\_\_ CCCA - Administering, reviewing or enforcing construction contracts

\_\_\_\_\_ CSP - Improved efficiency and proficiency in document preparation

I have, in addition to my normal employment duties, participated in continuing professional development and education activities as listed on the attached form.

\_\_\_\_\_ **Option 2:** An additional \$50 fee is required for this option.

\_\_\_\_\_ RSW a) Submit a completed specification prepared by you for review by the RSW Sub-Committee or;

b) Prepare a research paper within a one week period on a topic provided by the RSW Sub-Committee or;

c) Successfully complete the RSW renewal exam under the supervision of a CSC member.

\_\_\_\_\_ CTR a) Successfully complete the CTR renewal exam, under the supervision of a CSC member.

\_\_\_\_\_ CCCA a) Successfully complete the CCCA renewal exam under the supervision of a CSC member.

\_\_\_\_\_ CSP a) Successfully complete the CSP renewal exam under the supervision of a CSC member.

\_\_\_\_\_ **Option 3:** I here-by request that I be exempt from the requirements of the renewal program for the year \_\_\_\_\_ due to \_\_\_\_\_ (illness or other). A letter of request for exemption must accompany the renewal form if option 3 is marked. All requests are subject to approval by the CSC Education Certification Committee.

\_\_\_\_\_ **Option 4:** I have retired (and have met the requirements of the Retired Member" status according to CSC by-Laws) from the profession, but would like to maintain the designation for CSC records.

I declare that all information given in connection with this application is true to the best of my knowledge and belief. I further understand that CSC may conduct random audits of continuing professional development and education activities, and I authorize CSC to access records necessary to perform such audits. I also understand that failure to submit a completed renewal form, and false or erroneous information furnished by me may be grounds for disqualification or subsequent revocation of my registration/certification.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of renewal application

## CONTINUING PROFESSIONAL DEVELOPMENT AND EDUCATION ACTIVITY REPORT FORM

Name: \_\_\_\_\_  
Please Print

To successfully renew your designation(s) under Option 1 a total of 15 hours of Continuing Professional Development and Education activities is required in each membership year. To obtain 1 hour of credit you must participate in an activity for 1 hour i.e. If you attend a seminar that is 2 hours in duration you receive 2 hours of credit towards your certification. Activities that form part of your normal employment duties or responsibilities do not qualify for credit.

### Professional / Industry Discipline Activities

Number of Hours

- \_\_\_\_\_ CSC Chapter Technical Meetings (Maximum 10 hours per year credit)
- \_\_\_\_\_ Annual CSC Conference (Maximum 10 hours per year credit)
- \_\_\_\_\_ Participation on CSC Board of Directors, CSC Committee or Sub-Committee (Maximum 10 hours per committee)
- \_\_\_\_\_ Participation on a CSC Chapter Executive or Chapter Committee or Sub-Committee (Maximum 10 hours per year credit)
- \_\_\_\_\_ Participation as a CSC Mentor to a candidate in a CSC Registration/Certification Program (Maximum 10 hours per year credit)
- \_\_\_\_\_ Participation on a Committee or Sub-Committee of an industry related organization (Maximum 10 hours per year credit)
- \_\_\_\_\_ Industry Related Seminars (Maximum 10 hours per year credit)
- \_\_\_\_\_ Seminars or Education Courses geared towards enhancing performance, such as seminars on public speaking or writing or responding to requests for proposals (Maximum 10 hours per year credit)
- \_\_\_\_\_ Seminar or Course instructor of an industry related subject or topic (Maximum 10 hours per year credit)
- \_\_\_\_\_ Published article, technical paper or published letter to the editor in an industry related publication (Two hours per published item to a maximum of 10 hours per year credit) Each published piece must be an original and not a duplicate article.
- \_\_\_\_\_ Participation / Attendance at Industry Trade Shows, Connections Café (Maximum 10 hours per year credit)
- \_\_\_\_\_ Other (please specify below) Activities listed below are subject to CSC approval. Such approval will not be unreasonably withheld. Contact the Association office with any concerns regarding this area.

List each activity on a separate line. (Maximum of 10 hours per year credit for any one activity)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_ **Total Professional Development and Education Activity Hours**

*On behalf of the CSC Educational Certification Committee, we thank you for your completing this form.*