

**APPLICATION FORM:  
CERTIFIED CONSTRUCTION CONTRACT ADMINISTRATOR (CCCA) DESIGNATION**

Construction Specifications Canada has developed an education system and certification designation for construction contract administration. Those who complete the requirements will be certified and will be allowed to refer to themselves as Certified Construction Contract Administrators (CCCA).

*Objectives*            The objective is to improve construction contract administration by providing education related to the understanding, administration, and enforcement of conditions of the contract during the bidding and construction phases of the project.

*Eligibility*            **Prior to completing this application form for CCCA designation, ensure that all of the following pre-qualifications are met:**

1. You must be a current CSC member. (Non-member applicants must include a completed membership application form and fee, which will be processed concurrently with the CCCA application).
2. The applicant must have a minimum of five (5) years experience in the administration of construction contracts. (Applicants must complete the CCCA Application Experience Log).
3. Successful completion of CSC Level 1 Principles of Construction Specifications or Principles of Construction Documentation (PCD); and the successful completion of CSC CCA Education Course.

Successful completion of the education portions is based on a minimum 70% pass mark at each level.

*Application Fee*            Enclose the required application fee of \$120.00 PLUS \$7.20 GST.  
Make cheque payable to Construction Specifications Canada.

*Course Fees*            Course registration fees will vary by location. Education course details and registration forms are available on request from Construction Specifications Canada.

*Dues*                    Certified Construction Contract Administrators shall pay annual Certification dues, which shall be established by the CCCA Subcommittee, in addition to CSC membership dues. Dues shall be payable to Construction Specifications Canada on receipt of invoice within time limits established by CSC By-Laws.

*Register*                The Executive Director will maintain a Register at the Corporate CSC Office. The name, address, and date of certification of each member approved for certification by the CCCA Subcommittee, and who have paid the required dues and signed the agreement to abide by the Code of Conduct and Practice will be entered into the register. The register shall be open to inspection by any persons so requesting.

*Certification & Title*            Each member whose name is inscribed in the Register will receive a CCCA Certificate bearing the member's name, date of certification, the seal of the Corporation and the signatures of the President and the Chair of the Education Certification Committee (ECC). The Certificate remains the property of CSC.

Members so registered are titled "Certified Construction Contract Administrator" (CCCA) or "Administrateur de Contract de Construction" (ACC) and are entitled to use this designation provided they continue to abide by the Code of Conduct and Practice and remain members in good standing of CSC.

*Conduct*                Certified Construction Contract Administrators are required to comply with the Code of Conduct and Practice of the CCCA Subcommittee.

**APPLICATION FOR  
CERTIFIED CONSTRUCTION CONTRACT ADMINISTRATOR (CCCA)  
DESIGNATION**

Please complete the following form, including recent job descriptions, and contact information, or attach a curriculum vitae listing in chronological sequence your work experience, including references. This information will be used to confirm your eligibility for certification, and will remain confidential based on the CSC Privacy Act found at [www.csc-dcc.ca](http://www.csc-dcc.ca).

1. PERSONAL AND BUSINESS INFORMATION (Please type or print clearly. This information will be used on any certificates issued)

Name (Last, First, Middle):	
Home Address:	
Company Name:	
Company Address:	
Phone:	Fax:
Job Title:	

2. ACADEMIC TRAINING\*

Name and Address of Institution	Attendance		Certificate/Diploma/Degree Obtained
	From	To	

\* Include any CSC courses taken

3. RELATED ASSOCIATION/SOCIETY MEMBERSHIPS

Organization	Dates of Membership	Offices Held

#### 4. WORK EXPERIENCE

Describe experience showing its relationship to Contract Administration. Use attachments to supplement data on this page, and to explain responsibilities. Provide complete mailing addresses.

Company Name and Full Mailing Address:		
From:	To:	Title:
Immediate Supervisor:		Duties:
Major Clients: (provide min. three each, as applicable)	Firms:	
	Schools:	
	Contractors:	
	Others:	
Customer/Client References (two requested):		
1.		
2.		

Company Name and Full Mailing Address:		
From:	To:	Title:
Immediate Supervisor:		Duties:
Major Clients: (provide min. three each, as applicable)	Firms:	
	Schools:	
	Contractors:	
	Others:	
Customer/Client References (two requested):		
1.		
2.		

Company Name and Full Mailing Address:		
From:	To:	Title:
Immediate Supervisor:		Duties:
Major Clients: (provide min. three each, as applicable)	Firms:	
	Schools:	
	Contractors:	
	Others:	
Customer/Client References (two requested):		
1.		
2.		

**A) CCCA APPLICATION EXPERIENCE LOG**

Record the actual hours of work experience, over the past five or more years, on the activities listed below. The actual hours shall total more than 9,375 hours. Minimum hours of contract administration experience required for the CCCA designation is 9,375, based on an average of 37.5 hours a week, 50 weeks per year, for 5 years.

<b>ACTIVITY:</b>	<b>MINIMUM HOURS:</b>	<b>ACTUAL HOURS:</b>
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***Group A – Construction Review***

<i>Site Review To Determine Progress &amp; Compliance</i>	<i>2500 hours</i>	_____
<i>Determine Substantial Performance</i>	<i>200 hours</i>	_____
<i>Determine Contract Completion</i>	<i>50 hours</i>	_____
<i>Deal With Warranty Items</i>	<i>100 hours</i>	_____
<i>Review Shop Drawings</i>	<i>200 hours</i>	_____
<i>Review Samples</i>	<i>200 hours</i>	_____
<i>Evaluate And Approve Progress Payments</i>	<i>200 hours</i>	_____
<i>Evaluate Requests for Substitutions</i>	<i>100 hours</i>	_____
<i>Review Testing Agency Reports</i>	<i>50 hours</i>	_____

<b>SUB-TOTAL</b>	<b>3600 hours</b>	_____
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***Group B – Documentation Preparation/Review***

<i>Prepare And Issue Change Orders</i>	<i>400 hours</i>	_____
<i>Prepare And Issue Change Directives</i>	<i>100 hours</i>	_____
<i>Evaluate Change Notices</i>	<i>400 hours</i>	_____
<i>Prepare And Issue Supplementary Instructions</i>	<i>200 hours</i>	_____
<i>Prepare Site Review Reports</i>	<i>500 hours</i>	_____
<i>Progress Claim Certification</i>	<i>200 hours</i>	_____
<i>Substantial Performance Certification</i>	<i>50 hours</i>	_____
<i>Release Of Holdback Certification</i>	<i>50 hours</i>	_____
<i>Progress Requests For Information</i>	<i>50 hours</i>	_____
<i>Review As Built (Record) Drawings</i>	<i>100 hours</i>	_____
<i>Review Operation And Maintenance Manuals</i>	<i>100 hours</i>	_____
<i>Review Progress Schedules</i>	<i>50 hours</i>	_____
<i>Completion of Contract Certification</i>	<i>50 hours</i>	_____

<b>SUB-TOTAL</b>	<b>2250 hours</b>	_____
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***Group C – Meetings***

<i>Project Meetings</i>	<i>500 hours</i>	_____
<i>Pre-Construction Meetings</i>	<i>50 hours</i>	_____
<i>Pre-Installation Meetings</i>	<i>50 hours</i>	_____
<i>Wrap-Up Meetings</i>	<i>50 hours</i>	_____

<b>SUB-TOTAL</b>	<b>650 hours</b>	_____
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***Group D – Other Contract Administration Activities Not Indicated Above***

*(Note: Provide clear description of activity as it relates to Contract Administration)*

**TOTAL:**

*Signature* Information submitted with this application will be used by Construction Specifications Canada only to verify representations made by the applicant. Such information will not be divulged to any other person.

I hereby certify that the information presented herein is true, accurate and complete and I authorize Construction Specifications Canada to verify any information provided by me with my current employer, past employer(s) or other references.

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Signature of Applicant

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Date

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Print

The information within will adhere to the CSC Privacy Act. If approved by the Committee, a certificate will be issued to the applicant, or to the Chapter Education Officer for distribution to the applicant at a future Chapter meeting.

### **IMPORTANT MESSAGE:**

*CSC Members who hold a Certified Construction Contract Administrator (CCCA) designation 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. This program is meant to aid in furthering the recognition by industry participants of CSC Designations by building on the value of 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.*

*As a Certified Construction Contract Administrator, you will be asked on a yearly basis (during the Membership renewal) to complete a Registration and Certification Renewal Form, failure to complete this form may result in the revoking of your designation by the Education Certification Committee (ECC).*

*~Office Use Only~*

***Do Not Write In This Area – Verification of Eligibility***

*Completed the CSC Level 1 or PCD course* \_\_\_\_\_

*Date of completion* \_\_\_\_\_

*Completed the CSC CCA or CCCA course* \_\_\_\_\_

*Date of completion* \_\_\_\_\_

*Required Experience* \_\_\_\_\_ *Date* \_\_\_\_\_

*Membership Status* \_\_\_\_\_ *Date* \_\_\_\_\_

*Comments* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*CCCA Sub-Committee Chair* \_\_\_\_\_

*Acceptance Date* \_\_\_\_\_

*CCCA Sub-Committee Vice-Chair* \_\_\_\_\_

*Acceptance Date* \_\_\_\_\_

*CCCA Certificate to Applicant – Confirmation of Mailing* \_\_\_\_\_

*Mailing Date to Chapter* \_\_\_\_\_