



Certified Specification Practitioner (CSP) APPLICATION FORM

INTRODUCTION

CSC (Construction Specifications Canada) is pleased to offer training for new and existing specification writers that will allow the successful applicants the ability to become a Certified Specification Practitioner (CSP) through CSC. By taking the applicable courses along with the required experience, you will gain the required knowledge to become more proficient in the specification writers role within the design and construction industry.

OBJECTIVES

1. To set standards and a high quality of practice for specification writers through prescribed qualifications, courses and a demonstrated level of competence and ethical practices.
2. To provide a program for continuing improvement of specification writer skills and professional development.
3. To establish a body of knowledge and standard of conduct for specification writers.

ELIGIBILITY

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

1. You must be a current member of CSC. (Non-member applicants must include a completed membership application form and fee which will be processed concurrently with the CSP application);
2. You must have successfully completed the following CSC courses:
 - a. Principles of Construction Documentation (PCD);
 - b. CSC's Specifier Course
3. You must be actively involved in specification writing in the design and construction industry, prepare master specifications, prepare manufacturers specifications or related specifications and have a **MINIMUM of five (5) years in the preparation and writing of specifications.**

Successful completion of the educational portions noted above are based on a minimum 70% pass mark at each level.

APPLICATION FEE

Enclose the required non-refundable application fee of \$120 plus tax. Make cheque payable to CSC.

DUES

Certified Specification Practitioners shall pay annual Certification dues, which shall be established by the CSP Subcommittee, in addition to CSC membership dues. Dues shall be payable to CSC on receipt of invoice within time limits established by CSC By-Laws

REGISTER

CSC will maintain a register at the corporate office. The name, address and date of certification of each member approved for certification by the CSP 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.

CONDUCT

Certified Specification Practitioners are required to comply with the Code of Conduct and Practice of the CSP Subcommittee.

CERTIFICATION AND TITLE

Each member whose name is inscribed in the register will receive a CSP Certificate bearing the member's name, date of certification, the seal of the Corporation and the signature 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 Specification Practitioner" (CSP) or Le Practicien Certifiés de Spécifications (PCS) 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.



Certified Specification Practitioner (CSP) APPLICATION FORM

CONTINUING EDUCATION

CSC members who hold a “Certification” 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 Specification Practitioner, 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)

Qualification for Certification - Explanation of Requirements

Mandatory (Minimum of 1000 hours but can include all 1500 hours required)

1. General Review of Specifications (Min 300 hrs) – This would include reviewing specifications written by others, and is equally applicable to the project writer and the master writer – it could be termed Gross Coordination in that the whole document is looked at, and not the detail within the document. The project writer has to have had experience reviewing specifications from their sub-consultants for format and appearance (not technical content or interdisciplinary coordination which is part of the optional requirements). This is necessary for the coordination of the document and to ensure consistency of terminology and incorporation of contract type, references to Engineers versus Consultants and similar Gross Coordination. It can also apply equally to the sub-consultants’ project writer since they have to review the contractual and general requirements documents. The master writer has to have this ability to review how others are using their master document and make corrections. It would also be necessary for the master writer to conduct general review of the specifications to ensure consistency and currency of the presented information.

2. Preparation of Project Manual or Master Specifications development (Min 500 hrs)

3. Internal Document Coordination (Min 100 hrs) – There are two types of Internal Document Coordination; Macro and Micro.

3a. Macro coordination involves making sure that the documents referenced in the Related Requirements are contained in the project manual (for the project writer) and in the master specification (for the master writer). For example, this would involve making sure that the Section 06 20 00 picks up the supply and installation requirements of custom wood frames if they were referenced in Section 08 14 00.

3b. Micro coordination occurs within a technical section, which is important to the project writer, but is essential to the master writer. For instance, micro coordination ensures that Product information is kept within Part 2 and Execution information is kept within Part 3, products named generically are called up using the same words under Execution. There is a lot to explain in this, but experienced specifiers typically see inexperienced people include descriptions in Part 2 like: *2.1.2 Generic Membrane Description; Rubberized membrane manufactured in accordance with ASTM B555*, applied using hand rollers and manufacturer’s recommended primer. A document with good micro coordination would include a listing of Primer and Membrane in Part 2 as distinct entities, Leaving Part 3 to pick up the hand roller application and perhaps an installation standard. This concept may seem elementary, but experienced specifiers see this type of mistake in the project manuals that are reviewed all of the time, as well as in the masters that are written by manufacturers.



Certified Specification Practitioner (CSP) APPLICATION FORM

As in specifications, the inclusion of Execution requirements in Part 2 Products, is not the end of the road and it can be argued that the intent is clear, but at the same point there will be an inclusion that will cause a dispute; so it is best to learn the correct methodology up front.

4. Conduct Technical Research (Contact with Technical Reps or web searches) (Min 100 hrs) - This includes searching manufacturers data sheets, Sweets, First Source and other on-line data bases etc., and, read catalogues, attend product showcases and trade shows, visit the job site and see how products are installed. You could include anything that provides practical insight into product selection and usage.

Optional (Maximum 500 hrs)

5. Technical Library Maintenance – This could include office technical library, personal technical library, filing brochures in a file case, maintaining a project specific library of products used to prepare a project or master specification.

Peer Review

Publishing / Assembly of Documents – All documents whether they are a Project Manual or Master Specification have to be made available to an audience at some point in time – the skill at which they have to publishing is directly related to how well their documents would be understood by their audience. Does the publication have an accurate listing of contents, is the publication consistent in appearance, does the ink run out halfway through, is the electronic documentation clear in its presentation ... applies equally to master writer and project writer.

Specialty Documents, (RFP, RFQ, EOI)

Schedule Development

Committee Activities (such as CCDC, CSA, ASTM ...)

Coordination of Common Work Results – New MasterFormat 2004 has documents called Common Work Results within each division. These function similarly to General Requirements. Where General Requirements contain common information that is applicable to all other documents. Common Work Results are analogous to General Requirements applicable only to a Division of the Work, such as finishing requirements for steel or testing adjusting and balancing of HVAC systems which apply only to specific materials or work results.

Coordination of Sub-consultants – This is a form of Macro Coordination and ensures that Related Requirements of non-discipline work results are coordinated to the whole of the project manual or master specification.

Other _____ - This could include any number of procedures such as conducting Bid Closings and Bid Reviews, coordinating with Bid Depository requirements, preparation of spec notes, incorporation of hyperlinks into the document, reading and incorporating building code requirements for specific materials or work results ... or a dozen other little things relating to specification production that are done on an occasion basis – maybe amounting to a few 10's of hours during the applicants required work hours.



Certified Specification Practitioner (CSP) APPLICATION FORM

Peer Review

6. Publishing / Assembly of Documents – All documents whether they are a Project Manual or Master Specification have to be made available to an audience at some point in time. The skill at which they have at publishing is directly related to how well their documents would be understood by their audience. Does the publication have an accurate listing of contents, is the publication consistent in appearance, does the ink run out halfway through, is the electronic documentation clear in its presentation. This applies equally to a master writer and project writer.

7. Specialty Documents, (RFP, RFQ, EOI)

8. Schedule Development

9. Committee Activities (such as CCDC, CSA, ASTM ...)

10. Coordination of Common Work Results – The MasterFormat has documents called Common Work Results within each division. These function similarly to General Requirements. Where General Requirements contain common information that is applicable to all other documents. Common Work Results are analogous to General Requirements applicable only to a Division of the Work, such as finishing requirements for steel or testing adjusting and balancing of HVAC systems which apply only to specific material or work result.

11. Coordination of Sub-consultants – This is a form of Macro Coordination and ensures that Related Requirements of non-discipline work results are coordinated to the whole of the project manual or master specification.

12. Other _____ - This could include any number of procedures such as conducting Bid Closings and Bid Reviews, coordinating with Bid Depository requirements, preparation of spec notes, incorporation of hyperlinks into the document, reading and incorporating building code requirements for specific materials or work results, or a dozen other little things relating to specification production that are done on an occasional basis, maybe amounting to a few 10's of hours during the applicants required work hours.



Certified Specification Practitioner (CSP) APPLICATION FORM

**CERTIFIED
SPECIFICATION
PRACTITIONER
(CSP)**

**CODE OF
CONDUCT &
PRACTICE**

1. Certified Specification Practitioners by their acceptance of Certification shall agree to the following Code of Conduct and Practices:
2. Code of Conduct related to Project Work:
 - The CSP performs quality work in accordance with accepted recommended standards, skill and good judgment;
 - The CSP administers and conducts work in a fair and consistent manner in accordance with the contract documents and industry practice;
 - The CSP issues instructions which are current, clear, and concise, thorough, fair and capable of enforcement on a basis of merit in a concise and complete manner. Will knowingly not misrepresent a service.
3. The CSP:
 - Upholds documents and specifications objectively and impartially.
 - Complies with Codes, Statutes, Regulations, and rules applicable to work undertaken;
 - Undertakes only work for which one is qualified;
 - Does not accept compensation for a service from more than one party on a project;
 - Avoids conflict of interest;
 - Does not use manufactures' or suppliers' services that carry an obligation detrimental to the Code of Conduct;
 - Maintains confidentiality of client's or employer's interests or business affairs and has loyalty to client or employers interests;
 - Maintains consideration for safety and welfare of the public;
 - Does not provide services without a contract or written letter of understanding and
 - Communicates through channels designated for the project.
4. Code of Conduct related to Certified Specification Practitioner:
 - The CSP engages in activities to advance effectiveness of recommended CSC practices in organizing, implementing, supervising construction contract documents;
 - The CSP:
 1. Supports the aims of CSC;
 2. Freely exchanges non-confidential information and experience with other members of CSC;
 3. Avoids conduct which would reasonably be regarded as disgraceful, dishonorable, or unprofessional;
 4. Acts towards other CSP members with respect, goodwill, and fairness;
 5. Does not maliciously undermine the reputation or business of another CSP or RSW member.



CSP APPLICATION FORM

APPLICATION FOR CERTIFIED SPECIFICATION PRACTITIONER (CSP) 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

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

Email Address

I prefer to have all correspondence:

email to business email to home mailed to business mail to home

PAYMENT

A fee of \$120.00 plus GST / HST must be submitted.

Make cheques or money orders payable to:

Construction Specifications Canada

GST Registration No. R106970973

Fees are not refundable

CODE OF CONDUCT

I have read and abide by the Code of Conduct



CSP APPLICATION FORM

Certified Specification Practitioner Subcommittee

MAILING ADDRESS

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

EMAIL ADDRESS

info@csc-dcc.ca

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

The original of this application will be kept at the CSC Association Office

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



CSP APPLICATION FORM

<p>CSP Experience Log <u>ACTIVITY</u></p> <p><u>MANDATORY (MIN 1000 HRS)</u></p> <p>1. GENERAL REVIEW OF SPECIFICATIONS</p> <p>2. PREPARATION OF A PROJECT MANUAL OR MASTER SPECIFICATIONS</p> <p>3. INTERNAL DOCUMENT COORDINATION</p> <p>3A MACRO</p> <p>3B MICRO</p> <p>4. CONDUCTING TECHNICAL RESEARCH</p> <p><u>OPTIONAL (MAX 500 HRS)</u></p> <p>5. TECHNICAL LIBRARY MAINTENANCE</p> <p>6. PUBLISHING/ASSEMBLY OF DOCUMENTS</p> <p>7. SPECIALTY DOCUMENTS</p> <p>8. SCHEDULE DEVELOPMENT</p> <p>9. COMMITTEE ACTIVITIES (SUCH AS CCDC, SCA, ASTM)</p> <p>10. COORDINATION OF COMMON WORK RESULTS</p> <p>11. COORDINATION OF SUB-CONSULTANTS</p> <p>12. OTHER (BID CLOSINGS, BID REVIEWS, PREPARING SPEC NOTES, CODE REVIEW ETC.)</p> <p>TOTAL</p>	<p>Record the actual hours of Canadian work experience over the <u>past five (5) or more years</u> on the activities listed below. <u>Minimum of 1500 hours of Specifications preparation and writing experience is required for the CSP.</u></p> <p><u>REQUIRED HOURS</u></p> <p>300 Hours</p> <p>500 Hours</p> <p>100 Hours (between 3A & 3B)</p> <p>100 Hours</p> <p>Minimum 1000 Hours Up to 1500 Hrs</p> <p>Up to 500 Hours (from above list) if Mandatory Min. is only 1000 Hours</p> <p>Total 1500 Hours Minimum</p>	<p><u>APPLICANT VERIFICATION</u> <i>(Check and provide your hours for each area where applicable)</i></p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>
---	--	--



CSP APPLICATION FORM

CURRENT STATUS**CSC MEMBER**

Applicant must be a member of CSC

 Yes, I am a member**CURRENT POSITION OR TITLE**

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

DATE	INSTITUTION	PROGRAM DESCRIPTION	DEGREE OR DIPLOMA

CSC ACCREDITED COURSES

Please verify that you have completed the following. Please provide date of completion and submit copies of course completion certificates.

CSC Course**Date completed**

- Principles of Construction Documentation
- Specifier Course



CSP APPLICATION FORM

**CURRENT EMPLOYER
VERIFICATION**

COMPANY NAME
CONTACT NAME

Company _____ Date _____
Contact _____

**CONTACT PHONE
NUMBER**

Phone No. _____ (with area code)

**PROFESSIONAL
REFERENCES**
THREE (3) REQUIRED

Name: _____ Phone: (with area code) _____
1.

Title:

2.

Title:

3.

Title:

Please note that we will be contacting your references to validate your information.



CSP APPLICATION FORM

EMPLOYMENT HISTORY

Describe experience or attach a curriculum vitae showing its relationship to specification writing. Use attachments to supplement data on this page and to explain responsibilities.

DATE/YEAR (Start/End)**EMPLOYER****POSITION/DUTIES**

