



# CSC Workshops (Virtual & Online)

Now is the time to register for our 2024/2025 Fall/Winter Virtual and Online courses. (Space will be limited)

The Virtual courses are offered in real-time. The students will be able to interact with each other and the instructor during their learning process in the convenience of their home, office or anywhere they can access the internet.

In Just 5 weeks (one day per week for 5 weeks) you can complete CSC's PCD, TR or CCA Course, and in 7 days (one day per week for 7 weeks) you can complete the Specifier Course!

In addition to the above, CSC will offer the PCD as a 14 week course Online (course details/pricing can be found on the CSC homepage [www.csc-dcc.ca](http://www.csc-dcc.ca) or by contacting Clifton Fiola at [clifton@csc-dcc.ca](mailto:clifton@csc-dcc.ca).)

## 2024/2025 Dates:

### Online PCD Course

September 9, 2024 (14 Weeks)  
January 6, 2025 (14 Weeks)

### PCD Course

September 13, 2024 (5 Weeks)  
January 10, 2025 (5 Weeks)

### Specifier (SP) Course

November 1, 2024 (7 Weeks)  
March 7, 2025 (7 Weeks)

### TR Course

November 1, 2024 (5 Weeks)  
March 7, 2025 (5 Weeks)

### CCA Course

November 22, 2024 (5 Weeks)  
March 7, 2025 (5 Weeks)

**Cost: (Members) \$875 plus tax, (Non-Member) \$1175 plus tax**

**Cancellations within 7 or more business days of the course start date** must be in writing and an administration fee of \$250 will be charged. **No refunds will be issued one week prior to the course date.**

## Course Descriptions

### Principles of Construction Documentation (PCD) (Pre-requisite course)

The PCD is an introductory course that will enable the student to have a better understanding of construction documentation (specifications, drawings and schedules), products, bidding procedures and contracts. It is also a prerequisite to all the other CSC education courses.

Having the experience and knowledge will give you leverage in the fast paced construction industry. The course will also provide a solid base for future skills acquisition, job efficiency, position advancement, and pay increases in a convenient and easy to follow format.

#### Course Outline:

- Construction Process
- Production of Construction Documents
- Forms of Contract
- Codes and Standards
- Risk Management Issues
- Legal Issues
- Building Science
- Contract Administration
- Communications
- Trends in the Construction Industry

## Course Descriptions

### Specifier (SP)

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), or 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.

## Course Descriptions

### 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

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### 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



# Registration Form

## REGISTRATION INFORMATION: (please print)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal Code/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ Chapter: \_\_\_\_\_

Are you a CSC or CSI Member?  YES  NO

## REGISTRATION FEES All fees are in Canadian Dollars

**PCD Course** (14 week online course) \$875 plus tax  
**September 9, 2024 | January 6, 2025**

To register for the online PCD 14 week course [click here](#)  
Or contact Clifton Fiola at [clifton@csc-dcc.ca](mailto:clifton@csc-dcc.ca)

**PCD Course - September 13, 2024**

**PCD Course - January 10, 2025**

Members \$875 plus tax  
Non-Member \$1175 plus tax

**Specifier (SP) Course - November 1, 2024**

**Specifier (SP) Course - March 7, 2025**

Members \$875 plus tax  
Non-Member \$1175 plus tax

**TR Course - November 1, 2024**

**TR Course - March 7, 2025**

Members \$875 plus tax  
Non-Member \$1175 plus tax

**CCA Course - November 22, 2024**

**CCA Course - March 7, 2025**

Members \$875 plus tax  
Non-Member \$1175 plus tax

## PAYMENT

Sub Total: \$ \_\_\_\_\_

GST/HST (106970973) \$ \_\_\_\_\_

QST (if applicable)  
(1212848561 TQ0001) \$ \_\_\_\_\_

**TOTAL AMOUNT** \$ \_\_\_\_\_

## PAYMENT METHOD

Cheque (Payable to CSC) # \_\_\_\_\_

Visa  MasterCard  American Express

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Security code: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## IMPORTANT:

Please send payment with registration form. All registered applicants will receive confirmation of their registrations via e-mail. Cancellations within 7 or more business days of the course start date must be in writing and an administration fee of \$250 will be charged. No refunds will be issued one week prior to the course date.

Email/Mail/fax to: CSC (Construction Specifications Canada), 120 Carlton Street, Ste 312 Toronto, Ontario, M5A 4K2

Telephone 416-777-2198 • Email: [clifton@csc-dcc.ca](mailto:clifton@csc-dcc.ca) • Fax 416-777-2197 (Toronto) 800-668-5684 (Canada)

Web site: [www.csc-dcc.ca](http://www.csc-dcc.ca)