

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.
- 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 prequalifications are met:

- 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.

Updated: 2023-10-11

Page 1 of 11



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.

Updated: 2023-10-11 Page 2 of 11



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 t 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 fee 10's of hours during the applicants required work hours.



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)

CODE OF CONDUCT & PRACTICE

- 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.

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;
 - Freely exchanges non-confidential information and experience with other members of CSC;
 - Avoids conduct which would reasonably be regarded as disgraceful, dishonorable, or unprofessional;
 - 4. Acts towards other CSP members with respect, goodwill, and fairness;
 - Does not maliciously undermine the reputation or business of another CSP or RSW member.



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

APPLICAN INFORMAT		ne:		
		First Name	Middle Name or Initial	Last Name
	Hor	me Address:		
		Street		
		City	Province	Postal Code
		Telephone		e-mail address
	Bus	siness Address:		
		Firm		
		Street		
		City	Province	Postal Code
		Telephone		
		Email Address		
	I pro	efer to have all corres	pondence:	
	□ є	email to business	email to home ☐ mailed to bus	ness ☐ mail to home
PAYMENT	A non-refundable fee	of \$120.00 plus GST	/ HST must be submitted. GST F	Registration No. R106970973
	Make chequespayable	to: Construction Spe	cifications Canada or pay by Ame	rican Express/Visa or Master Car
	Card Number:		Expiry Dat	e: CVV Code:
	Card Holder Name:			

Updated: 2023-10-11 Page 6 of 11



	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 understand that false or erroneous information provided by me may be grounds for disqualification of 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 Experience Log		Record the actual hours of Canadian work experience over the past five (5) or more years on the		
MANDATORY (MIN 1000 HRS) 1. GENERAL REVIEW OF SPECIFICATIONS		activities listed below. Minimum of 1500 hours of Specifications preparation and writing experience is required for the CSP. Applicants may be asked to provide an example specification		
		they prepared. REQUIRED HOURS	APPLICANT VERIFICATION	
		300 Hours	(Check and provide your hours for each area where applicable)	
PROJE	PARATION OF A ECT MANUAL OR ER SPECIFICATIONS	500 Hours		
	ERNAL DOCUMENT DINATION			
3A	MACRO		Ц	
3B	MICRO		L	
		100 Hours (between 3A & 3B)		
4. CON RESEA	IDUCTING TECHNICAL ARCH	100 Hours		
		Minimum 1000 Hours	Up to 1500 Hrs	
	NAL(MAX 500 HRS)		_	
	HNICAL LIBRARY ENANCE		<u> </u>	
	LISHING/ASSEMBLY CUMENTS			
7. SPE	CIALTY DOCUMENTS			
8. SCH	EDULE DEVELOPMENT			
	MMITTEE ACTIVITIES			
(SUCH	AS CCDC, SCA, ASTM)			
10 CO	ORDINATION OF			
	ON WORK RESULTS			
	ORDINATION OF SUB- JLTANTS			
BID RE	HER (BID CLOSINGS, EVIEWS, PREPARING NOTES, CODE EW ETC.)			
TOTA	•	· · · · · · · · · · · · · · · · · · ·	st) if Mandatory Min. is only 1000 Hours	
IOIA	L	Total 1500 Hours Minimum		

Updated: 2023-10-11 Page 8 of 11



CURRENT STATUS	CSC MEMBER				
	Applica	nt must be a member of CSC			
		Yes, I am a member			
	CURRE	ENT POSITION OR TITLE			
EDUCATION	have be	thronological order relevant education beyond seen issued to you. Attach copies of degrees or INSTITUTION PROGRAM DESCRIPTION			
CSC ACCREDITED COURSES		verify that you have completed the following. For course completion certificates.	Please provide date of completion and submit		
	CSC Co	ourse	Date completed		
		Principles of Construction Documentation			
		Specifier Course			



CURRENT EMPLOYER VERIFICATION			
COMPANY NAME CONTACT NAME	Company		
CONTACT PHONE NUMBER	Phone No. and Email		
PROFESSIONAL REFERENCES			
THREE (3) REQUIRED	1. Name, Phone Number and Email		
	Company/Title:		
	2. Name, Phone Number and Email		_
	. 3. Name, Phone Number and Email		
	Company/Title:		

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



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		
	-			
		·		

Specification Review Rubric: Certified Specifications Practitioner (CSP)

The CSP program sets quality standards required by specification practitioners through prescribed qualifications and course work delivered by Construction Specifications Canda (CSC). The CSP candidate is required to submit a sample specification that they believe represents their current skills based on application of their knowledge gained from the CSC education stream and their project experience.

The sample specification must demonstrate that the applicant is incorporating skills obtained from the Principles of Construction Documentation (PCD) and Specifier (S) courses offered by CSC, their experience obtained from day-to-day practice, and application of values described in the CSP Code of Conduct.

The **Specification Review Rubric** establishes a set of standardized assessment criteria and will be used by at least two reviewers to score the sample specification:

- The Rubric helps the reviewers to communicate expectations to the CSP candidate in a clear and objective manner.
- The Rubric provides informative feedback on the strengths and weaknesses of the document so that the CSP candidate can reflect on their performance and work on areas that need improvement.
- The Rubric can be used by the CSP candidate to determine expectations for good specification writing practice or can be used to resubmit a different project that incorporates the reviewers' feedback if the document submitted does not achieve a successful outcome.
- The Rubric is prepared to benefit the CSP candidate and is not considered as a thorough audit of the specification.

The **Specification Review Rubric** assesses the CSP candidate's understanding based on the chart attached to the end of this introduction. The scores are based on the level of ability demonstrated by the CSP Candidate in the sample specification they submitted, and which is weighted based on the level of importance applied by a typical Constructor when reading and using the Project Manual.

Reviewers and CSP Candidates should be familiar with the PCD and S Courses and applying the concepts within those learning materials to their specification practice. To assist reviewers and candidates about what is covered by the Criteria, some of the shortfalls that can be observed when reviewing specifications and will form the basis of the scores and weighting assigned to the Project Manual. Reviewers should compile a list of observations resulting in the final score, and that should be included in the recommendation for acceptance or denial into the CSP Certification program.

- Quantities: Differentiating between 'a few', 'some', 'consistently' or 'limited' can be open to interpretation, the goal is to determine whether the quantities of shortfalls or shortcomings are consistent throughout the document.
 - Reviewers will perform a word search on common red-list specification words and determine the range of interpretation.
 - Words like 'shall' are used without thinking about context and can number hundreds (can even
 exceed 1000), and it is usually the result of using out-of-date or non-commercial specification
 masters.
 - The CSP Candidate should be making changes to their in-house masters to remove these outmoded grammatical and imperative mood instances.
 - A few tens would be considered as a proficient application of good specification practice, a hundred or so (less than 150) could be ranked as sufficient, several hundred (say less than 500) could be ranked as developing skills, and anything more would bring into question the ability of the CSP Candidate to make appropriate updates to their in-house masters.
 - Reviewers will perform a similar account of the numbers of improper code references or reference standard citations, based on the content of the whole of the submitted specification and will form the reviewers' interpretation of the scoring criteria.
- Imperative Mood Language:
 - o Imperative mood conveys an instruction, with sentences typically starting with a directive in the form of a verb such as "Adhere resilient flooring...", or "Install in accordance with...".
 - A lack of imperative mood results in sentences starting with "Contractor shall..." or "Flooring shall be
 installed in accordance with..."

- Grammar: Imperative mood affects grammar and results in overuse of the word 'shall', 'and/or' and other redlist words, and also includes unmeasurable requirements like "to the satisfaction of' or 'as approved by' and similar indefinite descriptions:
 - There are appropriate uses of the words shall and will within Division 01 when referring to project deliverables provided by a specific party such as "Owner will supply schedule of pre-ordered items after award of Contractor", or "Contractor will provide Subcontractors with...", or Subcontractors shall submit shop drawings...", and similar conditions.
 - Occasionally, the use of 'shall' is appropriate when referencing an act by a party not associated with the Contractor such as "manufacturer's site representative shall attend project start-up meeting".
- Code Citations: Generalized content that references 'in accordance with the building code' are not enforceable and inappropriately transfers responsibility for code compliance to the Constructor (Contractor, Construction Manager, Design-Builder).
 - Specifications that contain numerous citations to the building code are discouraged in good specification practice, because the building code is the law of the land and the liability for verifying code compliance rests the Consultant as a part of their Duty-of-Care; citing the building code within the specification inappropriately conveys the responsibility for meeting the building code to the Constructor.
 - Reference standards contained in the building code can be listed correctly in the specifications when there is a performance attribute tied to the listed standard, keeping in mind that confirming compliance with the standard described by the building code is the responsibility of the Consultant.
 - Consultant is responsible for Building Code compliance, not the Constructor; the Consultant signs an
 affidavit to the Authority Having Jurisdiction and is responsible for identifying choices within standards
 that apply to the Work, and during the general review, observation and reporting activities to build an
 opinion that the end construction is "substantially" compliant with the Building Code.
- Standard Citations: Listings of reference standard should be appropriate to the project, and listings of standard in Part 1 – General, References should be complete and listed within the section. References can be abbreviated within the text if they are described in a list.
 - Consultant responsible for specifying the revision date required on any and all standards to address
 provincial specific adoption dates associated with many of the standards that are referenced within the
 Building Code.
 - A blanket statement often found in submitted specifications indicating 'as per code' or 'latest' is dangerous if an interpretation leads to an incorrect version of a standard being used resulting in non-compliance with code.
- Generalization: Statements that are frequently overused and that have no value in the outcome of the project, or the overuse of the word 'general' as an article or paragraph modifier.
 - A frequent and unnecessary reference is statement containing words like 'General Requirement form a
 part of the Work of this Section'; the General Conditions of Contract already describe the full listings of
 documents making repetition throughout the technical specifications unnecessary.
 - The word 'general' demonstrates connections between General Conditions, General Requirements and Part 1 General, and should not be used as a part of an article or paragraph. There is nothing general about products or execution (otherwise the specifications would be called generifications).

A perfect score would be 100 with a passing score of 70, and anything less than 70 subject to discussion with the CSP Candidate. A score of 50 or less would suggest that the CSP Candidate has not achieved sufficient experience or received appropriate mentorship and guidance in their chosen area of specialization.

Criteria	Proficient Skills (100)	Sufficient Skills (75)	Developing Skills (50)	Improvement Required (25)
Coordination (50%): Coordinates language	Contains appropriate coordination between content prepared by different disciplines. Appropriately references related	Contains a limited number of incorrect or generic references between content prepared by different disciplines. Occasionally references	Contains multiple incorrect or generic references between content prepared by different disciplines. Consistently references incorrect or missing	Contains consistently incorrect or generic references between content prepared by different disciplines. Demonstrates minimal or no references to
of the Legal Contract and aligns specifications from different disciplines.	requirements within the Project Manual. Correctly uses	incorrect or missing related requirements within the Project Manual.	related requirements within the Project Manual.	related requirements within the Project Manual.
	definitions contained in the Contract used for the Work.	Inconsistently uses definitions contained in the Contract used for the Work.	Introduces definitions not contained in the Contract used for the Work.	Makes no attempts to use definitions used in the Contract used for the Work
	Contains minimal distracting errors in grammar, spelling, and word usage.	Contains some distracting errors in grammar, spelling and word usage.	Contains multiple distracting errors in grammar, spelling and word usage.	Contains excessive distracting errors in grammar, spelling and word usage.
Consistency (30%): Specification appears to	Consistently uses imperative mood.	Limited lapses of imperative mood.	Multiple lapses of imperative mood.	Disproportionate lapses of imperative mood.
use appropriate writing skills and best practices.	Demonstrates appropriate use of SectionFormat and PageFormat.	Demonstrates inconsistent use of SectionFormat and PageFormat.	Demonstrates irregular use of SectionFormat and PageFormat.	Disregards the use of SectionFormat and PageFormat.
	Uses appropriate references to standards and codes.	Uses generic references to standards and codes.	Uses incorrect references to standards and codes.	Makes no attempt to correctly use standards and codes.
	Research clearly supports the described products.	Research is consistent and relates to the described products.	Research is apparent and mostly relates to described products.	Research is not
Research (20%): Specification appears to	Appropriately incorporates appropriate performance or prescriptive attributes from a wide range of products focussed on supporting the project.	Almost always incorporating performance or prescriptive attributes from a limited range of products focussed on supporting the project.	Attempts to incorporate performance or prescriptive attributes from a single product focussed on the project.	well-defined and fails to incorporate performance or prescriptive attributes appropriate to a specific product.
be supported by appropriate research and product selection.	Includes a complete listing of named products (if any) that enriches the design solution.	Includes a limited list of named products (if any) that illustrate compliance with a design solution.	Includes an abbreviated list of named products (if any) that suggests compliance with a design solution.	Includes a single named product that may (or may not) suggest compliance with a design solution.
	May include appropriate use of Basis-of-Design where limitation of product selection is clearly described.	May include appropriate use of Basis-of-Design without reference to limitation of product selection.	May include appropriate use of Basis-of-Design without reference to limitation of product selection.	Incorrectly uses single product listing as Basisof-Design with no supporting criteria.