

CSI Memphis CDT Study Course

The Memphis Chapter of the Construction Specifications Institute will sponsor an eight-week study course for the CSI Construction Document Technologist certification exam. This course qualifies for 2.4 CEUs from the Construction Specification Institute (CSI) or 24 AIA Learning Units (LUs), including 24 contact hours for Health, Safety, and Welfare. Included are topics on how to use and prepare written construction documents. Anyone preparing for the Construction Document Technologist (CDT), Certified Construction Specifier (CCS), Certified Construction Product Representative (CCPR), or Certified Construction Contract Administrator (CCCA) examinations will benefit greatly by attending. The Course will be based upon the *CSI Project Resource Manual*, *MasterFormat 2004™*, and *UniFormat™*. Anyone interested in taking any of the CSI Certification exams may contact the chapter certification chair or CSI for more information.

Any CSI Memphis member who signs-up for the class and passes the 2008 CDT exam will receive a \$50 refund on their CDT Study Course fee¹. CSI Certification is industry recognized and a great means of professional growth. A CDT after your name gives you an instant level of credibility, and we encourage you to take the challenge and test what you will learn in the class. Lastly, any student member of CSI enrolled full time in a university, college, or vocational studies who is registered to take the 2008 CDT exam may attend the class for FREE!

Sessions: Eight consecutive Tuesday evenings
Plus! Review Session (optional for CDT examinees)

Date: January 30 – March 2008

Time: 6:00 to 9:00 PM

Location: **The University of Memphis**
3815 Central Avenue
Engineering Science Building Room (TBA)
Memphis, TN



March 31, 2008 Certification Exam Day Registration Deadline is January 31, 2008!

For more information on registering for the CDT exam, please contact the Chapter Certification Chair, Joe Cavallo at jcavallo@trojungbrannen.com or 901-260-9625. Information and a registration form for the exam may also be found at www.csinet.org.

¹\$50 Refund applies only to CSI Memphis Members who paid the class fee. Membership must be active and dues paid between February 2007 and the time at which the results of the exam are announced. Applies to 2008 CDT examiners only. Students are not eligible for the \$50 refund.

CDT exam registration must be done through the CSI Institute. You may register online at www.csinet.org/certification or contact Joe Cavallo for a registration form to register by mail or fax.

Schedule

Session 1—January 29

Introduction—The Project; The Project Team; Project Participants; Project Team Participation; Facility Life Cycle
Project Conception—Defining the Project; Preliminary Studies and Due Diligence; Site Selection; Budget; Project Scheduling; Facility Performance Criteria; Information Integration

Session 2—February 5

Project Delivery—Services; Factors Affecting Project Delivery; Project Delivery Methods and Services; The Project Team
Design—Design Processes and Phases; Project Evaluation and Selection; Quality; Controlling the Variables; Cost Estimating and Value Analysis; Schematic Design Documentation; Design Development Documentation

Session 3—February 12

Construction Documents—Procurement Requirements; Construction Agreements; Conditions of the Contract; Formats

Session 4—February 19

Construction Documents—Division 01 General Requirements

Session 5—February 26

Construction Documents—Methods of Specifying; Specification Language; Project Manual and Specifications Practices

Session 6—March 11

Construction Documents—Drawings; Coordinating Drawings and Specifications; Procurement and Contract Documents; Warranties

Session 7—March 20

Bidding/Negotiating/Purchasing
Construction—Project Information; Agreements; Roles and Responsibilities; Submittals

Session 8—March 25

Facility Management—Facility Manager's Role in Project Closeout; Operations and Maintenance; Resources Materials; Facility Evaluation; Documents for Life Cycle Activities;
Study Questions and Answers
Exam Tips

Registration: Cut and send registration form with payment

Name _____ Firm _____

Address _____

City _____ State _____ Zip _____

Email _____

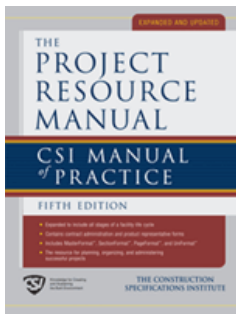
Work Phone _____ Home Phone _____ Fax _____

Occupation _____ AIA Number _____

CSI Member: \$100
Student Affiliate Member: Free*
Non-Member: \$125

Make Check Payable To: Memphis Chapter CSI

** Students must be members of a CSI Student Affiliate; be enrolled full-time in University, College, or Vocational Studies; and must be registered with CSI Institute to take the 2008 CDT exam or at minimum turn in a CDT exam registration form with payment to the Memphis Chapter Certification Chair by the time of the first class meeting.*



Product Resource Manual

The CSI Memphis Chapter will be ordering copies of the PRM for certification candidates and anyone interested. The usual member cost is \$236 plus shipping and handling but there is bulk order discounts of up to 30% depending on the amount of books ordered. If you would like to take advantage of the bulk rate pricing, fill out the form below. The order will be placed on **January 24, 2008 at 3:00 central time**. Once the books are shipped to the certification chair you will be notified. You will be able to pick up your order from the certification chair, Joe Cavallo, at TRP Jung/Brannen, 119 South Main St., Suite 200 Memphis, TN 38103. For those attending the CDT Study Course, your books will be brought to class. Payment is required at the time of pick-up and the price will be based on \$236 - bulk discount (10%min – 30%max) + \$4 shipping and handling. There will be **no refunds or returns**.

Name: _____

Company: _____

Street: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Number of books: _____

I am enrolling into the CDT Study Course: _____ Yes _____ No

Send your order to:

Joe Cavallo
TRO Jung | Brannen
119 South Main St., Suite 200
Memphis, TN 38103
Fax: (901) 521-1337
Email: jcavallo@trojungbrannen.com