

Construction Contract Documents Classes Offered by Nashville Chapter CSI

Nashville Chapter – Construction Specifications Institute

November 2011

Study Classes:

The Nashville Chapter of CSI will again host **CDT** Study Classes for the Spring 2012 Exams. The classes will also include AIA document review, of interest for **CCS**, **CCCA** and **CCPR** exams as well as breakout sessions focused on the advanced exams in weeks 7, 8 and 9.

Location:

The 2012 CSI classes for CDT will meet at:

**The Tennessee Board of Regents – Board Room, 3rd Floor,
Genesco Office Park, 1415 Murfreesboro Road, Nashville**

CCS, CCCA and CCPR breakout sessions for weeks 8 & 9 will be scheduled at times and locations as appropriate.

You may park anywhere (except in the reserved spaces). Come in the main entrance (actually the second floor) and sign-in at the security desk. Your name should be on the list for CSI (if you have sent it in), if not just add your name to the list at the desk. Take the escalator to the third floor and turn right and right, the TBR Board Room is # 366.

Time:

The classes will be on Thursday's from 6:00 pm till 8:00 pm starting on January 12, 2012 and run for 10 weeks. (Note: The building entry will be closed at 6:30.) The classes are **FREE** and CEU's / PDH's / LU's will be offered. Classes are open to anyone with a desire to gain a better understanding of construction contract documents. You do not need to sign up for the National Exam or be a member of CSI to participate, all are welcome.

Study Materials:

The classes and the exams will be based on the CSI Project Resource Manual which includes the 2004 Master Format. The class will cover UniFormat, GreenFormat SectionFormat and other standards of our industry. We will also use AIA documents, particularly the AIA A201 2007 General Conditions and Contracts. Having access to the CSI Resource Manual will be helpful.

If you sign up for the National Exam you should have received a study guide. These are also available (free) at www.csinet.org. We will generally follow the CSI Study Guide. See class outline below.

Nashville Study Class Sign Up:

Sign-up for our Nashville study class is requested, but not required. Anyone interested is encouraged to attend. Any questions or to sign-up send an email to: Carl.Manka@tbr.edu Please let me know which class / exam you intend to take.

National Exam Sign Up:

The nationwide exams for CDT CCS, CCCA and CCPR will be a computerized test and will be offered April 2 – April 28, 2012. Check out the details of the certification program and register for the national exam at www.csinet.org then click on **certification**. Early registration open until February 2, 2012, final registration for the national exams is open until March 2, 2012.

CSI CDT & Certification Study Classes

Study classes will be held for 10 weeks by the Nashville Chapter of CSI. The focus in the first 3 sessions will be primarily toward the CDT exam and as a refresher for anyone taking other exams. Weeks 4, 5 & 6 will focus on the AIA General Conditions. The General Conditions play a significant role in all of the CSI Exams. Weeks 7, 8 & 9 will include breakout sessions for CCS, CCCA and CCPR exams and will be staffed and scheduled as appropriate. The final session will be a Mock Exam and review.

As the CDT exam is the basis for the subsequent certification exams and a significant part of the certification exam will depend on knowledge covered in the CDT - ALL candidates are encouraged to attend all classes.

Classes will be lead by: - **Carl Manka** CSI CCS **Jerry Preston** FCSI CCS **Kevin D. Corkern** FCSI CCS CCCA with help from: **Cheryl Crosby** CSI CDT CCCA and **Rex Garton** CSI, CCS, AIA, LEED AP

Course materials are: CSI - Project Resource Manual, AIA A201 - 2007 General Conditions, CSI study guide for the CDT exam and the study guides for the CCS, CCCA & CCPR certification exams. The Study Units listed are based on the CSI – CDT Study Guide.

Week 1 - January 12, 2012

- CM Overview of Classes the CDT and the CCS, CCCA and CCPR Certification Exams
- CM Study Unit 1 – Introduction
- KC Study Unit 2 - Project Conception

Week 2 - January 19, 2012

- CM CSI Principles & 2004 Master Format
- CM Study Unit 3 - Project Delivery
- CC Study Unit 4 – Design

Week 3 – January 26, 2012

- CM-RG Study Unit 5 - Construction Documents

Week 4 - February 2, 2012

- JP AIA A-201 General Conditions

Week 5 - February 9, 2012

- JP AIA A-201 General Conditions

Week 6 - February 16, 2012

- JP AIA A-201 General Conditions
- CM Delivery Methods, Agreements, Change Orders, Bonds

Week 7 – February 23, 2012

- CC Study Unit 6 – Bidding / Negotiating / Purchasing
- CC Study Unit 7 – Construction
- CM Study Unit 8 - Facilities Management

Week 8 - March 1, 2012

- CM RG CDT - Division 1, Formats, Specification Language
- KC CC CCS, CCCA & CCPR to be scheduled as appropriate

Week 9 - March 8, 2012

- CM CDT - Review of Principles and Exam Overview
- KC CC CCS, CCCA & CCPR to be scheduled as appropriate

Week 10 - March 15, 2012

- Mock Exam

**All National CDT, CCS, CCCA & CCPR Exams will be at a Prometric Testing Center
April 2 – April 28, 2012**