



**Construction Documents Technologist (CDT) Certification  
2021 Study Sessions  
Earn up to 12 AIA/CES LUs  
GLVCSI Members FREE, CSI Members \$25.00, Non-Members \$50.00**

**Spring 2021 CSI Certification Exams: CSI CDT Certification**

Early Registration, Feb 17 – March 10	\$375 member/\$625 non-member
Standard Registration, March 11 – April 18	\$460 member/\$795 non-member
Final Registration, Apr 11 – Apr 30	\$545 member/\$935 non-member
Student registration, all dates	\$165 with valid ID

Exams are administered by Prometric, see [www.prometric.com](http://www.prometric.com) for a location near you. Registration for the test is separate from registering for the study sessions. Register for the test, and pay the separate exam fee, online - [www.csinet.org/Main-Menu-Category/Certification/CDT.aspx](http://www.csinet.org/Main-Menu-Category/Certification/CDT.aspx)

Exam Window: May 3 – June 4, 2021 (CDT)

**Register for the study classes no later than Friday December 31, 2020** . To register for the CDT class, go to <https://greaterlehighvalleycsi.starchapter.com/adminarea/meeting-registration3.php> and click REGISTER NOW. You will be prompted to enter your information. Payments are accepted by Pay Pal. You do not need to have a Pay Pal account to use this service.  
NOTE: ALL sessions will be conducted via ZOOM meetings. After you register, links will be sent to you for the sessions. Please be online and set to begin on time.

**January 7, 2021, 6:00 – 8:30 P.M.**  
**January 14, 2021, 6:00 – 8:30 P.M.**  
**February 4, 2021, 6:00 – 8:30 P.M.**  
**February 18, 2021, 6:00 – 8:30 P.M.**  
**March 4, 2021, 6:00 – 8:30 P.M.**  
**March 18, 2021, 6:00 – 8:30 P.M.**  
**Additional Sessions: TBD**

**Location: ZOOM Meetings. Each session will be recorded.**

**Instructors:** Mitch Miller, AIA, FCSI, CCS, SCIP  
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**TEXT:** CSI's Project Delivery Practice Guide,  
Purchase a copy of the CSI Project Delivery Practice Guide from the CSI website and bring it with you to the first class.

Additional Supplies Required: pens and paper to take notes. Attendees are permitted to use tape recorders to help with the comprehension of session lectures.

## **COURSE DESCRIPTION**

This course will present the value and importance of how construction documents define the rights of, responsibilities of and relationships among all the parties that are necessary for the successful completion of any project. The architect/engineer (A/E), the contractor(s) and all the other project participants must work within guidelines for a successful project conception through design and construction to facility management. Investigation into various documents, agreements and conditions of contracts will be addressed. The importance of standardized document format will be emphasized. The Construction Documents Technology (CDT) Program provides a comprehensive overview for anyone who writes, interprets, enforces, or manages construction documents. Project architects, contractors, contract administrators, material suppliers, and manufacturers' representatives are all realizing the advantages of being Construction Documents Technologists. By being able to understand and interpret written construction documents, CDTs perform their jobs more effectively. By understanding the roles and relationships of all participants, CDTs improve communication among all members of the construction team.

## **COURSE OBJECTIVE:**

Students successfully completing this course will be competent in their knowledge and understanding of the following areas:

- The construction process
  - Construction contract types
  - Modifications and substitution procedures
- Contractual relationships
  - Rights, duties, and responsibilities
  - Contract provisions
  - Relationship and organization of construction documents
- Use of construction documents
  - Organizational formats
  - Interpreting construction documents

## **ATTENDANCE AND CONDUCT:**

All classes shall begin on time, so please be prompt and ready to begin at the scheduled time. Allow your class time to be uninterrupted for the duration of each session.

## **SESSIONS:**

The twelve sessions are listed below and will be accomplished during the six classes.

Session 01: Fundamentals

Session 02: Project Conception

Session 03: Design Process

Session 04: Construction Documents – Part 1

Session 05: Construction Documents – Part 2

Session 06: Construction Documents – Part 3

Session 07: Procurement

Session 08: Pre-Construction

Session 09: Construction – Part 1

Session 10: Construction – Part 2

Session 11: Life Cycle Activities

Session 12: Bonus - A201, General  
Conditions

**END OF SYLLABUS**