

Northeast Region Construction Specifications Institute

Certification Committee

Adopted: August 27, 2005

Updated: None

The following material has been extracted from the current Region Administrative References (RAR) and provides information specifically for the Region Certification Committee. This material is intended to assist the Region Committee Chair to better understand the role and responsibilities of this committee within the overall operation of the Northeast Region.

From Part 4 of the RAR (Region Policy)

CERTIFICATION COMMITTEE

1. Membership
 - (a). Chair and Co-chair appointed by President
 - (b). Members of the committee are the Certification Committee Chairs of each chapter.
2. Purpose and responsibilities:
 - (a). Develop programs to promote interest and understanding of the Institute Certification Program.
 - (b). Maintain contact and assist chapter Certification Chairmen in developing local study programs for certification.
 - (c). Assist the Institute in selecting Certification Examination locations.
 - (d). Other duties as defined by the Board.

From Part 7 of the RAR (Region Committee Guidelines)

CERTIFICATION COMMITTEE

A. INTRODUCTION

1. The purpose of the Institute Certification Program includes:
 - a). The Institute Certification Program provides an educational program which encourages individuals to become familiar with the fundamentals and principles of written construction documentation and the procedures as prescribed by CSI and standard general conditions of contracts for construction including procedures to be used in specification writing, construction contract administration and construction product representation.
 - b). Recognize successful candidates throughout the construction industry for demonstrating their knowledge of the formats and procedures prescribed by CSI as the standard for the industry.

B. PURPOSE OF THIS GUIDE

1. The purpose of the Region Certification Committee Guide is to assist the Region Certification Committee in implementing the Region's Certification Program. This program consists of:
 - a). Work to achieve the goals and objectives established for the Region Certification Program by the Region Board within the budget provided by the Region.
 - b). Promoting and implementing a specific Region Certification Program.
 - c). Arrange for Institute Certification Exams to be given at Region Conferences 120 days prior to the event.
 - d). Helping members and Chapters implement the Institute's Certification Program.
 - e). Assisting the Institute Certification Committee in publicizing and promoting participation in the Institute Certification Program.
 - f). Assisting individual Chapter Certification Committee Chairs in developing Chapter Certification Study Programs.
 - g). Encourage potential candidates from the Region to participate in the Institute Certification Program.
 - h). Assist in developing programs that demonstrate the value of CSI Certification to employers.
 - i). Serving as a "Clearing-house" for ideas and activities that may increase the Region's Certification Program activities.

C. SPECIFIC REGION CERTIFICATION COMMITTEE ACTIVITIES

1. Assist members of the Region and the chapters in understanding the value of CSI Certification and the related educational programs.
2. Promote Chapter and member participation in the Institute Certification Program by providing articles and other information for Chapter newsletters.
3. Assist in the development of Chapter Certification Study Programs.
4. Develop Region-wide Certification Study Programs where appropriate.
5. Assist in the identification of Certification Exam sites that would improve service to the Region
6. Periodically review these "Guidelines" and recommend appropriate additions, deletions, or revisions to the Region Secretary

D. DUTIES OF THE COMMITTEE CHAIR

1. Coordinate the Committee's activities.
2. Serve as Northeast Region liaison with Institute Certification Committee.
3. Serve as the Communications path between the Institute Certification Committee and the Chapter Certification Committee for 3-way communications.
4. Communicate with Region Certification Chairs of other Regions as necessary and appropriate for fulfilling duties as Region Certification Committee Chair.
5. Provide a written report of Committee activities to each Region Board Meeting and at other times if requested by Region President or Region Secretary. Copies of reports submitted to the Region Board Meetings will also be sent to Chapter Certification Chairs by the Region Certification Chair.
6. Submit a "Year-end Report" to Region President and Vice President summarizing Region Certification Committee activities for the year. A copy of this report to be submitted to the Institute Certification Committee and to Chapter Certification Chairs.

7. Coordinate Committee activities with other Region Chairs as appropriate for activity.
8. Distribute any material received from Institute Certification Committee to Chapter Certification Chairs as appropriate.
9. Request Region Budget allocation if funding is required to perform Committee's assigned duties.

E. DUTIES OF COMMITTEE MEMBERS

1. Serve as Chapter liaison with the Region Certification Committee.
2. Report Chapter Certification program activities to Region Committee Chair.
3. Communicate with other Chapter Certification Committee Chairs as a way of sharing idea and concerns.
4. Provide information to Committee Chair on Certification Study Programs that will be, or are being, offered by Chapter.
5. Report results of Certification Exams given under supervision of the Chapter, to the Region Certification Chair.
6. Assist in the development and implementation of appropriate programs to accomplish activities listed in "Specific Committee Activities" shown above.

F. REFERENCES

1. CSI Administrative References
 - a). Certification Guide
2. Northeast Region Administrative References
 - a). Part 4, Section 12