



**Construction Documents Technologist (CDT) Certification  
2019 Study Sessions  
Earn up to 12 AIA/CES LUs  
CSI Members FREE, Non-Members \$50.00**

**Spring 2019 CSI Certification Exams: CSI CDT Certification only**

Registration, Feb 11 – Apr 10	\$375 member/\$625 non-member
Late registration, Apr 11 – Apr 30	\$545 member/\$795 non-member
Student registration	\$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: April 15 – May 24, 2019 (CDT only)

**Register for the study classes no later than Monday, January 21, 2019** . To register for the CDT class, go to <https://tinyurl.com/2019CDT> 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: No food or beverage will be provided during class.

**Thursday February 14, 2019, 6:00 – 8:30 P.M.**

**Thursday February 21, 2019, 6:00 – 8:30 P.M.**

**Thursday February 28, 2019, 6:00 – 8:30 P.M.**

**Thursday March 7, 2019, 6:00 – 8:30 P.M.**

**Thursday March 21, 2019, 6:00 – 8:30 P.M.**

**Thursday March 28, 2019, 6:00 – 8:30 P.M.**

**Location: ATAS International, Inc.6612 Snowdrift Rd. Allentown, PA 18106-9511**

**Instructor:** Mitch Miller, AIA, FCSI, CCS, SCIP  
M2 architectural resources, LLC  
**E-Mail:** [M2Architek@hotmail.com](mailto:M2Architek@hotmail.com) **Phone:** 484-542-0601

**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**