

# Construction Documents Technology Seminar: Understanding Construction Contract Documents

**Earn 24 LUs that  
qualify for HSW!**

A **3-day seminar** for design and construction professionals seeking knowledge in the relationship between and application of construction contract documents

\* AND \*

For candidates of CSI's  
**Construction Documents  
Technologist (CDT) certificate  
examination**

**Sponsored by the  
Construction Specifications Institute  
Phoenix Chapter**

Where: [The Reference Library](#)  
(see map on reverse side)

Dates: September 16<sup>th</sup>, 17<sup>th</sup>, and 18<sup>th</sup>, 2010

Times: 8:00 a.m. to 5:00 p.m. (Lunch provided)  
Registration at 7:30 a.m. on September 16<sup>th</sup>

Cost:

CSI Members/Nonmembers	<b>\$275.00</b>
2 <sup>nd</sup> employee in same firm	\$150.00
Each additional employee	\$100.00
Students (12+ credit hours)	\$85.00

## Program Overview

This course is designed for entry level and experienced readers and writers of written Construction Contract Documents. Each session is intended to be 8 hours in duration. The fundamental information is intended for readers and writers of construction documents and presents an understanding of how the documents are organized and specific procedures for following certain requirements.

This course is also beneficial to candidates taking the CSI Construction Documents Technologist (CDT) exam. Registration for the exam is independent of this seminar. The cost defined above is for this seminar only and does not include any fees for the certification exams, or for the CSI *Project Resource Manual (PRM)*, which serves as source material for the exam.

### **INFORMATION FOR INTERN ARCHITECTS!**

**Intern architects** who take and pass the CDT exam can earn **40 supplementary education hours towards their NCARB Certification.**

The course content will also prepare intern architects for the Construction Documents and Services Division of the **Architectural Registration Examination (ARE®)**.

## Program Content

**Fundamentals** – Concepts applicable to the basic understanding of the construction document process

**Planning & Pre-Design** – Activities and documents related to project conception and project delivery

**Design** - Activities and documents related to converting an owner's program into written and graphic documents

**Procurement** – Process of bidding, negotiating, and contracting to purchase the work

**Construction** – Activities and procedures related to the administration of the contract

**Post-Construction** – Activities and documents related to transition from construction to ongoing facility management

