

2006 MASTERSPEC[®] Instruction Sheet — CSI Continuing Education

CSI has implemented continuing education requirements for renewal of CCS, CCCA, and CCPR certifications. ARCOM provides CSI members with a convenient way to earn CES education credit hours (ECHs) while reading or writing specs using MASTERSPEC. Many MASTERSPEC users consider MASTERSPEC to be an excellent educational tool for the beginner, experienced, or even the occasional specification writer. Additional value comes from the extensive background information on construction topics and product selection users receive along with MASTERSPEC's comprehensive specification sections.

This MASTERSPEC Update packet includes a MASTERSPEC Continuing Education Reporting Form. This form lists the Update Full Length or Short Form Basic (and Full Length Supplemental, if used) Sections included in the update. You may copy this form and distribute it to additional staff members who would like to read sections of interest and earn learning units.

Earn one CES education credit hour (ECH) for every two sections you read by the deadline listed on the reporting form. **You may receive credit only once for either the MasterFormat 04 version or for MasterFormat 95 version of each section read (not both).** To qualify for education credit hours (ECHs), you must read the Section Text, Evaluations, and other supporting documents for each section (up to 8 sections per update for a total of 4 ECHs). This is also eligible for Health, Safety, and Welfare (HSW) hours.

Complete the MASTERSPEC Continuing Education CSI Reporting Form.

- Check off the sections you've read (MasterFormat 04 or MasterFormat 95) from the update.
- Fill in your **Name and CSI membership number.**
- Fill in the **Firm Name and MASTERSPEC Firm ID number.**
- Indicate how many ECHs are earned by checking the box at the bottom of the reporting form. (Sorry, no 1/2 credits are awarded for this program.)
- Sign and date the form.
- Fax or mail to ARCOM by the due date. (Sorry, no late submissions will be accepted.)
- Reporting Form will be sent back to you with a receipt stamp **if your MASTERSPEC License is current.**
- You are responsible for reporting to your own governing board. ARCOM does not guarantee that your governing board will accept this CE credit, as only CSI National certifies this program. This does not qualify for AIA/CES credit.