



RSW APPLICATION FORM - PREAMBLE

1. GENERAL

1.1 Introduction

- .1 By applying to become a Registered Specification Writer (RSW), you are beginning a process that validates your combination of knowledge, experience and judgment related to construction procurement and lends credibility to your participation in a multi-billion dollar industry.
- .2 Successful candidates will form a part of a recognized group of design and construction procurement specialists with expert knowledge of construction contract documents including specifications and will receive a certificate that will permit them to use the RSW designation.
- .3 This preamble provides additional information to help you understand the registration process and fulfill the necessary steps to successfully apply for the RSW program.

1.2 Objectives

- .1 To set standards and a quality of practice for specification writers through prescribed qualifications, CSC education courses and a demonstrated level of competence and ethical practices.
- .2 To provide a program for continuing education and improvement of specification writer skills and professional development.
- .3 To establish a body of relevant industry knowledge and standard of conduct for specification writers.

1.3 Eligibility

- .1 Prior to completing this application form for the RSW program, ensure that all of the following pre-qualifications are met:
 - .1 You must be a current member of CSC. (Non-member applicants must include a completed membership application form and fee which will be processed concurrently with the RSW application);
 - .2 You must have successfully completed the following CSC courses:
 - .1 Principles of Construction Documentation (PCD) course; and
 - .2 CSC's Specifier course;
 - .3 You must be primarily involved in specification writing in the design and construction industry and the following:
 - .1 Prepare master and/ or design project specifications, and
 - .2 Have a minimum five (5) years of experience in architecture or engineering, and
 - .3 Have a minimum 4500 hours of documented experience in the preparation and writing of specifications, and
 - .4 Have a minimum 1000 hours of construction administration experience.

1.4 Application Fee

- .1 A fee of ***\$285.00 (plus applicable tax)*** must be submitted with application. This fee consists of a non-refundable application fee of ***\$120.00*** and a Registration review fee of ***\$165.00***.



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1.5 Dues

- .1 Registered Specification Writers are required to pay annual certification dues, , in addition to CSC membership dues. Dues are payable to CSC on receipt of invoice within time limits established by CSC By-Laws.

1.6 Register

- .1 CSC will maintain a register at the corporate office. The name, address and date of certification of each member approved for certification by the RSW Subcommittee (SC) and who have paid the required dues and signed the agreement to abide by the Code of Conduct and Practice will be entered into the register. The register are open to inspection by any persons so requesting.

1.7 Conduct

- .1 Registered Specification Writers are required to comply with the Code of Conduct and Practice.

1.8 Certification and Title

- .1 Each member whose name is inscribed in the register will receive a RSW Certificate bearing the member's name, date of certification, the seal of the Corporation and the signature of the President and the Chair of the Education Certification Committee (ECC). The Certificate remains the property of CSC.
- .2 Members so registered are titled "Registered Specification Writer" (RSW) and are entitled to use this designation provided they continue to abide by the Code of Conduct and Practice and remain members in good standing of CSC.

1.9 Continuing Education

- .1 CSC members who hold a "Certification" designation are required to maintain their status through a documented program of Continuing Professional Development and Education hours. In each membership year (calendar year) the member is required to participate in a total of minimum 15 hours of Continuing Professional Development and Education (CPDE) activities. This program is meant to aid in furthering the recognition by industry participants of CSC designations by building on the value of the programs content as well as that of the registered or certified members. The renewal program will ensure that registered/certified members of CSC continue to learn and develop their skills as well as share their expertise with others in the industry.
- .2 As a Registered Specification Writer, you will be asked on a yearly basis (during the membership renewal) to complete a Registration and Certification Renewal Form. Failure to complete this form may result in the revoking of your designation by the Education Certification Committee (ECC)

2. **REGISTRATION PROCESS**

2.1 Application

- .1 Following acceptance of the Application, the Registration Process involves completion of three main elements. You will qualify for registration as a RSW after having successfully completed all three elements: project manual submission; research assignment; exams.



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2.2 Project Manual submission

- .1 Submit three (3) examples of Project Manuals representing a diverse range of industry sectors (public and private), project delivery methods or project types as a Prime Consultant. Project Manuals indicating experience in only one industry/ engineering category will not satisfy the Project diversity/scope requirement and will not qualify for application purposes.
- .2 Project Manuals must have been prepared by you during the last two (2) years prior to applying and include Division 00, Division 01 and technical specifications for a multi-discipline project scope.
- .3 Include a letter from a principal or supervisor member of your employment organization confirming that the Project Manuals you are submitting were prepared by you within the last two (2) years.
- .4 Project Manuals will be evaluated against standardized marking criteria and will be determined as acceptable or not acceptable for continuation in the Registration Process.
- .5 If your Project Manuals are found to be unacceptable you will be required to submit project manuals from additional projects – maximum five (5) Project Manuals limit before new application and fees are required).

2.3 Research Assignment

- .1 The intent of the research assignment is to demonstrate your ability to research, analyze, and prepare technical documents.
- .2 The assignment is to be completed in the format of the Research Paper. At the discretion of the RSW SC the Report and Presentation format maybe acceptable upon review of the Candidate's experiences.
- .3 Research Assignment: Candidate may propose the technical topic of their research assignment for review and approval from the RSW SC, or the RSW SC will assign two topics for the research assignment. You must choose one of the assigned topics.
- .4 Complete the research assignment within the time specified. If you cannot complete the research assignment within the time specified, you must immediately notify the RSW SC.
- .5 Research Paper
 - .1 Prepare a research paper using the Digest format prescribed in the - *Research Assignment Preparation Guide*. The *Preparation Guide* is available from the RSW SC upon request.
 - .2 Submit the final Research Paper to the RSW SC within twelve months after topic selection. Submit a brief progress report or email to the RSW SC every two months after topic selection until completion.
- .6 Report and Presentation (available only at the discretion of the RSW SC)
 - .1 Submit a short report of 3,000 words to the RSW SC and conduct an oral presentation before a panel of three RSW's identified by the RSW SC.
 - .2 After topic approval, you will have four weeks to prepare the report for submission to RSW SC with oral presentation to follow within one week.



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- .3 You are responsible for arranging the location and/or request online meeting of the oral presentation and for notifying the RSW SC.
 - .4 Submit a brief progress report or email every week until completion of the assignment.
 - .5 The oral presentation will be held in a location and/ or online meeting acceptable to the RSW SC, and be as convenient as possible to you and the panel. You will be responsible for your own travel expenses.
 - .6 The topic will require a considerable amount of research in order to prepare the report and answer questions posed by the examiners. The examiners will evaluate the report and the oral presentation and recommend a mark to the RSW SC.
- .7 The pass mark is 75%.

2.4 Exams

- .1 RSW candidate will be required to write both an Open Book Exam and Closed Book Exam prepared by the RSW SC.
- .2 These exams are normally held on separate dates to suit individual schedule commitments. The exams will be conducted under the supervision of an RSW or other registered professional acceptable to the RSW SC. You will have three hours to complete each exam.
- .3 One re-write of both exams will be permitted, subject to payment of a \$50 re-write fee and following not less than three months and not more than six months after writing the original exam.
- .4 Open Book Exam
 - .1 This Open Book Exam is a specification assignment intended to assess your ability to write a specification section in a supervised, time-constrained situation, using a prescribed industry format.
 - .2 One week in advance of the exam two topics will be forwarded to you by the RSW SC. You will also be given a detailed scenario to provide the context for the topic that the specification section must address.
 - .3 In a timed, open book format, you must prepare a single project specific specification section on one topic. The final selection of the topic will be determined by random generator (coin flip) before starting the Open Book Exam
 - .4 The specification must be written using the latest editions of CSC MasterFormat , SectionFormat and PageFormat.
 - .5 You are required to bring research materials for the two topics with you, including related master specification documents; you will not be permitted use of electronic browsers or the internet during the exam.
 - .6 You will need to use a standalone computer to prepare the specification. Use of previously prepared specifications is prohibited and will cause termination of your RSW Registration Process. You must transfer your specification to USB flash drive immediately after completion of exam.
 - .7 You will have three hours to complete this exam.
 - .8 The pass mark is 75%.
- .5 Closed Book Exam
 - .1 This Closed Book Exam is intended to demonstrate your knowledge and understanding of specifying principles, bidding and contract procedures, knowledge of construction information resources, and overall knowledge in dealing with specific situations relating to contract administration. (Refer to current CSC Manual of Practice).
 - .2 You will have three hours to complete this exam.



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- .3 The pass mark is 80%.
- .6 Upon successful completion of the three stages, CSC and the RSW SC will be pleased to contact you about officially conferring to the RSW designation.

End of Application Preamble



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**APPLICANT
INFORMATION**

Name:

First Name Middle Name or Initial Last Name

I prefer to have all correspondence mailed to the following address

Address:

Firm

Street

City Province Postal Code

Telephone

Email Address

THIS SPACE RESERVED FOR CSC OFFICE USE:

Reviewer Comments:

APPROVED: YES [___] NO [___] Reviewer's Name: _____ Date: _____

BASIC REQUIREMENTS CHECKLIST

Applicants must meet the requirements in each of the following categories and must include verification from an employer, supervisor or recognized professional that can attest to your work experience:

EDUCATION, DESIGN AND CONSTRUCTION INDUSTRY EXPERIENCE Mandatory:

- successful completion of Principles of Construction Documentation and Specifier courses.

Check one option:

- Five (5) years of Canadian related work experience with a degree or diploma in architecture, engineering or other related discipline. Or five (5) years work experience in America (USA) with a degree or diploma in architecture, engineering or other related discipline subject to review and acceptance by RSW SC. Or five (5) years other professional work experience and education requirements subject to review and acceptance by RSW SC.
- Eight (8) years of Canadian related work experience without a degree or diploma. Or eight (8) years of related work experience in America (USA) with a degree or diploma in architecture, engineering or other related discipline subject to review and acceptance by RSW SC. Or eight (8) years other professional work experience and education requirements subject to review and acceptance by RSW SC.

SPECIFICATION WRITING EXPERIENCE

- minimum 4500 hours of documented design project experience (minimum 80 percent to direct writing design project construction specifications, maximum 10 percent supervision of preparation of construction specifications and maximum 10 percent in review and coordination of construction specifications by others).

CONSTRUCTION ADMINISTRATION EXPERIENCE

Minimum requirement:

- minimum 500 hours solely dedicated to Construction Contract Administration and successful completion of Construction Contract Administration Course.
- minimum 1000 hours solely dedicated to Construction Contract Administration working experience.

Appendix A lists acceptable related specification writing and contract administration experience.



CSC

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CURRENT STATUS**CSC MEMBER**

Applicant must be a member of CSC

- Yes, I am a member

CURRENT POSITION OR TITLE
_____**CURRENT FUNCTION**

- I personally prepare/write construction specifications.
- I directly supervise the preparation of construction specifications.
- I review and coordinate construction specifications prepared by others.

CONSTRUCTION DESIGN DISCIPLINE

- | | |
|---|---|
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Process Engineering |
| <input type="checkbox"/> Structural Engineering | <input type="checkbox"/> Interior Design |
| <input type="checkbox"/> Mechanical Engineering | <input type="checkbox"/> Landscape Architecture |
| <input type="checkbox"/> Electrical Engineering | <input type="checkbox"/> Other, specify _____ |
| <input type="checkbox"/> Civil Engineering | _____ |

CSC ACCREDITED COURSES

This part must be completed by applicants having completed CSC accredited courses. Submit copies of course completion certificates.

- Principles of Construction Documentation (PCD) - mandatory
- Specifier Course - mandatory
- Construction Contract Administration (CCA) - optional



CSC

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PAYMENT

A fee of \$285.00 (plus applicable tax) must be submitted with each application. This fee consists of a non-refundable application fee of \$120.00 and a Registration review fee of \$165.00.

The registration review fee of \$165.00 will be refunded if your application does not qualify you to enter the RSW Registration Program.

Make cheques or money orders payable to:

Construction Specifications Canada

GST/HST Registration No. R106970973

Expended portions of application fees are not refundable.

Contact CSC for online payment options.

ENCLOSURES

- Photocopies of degrees or diplomas, and CSC Course Certificates
- Application and Registration review fee of \$285.00 (plus tax)
- Specification Writing and Contract Administration experience sheet (see page 10 of this application form).
- Reference letter from current member of CSC.

After review and acceptance of application by CSC RSW Subcommittee (subject to contact by email), submit the following for review and acceptance;

- Three (3) Project Manuals prepared by the applicant, (submitted digitally). Letter from employer verifying that three (3) Project Manuals were prepared by the applicant within the last two (2) years. All three (3) Project Manuals must pass checklist criteria for CSC Project Manual guidelines, otherwise resubmission with other Project Manuals are required and requested, until three samples are reviewed and accepted by RSW SC .

MAILING ADDRESS

Registered Specification Writer Subcommittee

c/o Construction Specifications Canada

120 Carlton Street, Suite 312

Toronto, Ontario M5A 4K2

Email application and payment to: info@csc-dcc.ca with RSW Application in the subject line.

DECLARATION

I declare that the information provided in this application is true to the best of my knowledge and belief. I understand that false or erroneous information provided by me may be grounds for disqualification or subsequent revocation of registration.

Signature of Applicant

Date



APPENDICES

APPENDIX A

EXPERIENCE SUMMARY

The following are considered by the RSW SC as meeting the requirements for Specification Writing experience.

- Preparation of construction specifications
 - Review of construction specifications
 - Review and coordination of consultant specification sections
 - Preparation of a master specification
 - Maintenance of a master specification
 - Preparation of operation and maintenance manuals
 - Setting up specification or product library
 - Specification or product library maintenance
 - Product evaluation
 - Maintaining technical resources
 - Interviewing product representatives
 - Attending product seminars or tradeshow
 - Reviewing drawings
 - Liaison with testing labs
 - Preparation of addenda
 - Answering bidding enquiries
 - Preparation of contract documents
 - Preparation of bid revisions
 - Bid evaluation
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APPENDICES

APPENDIX B

The following are considered by the RSW SC as meeting the requirements for Construction Administration experience.

- Review of submittals, i.e. shop drawings, product data, samples, construction schedules, test results, mock-ups, contract closeout documentation
 - Attendance at project meetings
 - Site visits, including general review of the work
 - Preparation of progress reports
 - Preparation of supplemental instructions, change directives and change orders
 - Review of applications for payment
 - Contract document interpretation
 - Claims review analysis
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