

# Consultant Certification Exam Application



**Door and Hardware Institute**  
14150 Newbrook Dr. Suite 200  
Chantilly, VA 20151-2232  
T: 703/222-2010 F: 703/222-2410  
www.dhi.org

**Eligibility:** Any person may apply for a consultant certification exam who has passed the course requirements for the specific exam for which he/she is applying. For course requirements, please read the Education Resource Guide found on DHI's website, [www.dhi.org](http://www.dhi.org).

**Exam Information:** The AHC exam requires two consecutive 8-hour days, and the CDC and EHC exams require one 8-hour day to complete. The student must pass a rigorous and thorough written examination which is designed to fully test the student's industry knowledge and skills. An exam supervisor will contact the applicant to schedule the exam.

Applicants who pass their consultant certification exam(s) are required to participate in the Continuing Education Program in order to maintain any credentials earned after January 1, 2005.

Please indicate for which consultant certification exam you are applying:

- Architectural Hardware Consultant (AHC)
- Certified Door Consultant (CDC)
- Electrified Hardware Consultant (EHC)
- Please check this box if you are retaking any portion of this exam

## Applicant Information

First Name	M.I.	Last Name	Title	
Street Address	City	State/Province	Zip/Postal Code	Country
Mailing Address (if different from above)	City	State/Province	Zip/Postal Code	Country
Phone	Fax	E-Mail		

## Company Information

Company Name	Website			
Street Address	City	State/Province	Zip/Postal Code	Country
Mailing Address (if different from above)	City	State/Province	Zip/Postal Code	Country
Phone	Fax	E-Mail		

Preferred mailing address is:  Home  Business

Business category:  Distributor  Manufacturer  Sales Agent  Other \_\_\_\_\_

Is there someone you would prefer to supervise your exam?  Yes Name: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_

## Signature

By signing this application, I certify that all information provided to the Door and Hardware Institute is correct and accurate and that I agree to abide by the policies outlined in the license agreement.

Signature of Applicant

Date

## DHI MEMBERSHIP

Are you a current DHI Individual Member? (Corporate membership discount does not apply to the consultant certification exam.)

- Yes, my DHI member number is \_\_\_\_\_.
- No, but I would like to apply for membership at this time. Enclosed is my application for an individual membership.
- No, I am not a member and will pay the non-member fees below.

### FEES AND PAYMENT

	DHI Member	Non-Member
Consultant Certification Exam Fee	<input type="checkbox"/> \$345	<input type="checkbox"/> \$745

Check enclosed payable to: Door and Hardware Institute

Please charge my:  VISA  MasterCard  American Express

Account Number: \_\_\_\_\_

Exp: \_\_\_\_/\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Street

Apt./Suite

City

State/Province

Zip/Postal Code

Country

Signature: \_\_\_\_\_

**Mail application and payment to:**

Door and Hardware Institute  
14150 Newbrook Drive, Suite 200  
Chantilly, VA 20151-2232  
**or Fax:** (703)222-2410

*DHI use only*

# CHART OF REQUIRED COURSES FOR CERTIFICATION

## CERTIFICATIONS

REQUIRED COURSES		Architectural Hardware Consultant (AHC)	Certified Door Consultant (CDC)	Electrified Hardware Consultant (EHC)
<i>*Please see page 11 for the corresponding prerequisite course(s).</i>				
<b>COURSE No.</b>				
Fundamentals of Architectural Doors and Hardware Self-Study Course	SSC100	X	X	X
Understanding and Using Construction Documents	COR103*+	X	X	X
Architectural Hardware and Applications	COR113+	X	X	X
Door and Frame Applications	COR120	X	X	X
Takeoff and Estimating	COR125*	X	X	X
Electrified Architectural Hardware	COR133+	X	X	X
Using Codes and Standards	COR140	X	X	X
Principles of Specification Writing	COR145	X	X	X
Installation Coordination and Project Management	COR153*+	X	X	X
Material Purchasing Concepts	COR160	X	X	X
Professional Sales	COR165	X	X	X
Masterkeying	AHC200	X		X
Detailing Hardware	AHC205*	X		X
Advanced Detailing Hardware	AHC207*	X		X
Writing Hardware Specifications	AHC215*	X		
Using Door and Frame Standards	CDC300		X	
Detailing Doors and Frames	CDC305*		X	
Writing Door and Frame Specifications	CDC310*		X	
Drawings for Electrified Hardware Systems	EHC400			X
Access Control and Electrified Hardware Systems	EHC405*			X
Installing and Troubleshooting Electrified Hardware Systems and Access Control Devices	EHC410*			X
Writing Electrified Hardware Systems Specifications	EHC415*			X
<b>ELECTIVE COURSES</b>				
<i>Students are required to complete 2 elective courses, in addition to completing Core and certification specific courses. Certification courses count as electives (e.g., AHC students can choose CDC or EHC courses as electives).</i>				
Aftermarket Sales and Building Renovations	ELT500			
Effective Management of Employees	ELT505			
How to Develop and Retain Customers	ELT510			
Using BHMA Product Standards	ELT515			
<b>OPTIONAL COURSES</b>				
<i>Exam Prep courses are available to assess student's skills and abilities in preparation for taking the certification exams. Exam Prep courses are considered elective courses. <b>Before taking our Exam Prep Class, students must pass all courses required to sit for the certification exam.</b></i>				
AHC Exam Prep	AHC220			
CDC Exam Prep	CDC315			
EHC Exam Prep	EHC420			

+ Please see the "Frequently Asked Questions" section for information regarding DHI's updated courses.

# DHI Certification Exams and Continuing Education Program

## AHC Exam

The Architectural Hardware Consultant (AHC) exam is currently given over two consecutive 8-hour days. Day 1 requires applicants to create a detailed hardware schedule for 15 different openings. Each hardware item must be thoroughly listed, using the manufacturers' part number(s) and nomenclature. Some of these openings require electrified hardware items to be scheduled correctly (including elevation wiring diagrams and operational descriptions). Day 2 is divided into two 4-hour periods. The first 4-hour period requires applicants to write a full three-part specification for the hardware products they detailed on Day 1 of the exam. The second 4-hour period requires applicants to successfully complete a series of written questions regarding codes and standards, hardware application, masterkeying, specification writing and electrified architectural hardware.

## CDC Exam

The Certified Door Consultant (CDC) exam is currently given in one 8-hour day. The first 3-hour period requires applicants to create a door and frame schedule, draw door and frame elevations, and draw door and frame details illustrating wall to frame conditions, head and sill details, light and louver details and special door and frame construction (e.g., lead-lined, Dutch and double-acting doors). The second 3-hour period requires applicants to write a three-part specification for one of the following categories: Standard Steel Doors and Frames, Custom Steel Doors and Frames, Architectural Flush Wood Doors, Stile and Rail Wood Doors and Aluminum Doors and Frames. The final 2-hour period is reserved for a series of written questions regarding codes and standards, door and frame applications, and specification writing.

## EHC Exam

Our Electrified Hardware Consultant (EHC) exam is currently given in one 8-hour day. The first 2-hour period requires applicants to answer a series of written questions regarding codes and standards, electrified hardware product applications, basic electrical circuit knowledge and terminology and access control devices. The following 1-hour period requires applicants to review a point-to-point wiring diagram and modify it to suit the new operational description. The final 5-hour period requires the applicants to successfully complete three major exercises: draw a logic diagram, review and correct a point-to-point wiring diagram, and completely schedule hardware (mechanical and electrified) for a door opening and draw the elevation, riser and point-to-point wiring diagrams.

## Continuing Education Program (CEP)

A registered consultant is obligated to earn a total of 100 CEP points in a three year period. At least 80 CEP points must come from technically oriented activities during each cycle. (One way to obtain these points is by attending a class – you can earn up to three points per each hour of class training time.) Consultants registered in the CEP are permitted to use the trademarked (™) CEP seal, which is personalized with the consultant's name, DHI ID number and expiration date.

To find answers to frequently asked questions regarding DHI's Continuing Education Program, please go to [www.dhi.org](http://www.dhi.org) or email [certification@dhi.org](mailto:certification@dhi.org) for further inquiry.

## Certification Program Fee

The professional certification program fee was instituted by the DHI Board of Governors (BOG) in July 2006. Its purpose is to directly support DHI's advocacy, education and certification programs and activities. Individuals who have earned DHI's AHC, CDC, EHC and/or AOC credentials are required to pay the annual fee in order to participate in the certification program.

The certification program is DHI's most valuable membership benefit for consultants who are active individual members of DHI and is included in their annual membership dues (at no additional cost). Consultants who are not active individual DHI members are required to pay the annual certification program fee, in order to retain the usage of DHI's professional credentials.

DHI's credentials will be revoked from non-member consultants who have not paid the annual certification program fee. Once their credentials have been revoked, these individuals will have a 12-month period (from the date of revocation) to pass the current version of the respective certification exam(s) in order to reinstate their professional credentials. Under this policy, each section of the exam(s) must be passed during the initial attempt at retaking the certification exam(s). No partial exam retakes will be permitted. Individuals failing to pass the initial exam(s) (in full) under this policy, or who have allowed the 12-month period to expire, must meet all educational requirements\* in order to re-qualify to take the applicable certification exam(s).