

DHI National Education

Flexible | Convenient | Customized

DHI NATIONAL EDUCATION (Spring Session):

April 29 – May 6, 2012

NATIONAL CONFERENCE CENTER
LANSLOWNE, VA



National | Chapter | In-house | Online | Challenge Exams

DHI Education is for EVERYONE!

For complete course listings, class schedule, or to register, go to www.dhi.org.



DHI National Education

April 29 – May 6, 2012 • Lansdowne, VA

COURSE CURRICULUM

Sunday, April 29	Monday, April 30	Tuesday, May 1	Wednesday, May 2	Thursday, May 3	Friday, May 4	Saturday, May 5	Sunday, May 6
	Understanding and Using Construction Documents (COR103)*	Architectural Hardware & Applications (COR113)+	Architectural Hardware & Applications (COR113)+	Architectural Hardware & Applications (COR113)+	Door and Frame Applications (COR120)+	Door and Frame Applications (COR120)+	
Electrified Architectural Hardware (COR133)+	Electrified Architectural Hardware (COR133)+	Electrified Architectural Hardware (COR133)+	Electrified Architectural Hardware (COR133)+	Electrified Architectural Hardware (COR133)+	Drawings for Electrified Hardware Systems (EHC400)*	Drawings for Electrified Hardware Systems (EHC400)*	Drawings for Electrified Hardware Systems (EHC400)*
Principles of Specification Writing (COR145)+	Installation Coordination and Project Management (COR153)+	Installation Coordination and Project Management (COR153)+	Material Purchasing Concepts (COR160)+	Professional Sales (COR165)	CDC Exam Prep (CDC315)+	CDC Exam Prep (CDC315)+	Using Door and Frame Standards (CDC300)+
Takeoff and Estimating (COR125)+	Takeoff and Estimating (COR125)+	Detailing Hardware (AHC205)+	Detailing Hardware (AHC205)+	Detailing Hardware (AHC205)+	Detailing Doors and Frames (CDC305)*	Detailing Doors and Frames (CDC305)*	Masterkeying (AHC200)
Fire and Egress Door Assembly Inspection (DAI600)+	Fire and Egress Door Assembly Inspection (DAI600)+	Fire and Egress Door Assembly Inspection (DAI600)+	Fire and Egress Door Assembly Inspection (DAI600)+	Using Codes and Standards (COR140)+	Using Codes and Standards (COR140)+	Using Codes and Standards (COR140)+	
					AHC Exam Prep (AHC220)+	AHC Exam Prep (AHC220)+	AHC Exam Prep (AHC220)+
				EHC Exam Prep (EHC420)+	EHC Exam Prep (EHC420)+		

* Please see DHI's **Education Resource Guide** as well as this Registration Form for complete information regarding course prerequisites.

** All courses begin at 8:00 am and end at 5:30 pm daily. Punctual and complete attendance is mandatory.

+ Students attending these classes are required to bring reference materials which will pertain to the class exercises. See DHI's online **Education Resource Guide** found at www.dhi.org for the complete list of required reference materials used during classes.

IMPORTANT INFORMATION

PREREQUISITES – There are prerequisites for some courses, as detailed in the course descriptions provided. Reference the DHI *Education Resource Guide* (ERG) for complete information regarding course prerequisites. The current ERG is posted at www.dhi.org. DHI recommends to students who are new to the industry and those with minimum field experience that they follow the suggested education path when registering for classes.

OPTIONAL COURSES – Exam Prep courses (AHC220, CDC315, EHC420) are available to assess students' skills and abilities in preparation for taking the certification exams. Exam Prep courses are considered elective courses. Before taking an Exam Prep course, students must pass all courses required to sit for the certification exam.

TUITION STRUCTURE – Member tuition applies to any DHI individual member or any employee of a corporate member. Tuition in Lansdowne, VA, includes course material, breakfast and lunch.

CHALLENGE EXAM – DHI offers a series of exams allowing you to earn credit for courses using knowledge you have gained by DHI education, industry training, and on-the-job training. Passing an exam gives you credit for that course in the DHI Credentialing Program. For Challenge Exams, go to www.dhi.org.

CLASS SIZE – Registrations are entered in the order they are received. In cases in which a course is sold out, registrants

are placed on a waitlist upon receipt of a completed application and tuition payment. If waitlisted students are not able to attend the course of their choice, they may opt to transfer to another course or another class session or seek a refund.

HOTEL ACCOMMODATIONS – Students are responsible for making their own hotel reservations. Complete education housing information will be made available online at www.dhi.org.

TUITION POLICIES – The tuition policies below have been developed to encourage students to be certain of the classes they've selected prior to registering for their classes. Prompt and decisive registration is necessary to fully prepare for the school.

- "Early Bird" tuition rates apply to registrations received on or before March 26, 2012.
- A \$200.00 administration fee will be applied to cancellations received from March 11, 2012, to March 26, 2012.
- After March 26, 2012, no refunds will be allowed.
- Prior to March 26, 2012, a student may transfer his/her tuition from the current school to the next school or to another member of his/her company so that member may attend the current school. Either type of transfer will incur a \$100 administrative fee. (Transfers occurring on or after March 26, 2012, will

incur the \$200 administrative fee.) Transfers of any kind may be done only once.

- Students will owe the balance due if tuition rates change between the current school and the school that they are transferring their monies to.
- Students who are unable to meet the terms of the transfer (i.e., attending the next school themselves or their colleague attending the current school) and notify DHI after March 26, 2012, will forfeit the class tuition. Notifications occurring March 11-26, 2012, will incur the additional \$200 late cancellation administrative fee (bringing the cancellation total to \$300).
- Students who register for a class prior to fulfilling the course's prerequisite(s) will have until March 12, 2012, to complete the course prerequisite(s). Students who do not satisfy this condition will receive an automatic cancellation of registration on March 13, 2012, and will also incur the \$200 late cancellation administrative fee.
- A \$100 administration fee will apply to cancellations (requested on or after March 13, 2012) that are emergency related. Proof of emergency will be required; otherwise all other applicable fees will be due and all applicable terms will apply.
- Students will incur a \$200 administration fee should they switch their classes while at the school.

COURSE DESCRIPTIONS

COR103 Understanding and Using Construction Documents

(8 hours) (24 CEP points)

Understanding how construction projects are organized and designed requires a thorough knowledge of the construction documents that administrate, illustrate, detail and describe them. Estimators, detailers and project managers need to understand the purpose and use of specifications and drawings. Knowing where to find specific information in the specifications and on the drawings and understanding how that information applies to our trade can make the difference between a profitable and an unprofitable job. This program provides estimators, detailers and project managers with the essential knowledge to sort through these documents to find the information they need.

Prerequisite: SSC100 – Fundamentals of Architectural Doors and Hardware Self-Study Course

COR113+ Architectural Hardware and Applications

(24 hours) (72 CEP points)

To be successful in our industry, you need to have a well-rounded, general knowledge of the multitude of items used every day. A vast assortment of samples is utilized in this course to help you identify, describe and explain many of the hardware items in use today. This course also will give you an understanding of proper applications and use of architectural hardware items that is an important step in your development as a professional in the architectural openings industry. Many hardware items can be used in more than one application. Knowing which application is correct for a particular opening will make you indispensable to your customers and clients.

COR120+ Door and Frame Applications

(16 hours) (48 CEP points)

Construction projects use some of the most advanced materials and products ever made. Fire-rated and means of egress door openings have specific requirements they must meet to be able to function correctly. This course teaches you about doors and frames (e.g., hollow metal, wood and aluminum) used today.

COR125+ Takeoff and Estimating

(16 hours) (48 CEP points)

Profitability of a company often hinges on the accuracy and efficiency of the bids that estimators turn out. This course introduces you to material takeoff techniques and estimating skills that will help you become a more accurate and efficient estimator.

Prerequisites: COR103 – Understanding and Using Construction Documents

COR120 – Door and Frame Applications

COR133+ Electrified Architectural Hardware

(40 hours) (120 CEP points)

Electrified hardware items are used on virtually all new building projects. You need to understand how these products are properly used and what their capabilities are if you are going to advance in this industry. This course provides you with the principles of low-voltage electricity through hands-on class exercises. In addition, this course is focused on teaching you how separate electrified architectural hardware components are used to create single-opening systems. Learn how to design low-voltage circuits and hook up these components through the hands-on labs.

COR140+ Using Codes and Standards

(24 hours) (72 CEP points)

Knowledge of the many industry-related codes and standards differentiates our industry from numerous other distributor chain-driven industries. Staying current and up to date on the ever-changing codes and standards requires both a professional and personal commitment. This course covers NFPA 80, *Standard for Fire Doors and Other Opening Protectives* (2007 edition), NFPA 101, *Life Safety Code* (2006), and ANSI/ICC A117.1, *Usable and Accessible Buildings and Facilities* (2003 edition).

COR145+ Principles of Specification Writing

(8 hours) (24 CEP points)

Whether you are pursuing the designation of Architectural Hardware Consultant (AHC), Certified Door Consultant (CDC) or Electrified Hardware Consultant (EHC), you need to master the basic principles of writing architectural specifications. Specification writing skills are an essential element of becoming a professional in today's construction industry. Architects and engineers will expect you to have mastered these skills when you work with them.

COR153+ Installation Coordination and Project Management

(16 hours) (48 CEP points)

Project management requires effectively working with contractors, installers, owners and architects. Coordination of the installation of doors, frames and architectural hardware is an essential element of a project manager's responsibilities. Pre-installation meetings with the installers increase their productivity, reduce installation errors, and ensure that the door assemblies will operate reliably for many years. Project managers must also be able to read and interpret contract documents, oversee projects with fast-track schedules, and maintain profitability—all of which requires disciplined attention to detail. This course teaches you how to coordinate installations and provides you with techniques to help you succeed as a project manager.

Prerequisite: COR103 – Understanding and Using Construction Documents

+ Students attending these classes are required to bring reference materials that pertain to the class exercises.

Please use DHI's online *Education Resource Guide* found at www.dhi.org for the complete list of required materials.

COURSE DESCRIPTIONS

COR160+ Material Purchasing Concepts

(8 hours) (24 CEP points)

Once the shop drawings are approved and you move into the order processing stage of a project, you need to accurately and efficiently communicate the project's requirements with each of the manufacturers. Purchase orders have to be reviewed for accuracy, acknowledgements verified and materials inspected upon receipt. In addition, everything must arrive on time and for the right price! This course teaches you how to communicate and coordinate your material purchases with the project and manufacturing schedules.

COR165 Professional Sales

(8 hours) (24 CEP points)

Professional sales skills are crucial when calling on owners, end users, contractors and architects. How you present yourself and your company can be just as important as the information you are presenting. This course teaches you how to make professional sales calls to each of these groups.

AHC200 Masterkeying

(8 hours) (24 CEP points)

A solid knowledge base of master key systems is essential to all estimators, detailers, project managers and consultants. This program covers recognizing the different types and styles of cylinders and keys used in today's locks, understanding and using industry-standard key-set symbols and terminology, organizing keying meetings, and integrating mechanical cylinders and keying into access control and security systems.

AHC205+ Detailing Hardware

(24 hours) (72 CEP points)

Perhaps the most necessary skill you can develop in our industry is learning how to properly create detailed hardware schedules. Coordinating the many hardware products with the project's requirements can be a daunting task. This course introduces you to the sequence and format of the hardware schedule through a series of in-class exercises.

Prerequisites: COR113 – Architectural Hardware and Applications
COR140 – Using Codes and Standards

AHC220+ Exam Prep

(24 hours) (72 CEP points)

Students pursuing the AHC designation will complete in-class exercises designed to replicate exam conditions and better prepare them for the AHC exam. You will leave this class with a firm understanding of how to prepare for the formal AHC certification exam.

Prerequisites: All courses required to sit for the exam

CDC300+ Using Door and Frame Standards

(8 hours) (24 CEP points)

Knowledge of the many door and frame standards is essential to properly detail these products in shop drawings. These standards contain a wealth of information and can be used to establish levels of quality for all types of buildings.

CDC305 Detailing Doors and Frames

(16 hours) (48 CEP points)

Proficiency in creating shop drawings only comes through practice and attention to detail. Students learn the techniques and skills necessary to become an expert detailer.

Prerequisites: COR120 – Door and Frame Applications
COR140 – Using Codes and Standards

CDC315+ CDC Exam Prep

(16 hours) (48 CEP points)

This course walks you through the exercises required to complete the Certified Door Consultant (CDC) certification exam, under exam-like conditions. You will leave this class with a firm understanding of how to prepare for the formal CDC certification exam.

Prerequisites: All courses required to sit for the exam

EHC400 Drawings for Electrified Hardware Systems

(24 hours) (72 CEP points)

Perhaps the most tedious aspect of electrified hardware systems is creating the final point-to-point wiring diagrams for all of the separate components. This course will teach you how to use correct industry symbols and drawing techniques to help you communicate the project's requirements more effectively with the installer.

Prerequisite: COR133 – Electrified Architectural Hardware

EHC420 EHC Exam Prep

(16 hours) (48 CEP points)

This course is designed to walk you through the exercises required to complete the Electrified Hardware Consultant (EHC) certification exam, under exam-like conditions. You will leave this class with a firm understanding of how to prepare for the EHC exam. You will be required to complete shop drawing exercises and a written exam that covers topics such as access control systems, CCTV terminology, principles of low-voltage electricity and specification writing.

Prerequisites: All courses required to sit for the exam

DAI600+ Fire and Egress Door Assembly Inspection

(32 hours) (96 CEP points)

Please see the applicable pages of DHI's *Education Resource Guide* for the full DAI600 course description.

Prerequisites: SSC100 – Fundamentals of Architectural Doors and Hardware Self-Study Course
COR113 – Architectural Hardware and Applications
COR140 – Using Codes and Standards

+ Students attending these classes are required to bring reference materials that pertain to the class exercises.

Please use DHI's online *Education Resource Guide* found at www.dhi.org for the complete list of required materials.



Grow Your Career With Us in 2012

Chart your progress for DHI Diplomas and Certifications as you go.

<h2 style="text-align: center;">CHART OF REQUIRED COURSES FOR DIPLOMAS</h2>		DIPLOMAS			
		Fundamentals of Construction Documents	Fundamentals of Estimating	Fundamentals of Detailing	Fundamentals of Project Management
REQUIRED COURSES	COURSE No.				
<i>*Please see page 11 for the corresponding prerequisite course(s).</i>					
Fundamentals of Architectural Doors and Hardware Self-Study Course	SSC100	X	X	X	X
Understanding and Using Construction Documents	COR103*+	X	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
Using Door and Frame Standards	CDC300		X	X	X
Detailing Doors and Frames	CDC305*			X	X
Detailing Hardware	AHC205*			X	X
Advanced Detailing Hardware	AHC207*			X	X
Masterkeying	AHC200				X
Installation Coordination and Project Management	COR153*+				X
Material Purchasing Concepts	COR160				X

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

CHART OF REQUIRED COURSES FOR CERTIFICATION

CERTIFICATIONS

REQUIRED COURSES <i>*Please see page 11 for the corresponding prerequisite course(s).</i>	COURSE No.	Architectural Hardware Consultant (AHC)	Certified Door Consultant (CDC)	Electrified Hardware Consultant (EHC)
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		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
ELECTIVE COURSES <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			
OPTIONAL COURSES <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. Before taking our Exam Prep Class, students must pass all courses required to sit for the certification exam.</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 National Education

REGISTRATION FORM

April 29-May 6 2012 • Lansdowne, VA

Register NOW for "Early Bird" Pricing!
Special "Early Bird" Pricing Offer Ends March 26, 2012

DIRECTIONS:

- Circle course(s) attending.
- Add up total at bottom of form.
- Complete Part 2 of this two-page form.
- Sign and mail to DHI or fax to: 703/222-2410.

EXAMPLE:

Price	
Member	Non-Member
\$1895	\$2395
\$650	\$870

ENROLLMENT INFORMATION

Course Title (Course Number)	Date(s)**	"Early Bird" Member Price thru 3/26/12	Member Price	Non-Member Price	TOTAL
Fire and Egress Door Assembly Inspection (DAI600)**	Apr. 29-May 2	\$2245⁺	\$2245 ⁺	\$2745 ⁺	\$ _____
Understanding & Using Construction Documents (COR103)*	April 30	\$345	\$370	\$445	\$ _____
Architectural Hardware & Applications (COR113) ⁺	May 1-3	\$1035⁺	\$1110 ⁺	\$1335 ⁺	\$ _____
Door and Frame Applications (COR120) ⁺	May 4-5	\$690⁺	\$740 ⁺	\$890 ⁺	\$ _____
Takeoff and Estimating (COR125)*	Apr. 29-30	\$740⁺⁺	\$790 ⁺⁺	\$940 ⁺⁺	\$ _____
Electrified Architectural Hardware (COR133)	Apr. 29-May 3	\$1875⁺⁺	\$2000 ⁺⁺	\$2375 ⁺⁺	\$ _____
Using Codes and Standards (COR140) ⁺	May 3-5	\$1035⁺	\$1110 ⁺	\$1335 ⁺	\$ _____
Principles of Specification Writing (COR145) ⁺	Apr. 29	\$345⁺	\$370 ⁺	\$445 ⁺	\$ _____
Installation Coordination and Project Management (COR153)**	Apr. 30-May 1	\$690⁺	\$740 ⁺	\$890 ⁺	\$ _____
Material Purchasing Concepts (COR160) ⁺	May 2	\$345⁺	\$370 ⁺	\$445 ⁺	\$ _____
Professional Sales (COR165)	May 3	\$345	\$370	\$445	\$ _____
Masterkeying (AHC200)	May 6	\$345	\$370	\$445	\$ _____
Detailing Hardware (AHC205)**	May 1-3	\$1035⁺	\$1110 ⁺	\$1335 ⁺	\$ _____
AHC Exam Prep (AHC220)**	May 4-6	\$1035⁺	\$1110 ⁺	\$1335 ⁺	\$ _____
Using Door and Frame Standards (CDC300) ⁺	May 6	\$345⁺	\$370 ⁺	\$445 ⁺	\$ _____
Detailing Doors and Frames (CDC305)*	May 4-5	\$690	\$740	\$890	\$ _____
CDC Exam Prep (CDC315)**	May 4-5	\$690⁺	\$740 ⁺	\$890 ⁺	\$ _____
Drawings for Electrified Hardware Systems (EHC400)	May 4-6	\$1035	\$1110	\$1335	\$ _____
EHC Exam Prep (EHC420)*	May 3-4	\$690	\$740	\$890	\$ _____

TOTAL AMOUNT DUE \$ _____ +++

* See DHI's *Education Resource Guide* as well as this Registration Form for complete information regarding course prerequisites.

** All courses begin at 8:00 am and end at 5:30 pm (daily). Punctual and complete attendance is mandatory.

+ Students attending these classes are required to bring reference materials which will pertain to the class exercises. See DHI's online *Education Resource Guide* found at www.dhi.org for the complete list of required reference materials used during classes.

++ An additional \$100 has been added to the cost of the COR133 tuition to support the cost of the consumable class materials, as well as the cost of an ohm meter that the student will get to use in class and take home for future use. A grading fee has been built into class exams that require hand grading (COR125 or COR133 = \$50 and CDC310 = \$100). This fee applies to all types of education: National, Chapter, In-house Online, and Challenge Exams (including Challenge Exams granted for failed face-to-face classes).

+++ For more details, see the TUITION POLICIES section located under IMPORTANT INFORMATION.

DHI National Education REGISTRATION FORM

April 29-May 6 2012 • Lansdowne, VA



Register online at www.dhi.org.
Registrations MUST be received by April 15, 2012.

NAME		NAME FOR BADGE	
TITLE		MEMBERSHIP STATUS <input type="checkbox"/> DHI Member I.D. Number _____ <input type="checkbox"/> Non-Member	
COMPANY		ADDRESS	APT./SUITE NO.
CITY		STATE/PROVINCE	ZIP/POSTAL CODE
TELEPHONE	FAX	EMAIL (REQUIRED**)	
PAYMENT INFORMATION			
PAYMENT METHOD <input type="checkbox"/> Check enclosed, payable in U.S. dollars to Door and Hardware Institute <input type="checkbox"/> Please charge my: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX			
CARD NUMBER	EXPIRATION DATE	TOTAL AMOUNT DUE \$ _____ +++	
CARD HOLDER'S NAME (Print name as it reads on card)	SIGNATURE		
CREDIT CARD BILLING ADDRESS <input type="checkbox"/> Check if the credit card billing address is the same as address listed for student above. If different, please note credit card billing address below:			
ADDRESS			APT./SUITE NO.
CITY	STATE/PROVINCE	ZIP/POSTAL CODE	

** All courses begin at 8:00 am and end at 5:30 pm. Punctual and complete attendance is mandatory.

*** Provide current email address. All registration confirmations AND exam results are sent [via email](#).

+++ For more details, see the TUITION POLICIES section located on page 2 under IMPORTANT INFORMATION.

**PLEASE COMPLETE PARTS 1 & 2 OF THIS FORM
AND RETURN TO:**

Door and Hardware Institute
14150 Newbrook Drive, Suite 200
Chantilly, VA 20151
Phone: 703/222-2010 • Fax: 703/222-2410
or
Register online at www.dhi.org

Accounting use only.