



# DHI's Continuing Education Program (CEP)

As an *Architectural Hardware Consultant (AHC)*, *Certified Door Consultant (CDC)*, *Architectural Openings Consultant (AOC)* or *Electrified Hardware Consultant (EHC)*, you have proven your skills to the architectural openings industry. Your technical knowledge of this industry gives you an edge over the competition. Participation in the Continuing Education Program further advances that competitive advantage.

As a consultant participating in the Continuing Education Program, you are obligated to earn 100 points throughout a three-year period in order to renew your Seal. Consultants receiving credentials after January 1, 2005, must participate in order to maintain their credentials.

Just as earning your credentials was an important career goal, staying proficient at your craft and maintaining your knowledge of product changes, code updates, and current initiatives that impact the openings industry is equally vital to maintaining the overall integrity of DHI's credentialing program.

## There are MANY ways to earn CEP points.

Below is a comprehensive listing of CEP opportunities:

### I. TECHNICAL CEP COURSES (a minimum of 80 out of the 100 points)

- |  |                      |
|--|----------------------|
| 1. Attendance at any DHI Technical Education Program   | As Assigned*         |
| 2. Seminar sponsored by related organizations<br>(AIA, ALOA, ASA, ASIS, CSI, NFPA, SIA, Model Code Groups) | As Assigned          |
| 3. Chapter educational program   | As Assigned          |
| 4. Attendance at educational programs held during DHI convention   | As Assigned per year |
| 5. Manufacturer-sponsored technical training programs  | As Assigned          |

\*See DHI's online Education Resource Guide ([www.dhi.org](http://www.dhi.org)) for CEP values assigned to each course.

#### A. SPEECHES, INSTRUCTION AND OTHER PROGRAM PARTICIPATION

- |   | <u>POINTS ALLOWED</u>   |
|---|-------------------------|
| 1. Participation as an instructor at any DHI national education program   | 4 points per hour       |
| 2. Instructor at a chapter-sponsored education program, any courses related to the industry sponsored by a fully accredited college or university, or a technical school guest instructor | 4 points per hour       |
| 3. Presentation of a manufacturer product-oriented seminar  | 2 points per hour       |
| 4. Grading consultant exams   | 8 points per exam       |
| 5. Completion of "Tech Tip" from <i>Doors &amp; Hardware</i> magazine   | 3 points per "Tech Tip" |
| 6. Technical article published  | 10 points each article  |
| 7. <i>TechTalk</i> or Handbook authoring  | 30 points each          |

### II. NON-TECHNICAL ACTIVITIES (a maximum of 20 out of the 100 points)

- |   | <u>POINTS ALLOWED</u>       |
|---|-----------------------------|
| <b>A. ACTIVE MEMBERSHIPS</b> In any of the following<br><b>Industry- related organizations:</b><br>AIA, ALOA, ASA, ASIS, CSI, DHI, NFPA, SIA, and Model Code Groups | 2 points per year per group |
| <b>B. ATTENDANCE AT DHI MEETINGS</b>  |                             |
| 1. Attendance at DHI Conference & Exposition  | 2 points per year attended  |
| <b>C. SERVICE AS AN OFFICER, GOVERNOR, CHAIRMAN,<br/>LIAISON OR COMMITTEE MEMBER</b>  |                             |
| 1. Each year as a national officer or governor  | 4 points per year           |
| 2. Each year as member of a national committee or task force  | 2 points per year           |
| 3. Each year as a chapter officer or committee chairperson  | 2 points per year           |
| 4. Attendance at DHI Chapter Leadership Conference  | 4 points per year           |

(Continued comprehensive listing of CEP opportunities...)

	<u>POINTS ALLOWED</u>
<b>D. OTHER</b>	
1. Proctoring certification exams	2 points per day
2. Attendance at DHI Education Foundation's Forum for the Future	2 points per year
<b>E. PUBLISHED ARTICLES IN <i>DOORS &amp; HARDWARE</i> MAGAZINE OR RELATED INDUSTRY TRADE JOURNALS</b>	
1. Non-technical article published	4 points each article
<b>F. OUTSTANDING ACHIEVEMENT AND CONTRIBUTIONS TO THE INDUSTRY (National or Local)</b>	
1. Award, merit, or special recognition	5 points each award

## Frequently Asked Questions about the CEP Program

### What are the requirements for the CEP Program?

You are responsible for accurately recording your accumulated points and reporting them to DHI at renewal time. However, if you do not earn the requisite points during the three-year period, you have the option of taking an alternate examination.

### The 80/20 Rule

Participants must acquire a total of 100 CEP points in a three-year period. Of those 100 points, a minimum of **80** points must be technical (attendance at events or other qualifying programs where generic technical information is presented), and a maximum of **20** points may be non-technical (chapter business meeting attendance or industry events where non-technical information is presented).

### If I pass a Challenge Exam, do I earn CEP points?

Taking and passing a Challenge Exam will earn you a significant amount of CEP points. The formula for calculating your points is: For each hour of class time a Challenge Exam is worth, 1 CEP point will be earned. (**Example: COR120** is a 2-day class, and there are 8 hours in a class day. Therefore, the 16-hour class would translate to 16 CEP points earned for passing the **COR120** Challenge Exam.) *Please note that the tracking and documenting of earned CEP points is the responsibility of the student.*

### How do I complete the "Tech Tips" series in *Doors & Hardware* magazine?

For the 2010 calendar year, the DHI "Tech Tips" will focus on specification writing. Consultants who are regularly engaged in writing door, frame, and hardware specifications will find some of the "Tech Tips" immediately useful in their daily work. Others will find these "Tech Tips" as a means to refresh their specification writing knowledge as they practice honing their skills in preparation for achieving another level of certification or making a change in their professional career.

Regardless of which category of "Tech Tip" reader you fall into, it is necessary to have a copy of the Construction Specifications Institute's (CSI) *The Project Resource Manual (PRM): CSI Manual of Practice (fifth edition)*, to successfully complete the monthly assignments. (*NOTE: Copies of CSI's PRM can be purchased directly from CSI at [www.csinet.org](http://www.csinet.org) or on DHI's web site at [www.dhi.org](http://www.dhi.org) for \$295, plus applicable shipping and handling charges. CSI members can save \$59 by purchasing the PRM directly from CSI.*)

Each monthly "Tech Tip" includes a reading assignment taken directly from the PRM, followed by an exercise that builds on the fundamentals and principles covered in the assignment. Exercises will include writing an article or two of a specification (e.g., doors, frames, and hardware), reading an excerpt from a specification and answering a series of questions based on the excerpted content, and answering a series of questions based on the information covered in the PRM reading assignments.

Installments of the 2006-2009 "Tech Tips" series are archived at [www.dhi.org](http://www.dhi.org) under the "publications" heading.