

DHI National Education

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DHI NATIONAL EDUCATION (Spring Session):

April 25, 2010-May 2, 2010

**NATIONAL CONFERENCE CENTER
LANSDOWNE, 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 25-May 2, 2010 • Lansdowne, VA

COURSE CURRICULUM

Track/Course Options	Sunday, April 25	Monday, April 26	Tuesday, April 27	Wednesday, April 28	Thursday, April 29	Friday, April 30	Saturday, May 1	Sunday, May 2
COR (6-day)		Architectural Hardware & Applications (COR113)	Architectural Hardware & Applications (COR113)	Architectural Hardware & Applications (COR113)	Using Codes and Standards (COR140) ⁺	Using Codes and Standards (COR140) ⁺	Using Codes and Standards (COR140) ⁺	
COR (8-day)	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)	Takeoff and Estimating (COR125)*	Takeoff and Estimating (COR125)*
COR (5-day)	Electrified Architectural Hardware (COR133)	Electrified Architectural Hardware (COR133)	Electrified Architectural Hardware (COR133)	Electrified Architectural Hardware (COR133)	Electrified Architectural Hardware (COR133)			
AHC (7-day)	Masterkeying (AHC200)	Detailing Hardware (AHC205)** ⁺	Detailing Hardware (AHC205)** ⁺	Detailing Hardware (AHC205)** ⁺	Advanced Detailing Hardware (AHC207)** ⁺	Advanced Detailing Hardware (AHC207)** ⁺	Advanced Detailing Hardware (AHC207)** ⁺	
AHC (5-day)		Principles of Specification Writing (COR145) ⁺	Writing Hardware Specifications (AHC215)** ⁺	Writing Hardware Specifications (AHC215)** ⁺	Writing Hardware Specifications (AHC215)** ⁺	Writing Electrified Hardware System Specifications (EHC415)*		
EHC (8-DAY)	Access Control and Electrified Hardware Systems (EHC405)*	Access Control and Electrified Hardware Systems (EHC405)*	Access Control and Electrified Hardware Systems (EHC405)*	Installing and Troubleshooting Electrified Hardware Systems and Access Control Devices (EHC410)*	Installing and Troubleshooting Electrified Hardware Systems and Access Control Devices (EHC410)*	Installing and Troubleshooting Electrified Hardware Systems and Access Control Devices (EHC410)*	EHC Exam Prep (EHC420)*	EHC Exam Prep (EHC420)*
Additional AHC Courses						AHC Exam Prep (AHC220)** ⁺	AHC Exam Prep (AHC220)** ⁺	AHC Exam Prep (AHC220)** ⁺
Additional EHC Courses						Drawings for Electrified Hardware Systems (EHC400)	Drawings for Electrified Hardware Systems (EHC400)	Drawings for Electrified Hardware Systems (EHC400)
DAI Course (4-day)	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)** ⁺				

* 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.

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 or unprofitable job.) This program provides estimators, detailers and project managers with the essential knowledge needed 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 used 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. 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 Building 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.

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

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

IMPORTANT INFORMATION

WHAT IS A TRACK? – A “track” is a series of two or more classes that are arranged in a sequence that provides the most educationally beneficial learning experience to the student.

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 student's skills and abilities in preparation for taking the certification exams. Exam Prep courses are considered elective courses. Before taking an Exam Prep class, 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, lunch, dinner, and refreshments.

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 where 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 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 22, 2010.

• A \$200.00 administration fee is applied to cancellations received from March 9, 2010 to March 22, 2010.

• After March 22, 2010 no refunds are allowed or honored.

• Prior to March 22, 2010 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 they may attend the current school. Either type of transfer incur a \$100 administrative fee. (Transfers occurring on or after March 22, 2010, incur the \$200

administrative fee.) Transfers of any kind may be done only once per school.

• Students owe the balance due if tuition rates change between the current school and the school that they are transferring their monies toward.

• 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 22, 2010, forfeit 100% of the class tuition. Notifications occurring from March 9 – March 22, 2010, incur the additional \$200 “late cancellation” administrative fee (bringing the cancellation fee total to \$300).

• Students who register for a class prior to fulfilling the course's prerequisite(s) have until March 8, 2010, to complete the course prerequisite(s). Students who do not satisfy this condition receive an automatic cancellation of registration on March 9, 2010, and will also incur the \$200 “late cancellation” administrative fee.

• A \$100 administration fee applies to cancellations (requested on or after March 9, 2010) 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 incur a \$200 administration fee should they switch their classes while attending the school.

DHI National Education Course Descriptions cont'd

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 myriad of 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.

Prerequisite: **COR140 - Using Codes and Standards**

AHC207 Advanced Detailing Hardware +

(24 Hours) (72 CEP points)

Building on the principles learned in AHC205 - Detailing Hardware, students are led through a series of challenging class exercises designed to develop decision making skills by selecting and detailing hardware products that meet the intended functions of door openings. Students learn the step-by-step sequence employed by AHCs as they evaluate door openings and select hardware products to create door assemblies in accordance with applicable codes and standards.

Prerequisites:

COR133 - Electrified Architectural Hardware

AHC205 - Detailing Hardware

AHC215 Writing Hardware Specifications +

(24 Hours) (72 CEP points)

Architectural Hardware Consultants (AHCs) are required to master the skills and techniques of writing professional construction specifications. Architects rely on professional consultants for technical expertise and expect them to be proficient in writing specifications. This course teaches you how to write clear, concise, correct and complete hardware specifications using the Construction Specifications Institute's (CSI) MasterFormat™ as a guide.

Prerequisite: **COR145 - Principles of Specification Writing**

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**

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 teaches use of correct industry symbols and drawing techniques to help you communicate the project's requirements more effectively with the installer.

EHC405 Access Control and Electrified Hardware Systems

(24 Hours) (72 CEP points)

Building security is one of the most important concerns for today's projects. This class teaches you how to incorporate and integrate electrically controlled hardware items into an access controlled security system. You will learn how to: Use controllers, Interface with auxiliary systems (including CCTV), Communicate with electrical and alarm systems professionals, Layout access control and electrified hardware systems

Prerequisite: **EHC400 - Drawings for Electrified Hardware Systems**

EHC410 Installing and Troubleshooting Electrified Hardware Systems and Access Control Devices

(24 Hours) (72 CEP points)

Proper installation of electrified hardware and access control devices is critical. Fire and life-safety requirements can be compromised when these products are incorrectly installed. This course covers how to direct the installation of electrified hardware and access control devices, as well as troubleshooting circuits and systems in the field. Learn how to: Use a multimeter to troubleshoot circuits, Review wiring diagrams, Read electrical blueprints, Verify

electrical connections, Field test systems, and Coordinate with other trades.

Note: Students are required to bring a digital multimeter (equal to WaveTek Model DM15XL).

Prerequisite: **EHC405 - Access Control and Electrified Hardware Systems**

EHC415 Writing Electrified Hardware Systems Specifications

(8 Hours) (24 CEP points)

Electrified hardware systems specifications require coordination with mechanical hardware and doors and frames, as well as communication, fire alarm, life safety and access control security systems. Learn to coordinate your electrified hardware systems specifications throughout the architect's project manual, using the Construction Specifications Institute's (CSI) MasterFormat™ as a guide.

Prerequisite: **COR145 - Principles of Specification Writing**

EHC420 EHC Exam Prep

(16 Hours) (48 CEP points)

This course is designed to walk you through the exercises required to complete the EHC certification exam, under exam-like conditions. You will leave this class with a firm understanding of how to prepare for the EHC exam.

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

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DIRECTIONS:

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

Example:

Price	
Member	Non-Member
\$1805	\$2395
\$650	\$870

ENROLLMENT INFORMATION

Course Title (Course Number)	Date(s)**	"Early Bird" Member Price thru 03/22/10	Member Price On and After 03/23/10	Non-Member Price	\$TOTAL
Fire and Egress Door Assembly Inspection (DAI600)**+	April 25, 26, 27, 28	\$2245	\$2245	\$2745	\$ _____
Understanding & Using Construction Documents (COR103)*	April 25	\$335	\$350	\$435	\$ _____
Architectural Hardware & Applications (COR113)	April 26, 27, 28	\$1005	\$1050	\$1305	\$ _____
Door and Frame Applications (COR120)	April 29, 30	\$670	\$700	\$870	\$ _____
Takeoff and Estimating (COR125)*	May 1, 2	\$670	\$700	\$870	\$ _____
Electrified Architectural Hardware (COR133)	April 25, 26, 27, 28, 29	\$1775 ⁺⁺	\$1850 ⁺⁺	\$2275 ⁺⁺	\$ _____
Using Codes and Standards (COR140) ⁺	April 29, 30, May 1	\$1005	\$1050	\$1305	\$ _____
Principles of Specification Writing (COR145) ⁺	April 26	\$335	\$350	\$435	\$ _____
Masterkeying (AHC200)	April 25	\$335	\$350	\$435	\$ _____
Detailing Hardware (AHC205)**+	April 26, 27, 28	\$1005	\$1050	\$1305	\$ _____
Advanced Detailing Hardware (AHC207)**+	April 29, 30, May 1	\$1005	\$1050	\$1305	\$ _____
Writing Hardware Specifications (AHC215)**+	April 27, 28, 29	\$1005	\$1050	\$1305	\$ _____
AHC Exam Prep (AHC220)**+	April 30, May 1, 2	\$1005	\$1050	\$1305	\$ _____
Drawings for Electrified Hardware Systems (EHC400)	April 30, May 1, 2	\$1005	\$1050	\$1305	\$ _____
Access Control and Electrified Hardware Systems (EHC405)	April 25, 26, 27	\$1005	\$1050	\$1305	\$ _____
Installing & Troubleshooting Electrified Hardware Systems and Access Control Devices (EHC410)	April 28, 29, 30	\$1005	\$1050	\$1305	\$ _____
Writing Electrified Hardware Systems Specs (EHC415)*	April 30	\$335	\$350	\$435	\$ _____
EHC Exam Prep (EHC420)*	May 1, 2	\$670	\$700	\$870	\$ _____

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 as well as take home for future use.

+++ See Tuition Policies detailed on Page 3 of this registration information.



DHI NATIONAL EDUCATION REGISTRATION FORM

DHI National Education

April 25-May 2, 2010 • Lansdowne, VA

DHI Member I.D. Number _____ Non-Member

Name _____ Name for Badge _____

Title _____ Company _____

Address _____ Apt/Suite No. _____

City _____ Province/ST _____ Zip/Postal Code _____

Telephone () _____ Fax () _____

E-mail (REQUIRED***) _____

** Courses run daily from 8:00 a.m. to 5:30 p.m.

*** Provide current e-mail address. All registration confirmations **AND** exam results are sent **via e-mail**.

Register online at www.dhi.org.

Registrations MUST be received by April 16, 2010

PAYMENT INFORMATION

PAYMENT: Check enclosed, payable in U.S. dollars to: Door and Hardware Institute
 Please charge my: Visa Master Card AMEX

TOTAL AMOUNT DUE \$ _____
 (carry over total from Part 1 of 2 Page Reg Forms)

Card Number _____ Expiration Date _____ / _____

Card Holder's Name (Print name as it reads on card): _____

Signature _____

CREDIT CARD BILLING ADDRESS:

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 _____ Province/ST _____ Zip/Postal Code _____

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.