

DHI EDUCATION RESOURCE GUIDE

FLEXIBLE • CONVENIENT • AFFORDABLE



2017 EDITION

DHI's EDUCATION RESOURCE GUIDE

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DHI EDUCATION

Whether your goal is to become a DHI-certified consultant or simply to gain knowledge and skills that will benefit you in your current or prospective position, DHI has the educational offering to suit your needs. New to the industry, seasoned veteran, or life-long learner, you can select the subject that best meets your interest. As your professional goals change, you will have the ability to continue your education without repeating subjects already mastered.

You can take advantage of new courses designed to keep you current with trends and issues in today's commercial construction industry.

Those with DHI certifications requiring participation in the Continuing Education Program (CEP) can earn points in order to maintain their registration in the program. DHI strives to provide the best quality instruction for those who supply, detail, and specify in the commercial construction industry.



OPTIONS TO PURSUE YOUR EDUCATION

TRADITIONAL FACE-TO-FACE LEARNING OPPORTUNITIES

TECHNICAL SCHOOL

Learn from experienced instructors with first-hand industry knowledge in a traditional learning format, i.e., face-to-face classes. Bring your questions to the experts, network with your peers, and go back to your office with the essentials, and tailor them to your workplace.

CHAPTER EDUCATION

The DHI Chapter Education system allows chapters to purchase the instructor and student materials for many of DHI's training courses that are held at the Technical School, as well as micro-courses that are 2-4 hours long. The instructor manuals have dedicated notes that will guide qualified instructors through the presentation. Included with the training materials is access to the online end-of-class exam that will be graded automatically to recognize those students who successfully complete the class. Students passing a chapter-delivered class will receive full recognition for the class just like students who attend DHI's technical class sessions. This program makes DHI's education easily accessible to local members by reducing travel and time away from the office.

IN-HOUSE EDUCATION

Education for you and your colleagues is available in the convenience of your office. The In-House Training program allows DHI corporate members to purchase the instructor and student materials for many of DHI courses including the micro-courses and, using qualified instructors from within their company or the local area, offer DHI's education to their employees in a traditional face-to-face format. Included with the training materials is access to the online end-of-class exam that will be graded automatically to recognize those students who successfully complete the class. Students passing an in-house delivered class will receive full recognition for the class just like students who attend DHI's technical class sessions. This program is designed to facilitate employees' education without leaving work!

OPTIONS TO PURSUE YOUR EDUCATION

ONLINE LEARNING OPPORTUNITIES

ONLINE SELF-PACED EDUCATION

Take advantage of DHI's growing number of online self-paced education courses. Many of DHI's knowledge based classes are available in a "learn at your own pace" environment, with audio and visual elements to enhance your learning experience. Most include an end of class exam that is completed by the student and graded immediately online, recording the successful completion in the student's DHI record.

ONLINE INSTRUCTOR-LED EDUCATION

Online instructor-led skills development classes provide students the detailed technical training and interaction with instructors without having to travel. Conducted in DHI's TopClass learning management system, students can share exercises with instructors for review of progress and since each session is recorded as a podcasts they are available for students to go back and review sessions at their convenience.

HYBRID LEARNING OPPORTUNITIES

COHORT PROGRAMS

A Cohort program requires all students to begin at the same time, and includes a variety of learning styles. Students complete some online self-paced course work, online instructor-led, and traditional face to face work to confirm understanding. The DHT program is not yet available, but will be presented as a cohort program.

ADVANCED LEVEL HYBRID COURSES

Based on the Online Instructor-led Education model, the Hybrid classes developed for Advanced Level Courses provide the convenience of online education without lengthy travel requirements, by either starting or ending the course with face-to-face industry expert led discussions and training to confirm understanding. With the added advantage of being able to review podcasts, these skills development courses provide the benefit of time to review and assimilate material.

DHI EDUCATION COURSE DESCRIPTIONS

COR101

Fundamentals of Architectural Doors and Hardware

Online Self-Paced Course – 30 Hours

No CEP points available for this introductory course.

Purpose: This course is an introduction to the world of architectural doors and hardware products for those who are new to the industry or who have limited exposure to the broad range of products used in this industry.

Lesson 1: Hollow Metal Doors and Frames

This lesson introduces you to the terminology, components, and materials used to manufacture hollow metal doors and frames.

Lesson 2: Architectural Wood Doors

Students learn the terminology, components, and materials used to manufacture flush and stile and rail architectural wood doors.

Lesson 3: Materials and Finishes

This lesson describes the common metals, materials, and finishes used in the builders hardware industry.

Lesson 4: Hand the Door

This lesson teaches students how to properly hand doors, door frames, and hardware products using industry- standard terms and abbreviations.

Lesson 5: Hang the Door

This lesson introduces students to the builders hardware items that are used to carry the weight of the door leaves and the hardware items attached to them.

Lesson 6: Secure the Door – Door Bolts

This lesson describes the different types of door bolts used to secure the inactive leaves of pairs of doors.

Lesson 7: Secure the Door – Locks and Latches

This lesson focuses on the different types of builders hardware locks and latches used to secure door openings.

Lesson 8: Secure the Door – Panic Hardware and Fire Exit Hardware

This lesson explains the differences between panic hardware and fire exit hardware devices and teaches students when and how exit devices are used to meet the life safety requirements of building, fire, and life safety codes.

Lesson 9: Secure the Door – Cylinders and Keying

This lesson explains the different types of cylinders used in builders hardware and provides students with a working understanding of pin tumbler cylinders as well as how masterkeying is designed to provide convenience to the building's occupants.

Lesson 10: Control the Door

This lesson describes surface mounted and concealed door closers that are used to control the opening and closing speeds of door leaves.

Lesson 11: Protect the Door

This lesson teaches students the various products (e.g., protection plates, door pulls, edge guards) that are used to protect door openings from being dented and scratched.

Lesson 12: Electrified Architectural Hardware

This lesson provides students with a base-level understanding of the principles of basic electricity and how it is used to modify the functions of builders hardware items to enhance accessibility and maintain security in today's buildings.

COR102

Introduction to Building Codes

Online Self-Paced Course – 8 Hours

No CEP points available for this introductory course.

Purpose: This course is an introduction to building codes and the role architectural doors and hardware play in them. It is intended for those who are new to the industry or who have limited exposure to the codes used in the commercial hardware industry.

COURSE DESCRIPTIONS • CORE CURRICULUM

COR103

Understanding and Using Construction Documents

Online Self-Paced Course – 8 Hours – 24 CEP Points
Face to Face Course – 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 as they perform their duties. 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.

You will learn how to:

- Read architectural drawings
- Use an architectural scale
- Determine the scope of work
- Use addenda
- Request change orders
- Find specific information in specifications and drawings
- Determine what materials are required on a project
- Identify conflicts between specifications and drawings
- Coordinate your work with related trades

COR117

Door and Frame and Architectural Hardware Applications

Face to Face Course – 32 hours 96 CEP Points

Today's 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 the doors and frames (e.g., hollow metal, wood, and aluminum) in use today. Many hardware items can be employed in more than one application, and knowing which application is correct for a particular opening will make you indispensable to your customers and clients. A sample assortment are shown in this course to help you identify many of the hardware items in use today.

You will learn how to:

- Read door and frame details
- Determine wall/partition construction
- Select frame types and anchors
- Explain different types of door and frame construction
- Use door accessories (e.g., lite kits, louvers)
- Size special-purpose hinges (e.g., wide-throw)
- Learn the application of raised-barrel hinges and swing-clear hinges
- Select proper strike plates
- Size push/pull bars
- Resolve closer/overhead stop/holder conflicts
- Size thresholds and saddles

COR125

Takeoff and Estimating

Face to Face Course – 16 Hours – 48 CEP Points

Recommended prior courses:

COR103 – Understanding and Using Construction Documents

COR117 – Door and Frame and Architectural Hardware Applications

Profitability of a company often hinges on the accuracy and efficiency of the bids that estimators turn out.

Overprice, and your bid will not be considered; underprice, and you will have more work than you need, and you will consistently lose money with each project. This course introduces you to material takeoff techniques and estimating skills that will help you become a more accurate and efficient estimator.

You will learn how to:

- Perform material takeoffs
- Prepare Requests for Information (RFI)
- Prepare Requests for Substitutions
- Calculate overhead costs
- Apply mark-ups
- Prepare estimates

COURSE DESCRIPTIONS • CORE CURRICULUM

COR133

Electrified Architectural Hardware

Face to Face Course – 40 Hours – 120 CEP Points

Recommended prior courses:

COR117 – Door and Frame and Architectural Hardware Applications

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 to hook up these components through the hands-on labs.

You will learn how to:

- Coordinate voltage and amperage requirements
- Draw elevation, logic, and point-to-point wiring diagrams
- Write operational descriptions
- Troubleshoot circuits

COR140

Using Codes and Standards

Face to Face Course – 24 Hours – 72 CEP Points

Recommended prior courses:

COR117 – Door and Frame and Architectural Hardware Applications

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 professional and personal commitment.

This course covers NFPA 80, Standard for Fire Doors and Other Opening Protectives (2013 edition), NFPA 101, Life Safety Code (2012), ICC/ANSI A117.1, Usable and Accessible Buildings and Facilities (2009 edition), and International Building Code (2012 edition).

You will learn how to:

- Tell the difference between codes and standards
- Look up information
- Interpret codes and standards
- Determine requirements for fire-rated openings
- Determine requirements for means of egress openings

Student supplied materials necessary. See chart on pg. 15

COR147

Introduction to Specification Writing

Face to Face Course – 24 Hours – 72 CEP Points

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

"Practice makes perfect," as the saying goes, and this course teaches students how to practice writing door, frame, and hardware specifications. Nearly two days of practical exercises are included in this course.

You will learn how to:

- Follow CSI SectionFormat™
- Use proper specification terminology and language
- Properly reference DIVISION 1 GENERAL sections
- Write clear, concise, correct, and complete specifications
- Identify methods of specification writing (e.g., descriptive, performance, proprietary, reference)

Student supplied materials necessary. See chart on pg. 15

COURSE DESCRIPTIONS

COR153

Installation Coordination and Project Management

Face to Face Course – 16 Hours – 48 CEP Points

Recommended prior courses:

COR103 – Understanding and Using Construction Documents

COR117 – Door and Frame and Architectural Hardware Applications

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.

You will learn how to:

- Reduce callbacks and backcharges
- Present proper installation techniques
- Describe common installation problems
- Improve customer relationships and satisfaction
- Increase profitability on your projects
- Avoid common project management problems
- Improve customer relationships and satisfaction

COR160

Material Purchasing Concepts

Face to Face Course – 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 need 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 materials purchases with the project and manufacturing schedules.

You will learn how to:

- Format purchase orders
- Confirm factory discounts
- Review acknowledgements
- Minimize freight charges
- Coordinate project and manufacturing schedules

COURSE DESCRIPTIONS

AHC200

Masterkeying

Face to Face Course – 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 all of the bases: 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.

You will learn how to:

- Explain capabilities and limitations of key systems
- Determine the correct keying level based on owner requirements
- Organize and conduct a keying meeting
- Identify existing key systems and their expansion potential
- Communicate the owner's keying requirements to the factory

AHC205

Detailing Hardware

Face to Face Course – 24 Hours – 72 CEP Points

Recommended prior courses:

COR117 – Door and Frame and Architectural Hardware Applications

COR140 – Using Codes and Standards

Perhaps the most necessary skill you can develop in our industry is learning how to properly create detailed hardware schedules. Coordinating the myriad 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.

You will learn how to:

- Create proper headings for hardware sets
- List hardware items in the correct sequence and format
- Write detailed hardware sets
- Prepare hardware schedule submittals
- Coordinate hardware with doors and frames

Student supplied materials necessary. See chart on pg. 15

AHC207

Advanced Detailing Hardware

Hybrid Online Instructor-led and Face to Face Course

16 Hours FTF and 12 Hours OLIL

Face to Face Course – 40 Hours

100 CEP Points

Recommended prior courses:

COR117 – Door and Frame and Architectural Hardware Applications

COR133 – Electrified Architectural Hardware

AHC205 – Detailing Hardware

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

You will learn how to:

- Identify intended functions of complex door openings
- Select hardware products for complex openings
- Create detailed hardware sets
- Include elevation diagrams for openings with electrified hardware
- Create a cover page, template list, abbreviations and symbols list, etc.

Student supplied materials necessary. See chart on pg. 15

COURSE DESCRIPTIONS

AHC215

Writing Hardware Specifications

*Hybrid Online Instructor-led and Face to Face Course -
16 Hours FTF and 12 Hours OLIL
Face to Face Course - 40 Hours
100 CEP Points*

Recommended prior courses:

COR117 – Door and Frame and Architectural Hardware Applications

COR133 – Electrified Architectural Hardware

COR140 – Using Codes and Standards

COR147 – Introduction to Specification Writing

AHC205 – Detailing Hardware

AHC207 – Advanced Detailing Hardware

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.

You will learn how to:

- Organize your specifications
- Use correct specification language
- Create hardware specification sets
- Write complete hardware specifications
- Coordinate work in other sections
- Address product substitutions
- Coordinate specifications for electrified hardware and access control systems

Student supplied materials necessary. See chart on pg. 15

AHC220

AHC Exam Prep

Face to Face Course – 24 Hours – 72 CEP Points

Students pursuing the Architectural Hardware Consultant (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.

You will be required to:

- Complete timed scheduling and specification exercises
- Complete timed written exam questions

Student supplied materials necessary. See chart on pg. 15

COURSE DESCRIPTIONS

CDC300

Using Door and Frame Standards

Face to Face Course – 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.

This class covers the following industry standards:

- Steel Door Institute's (SDI) A250 Series of Product Standards
- Hollow Metal Manufacturers Association (HMMA) 800 Series of Product Standards
- Window and Door Manufacturers Association (WDMA) I.S. 1-A & I.S. 6-A
- Architectural Woodwork Institute (AWI) Quality Standards, 8th Edition, Ver. 2.0, 2005
- Builders Hardware Manufacturers Association (BHMA) A115 & A115W Series of Product Standards

Student to provide additional reference materials. See chart on pg. 15

CDC305

Detailing Doors and Frames

Face to Face Course – 16 Hours – 48 CEP Points

Recommended prior courses:

COR117 – Door and Frame and Architectural Hardware Applications

COR140 – Using Codes and Standards

Proficiency in creating shop drawings only comes through practice and attention to detail. This course introduces students to the techniques and skills necessary to become an expert detailer.

You will learn how to:

- Create door and frame shop drawings
- Prepare door and frame submittals
- Illustrate door opening details
- Coordinate hardware templating requirements

CDC310

Writing Door and Frame Specifications

Face to Face Course – 24 Hours – 72 CEP Points

Recommended prior courses:

COR147 – Introduction to Specification Writing

CDC300 – Using Door and Frame Standards

Door and frame specifications require as much attention to detail as other specification sections. Fire-rated openings (both neutral and positive pressure tested) require particular attention to construction, labeling requirements, reinforcements, hardware preparations, glazing, and frame anchors. These specifications must be carefully coordinated with other specifications to ensure that the proper materials are provided. This course teaches you how to write clear, concise, correct, and complete door and frame specifications using the Construction Specifications Institute's MasterFormat™ as a guide.

You will learn how to:

- Organize your specifications
- Use correct specification language
- Coordinate work in other sections
- Address product substitutions

Student to provide additional reference materials. See chart on pg. 15

CDC315

CDC Exam Prep

Face to Face Course – 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.

You will be required to:

- Complete shop drawing and specification exercises
- Complete written exam questions

Student to provide additional reference materials. See chart on pg. 15

COURSE DESCRIPTIONS

EHC400

Electrified Hardware Applications and Documentation

Face to Face Course – 24 Hours – 72 CEP Points

Recommended prior courses:

COR117 – Door and Frame and Architectural Hardware Applications

COR133 – Electrified Architectural Hardware

COR140 – Using Codes and Standards

AHC205 – Detailing Hardware

AHC207 – Advanced Detailing Hardware

One of the most important steps in detailing today's projects is creating the wiring drawings and diagrams and related documentation for door openings with electrified hardware. 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.

You will learn how to:

- Create point-to-point wiring diagrams
- Create logic diagrams
- Use relays to control circuits

EHC405

Access Control and Electrified Hardware Systems

Face to Face Course – 24 Hours – 72 CEP Points

Recommended prior courses:

COR117 – Door and Frame and Architectural Hardware Applications

COR133 – Electrified Architectural Hardware

COR140 – Using Codes and Standards

AHC205 – Detailing Hardware

AHC207 – Advanced Detailing Hardware

EHC400 – Electrified Hardware Applications and Documentation

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

EHC410

Installing and Troubleshooting Electrified Hardware Devices and Access Control Systems

Face to Face Course – 24 Hours – 72 CEP Points

Recommended prior courses:

COR117 – Door and Frame and Architectural Hardware Applications

COR133 – Electrified Architectural Hardware

COR140 – Using Codes and Standards

AHC205 – Detailing Hardware

AHC207 – Advanced Detailing Hardware

EHC405 – Access Control and Electrified Hardware Systems

Proper installation of electrified hardware and access control devices is critical for the security of building occupants. Fire and life safety requirements are frequently compromised when these products are incorrectly installed. This course teaches you how to direct the installation of electrified hardware and access control devices, as well as troubleshooting circuits and systems in the field.

You will learn how to:

- Use a multimeter to troubleshoot circuits
- Review wiring diagrams
- Read electrical blueprints
- Verify electrical connections
- Field test systems
- Coordinate with other trades

EHC420

EHC Exam Prep

Face to Face Course – 16 Hours – 48 CEP Points

This course is designed to take 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
- Complete written exam questions that cover topics such as access control systems, CCTV terminology, principles of low-voltage electricity, and specification writing

Student to provide additional reference materials. See chart on pg. 15

COURSE DESCRIPTIONS • FDAI CURRICULUM

DAI600

Fire and Egress Door Assembly Inspection

Face to Face Course – 24 Hours – 72 CEP Points

Recommended prior courses:

COR117 – Door and Frame and Architectural Hardware Applications

COR140 – Using Codes and Standards

The DAI600 course is quite comprehensive; therefore, one must have the prerequisite knowledge contained in the courses listed above. If you have significant experience in commercial doors, frames, and door hardware, you may not need to take COR117, former COR113 and COR120 courses.

Because the DAI600 course is based heavily on codes, and the codes are updated every three years, we strongly suggest that COR140 be taken prior to DAI600. Otherwise, your ability to understand and retain information from DAI600 may be compromised.

Fire and egress doors are an essential part of the safe means of egress for occupants of buildings. Ensuring that these door assemblies are properly maintained and able to perform their vital function requires persons with knowledge of and experience in these types of doors.

NFPA 80, Standard for Fire Doors and Other Opening Protectives (2013 edition), requires documented inspections of fire-rated door assemblies on an annual basis. NFPA 80 requires these inspections to be performed by qualified persons who are knowledgeable of the types of door assemblies being inspected. Swinging doors with builders hardware are the most common type of fire door assembly. They are also among the most complex due to the myriad materials and products that are used to create them. Their complexity is increased because of security and life safety functions, the accessibility, and the fire safety protection they provide.

Inspectors must thoroughly understand the dynamics of these assemblies in order to correctly evaluate them in the field.

In addition, the 2012 edition of NFPA 101, Life Safety Code™, includes inspection criteria that expand on NFPA 80's requirements for swinging fire doors and contains new requirements for inspecting egress door assemblies.

Understanding the role and responsibilities of the inspectors is just as important as understanding what is being inspected. Interacting with the building owner and the Authority Having Jurisdiction (AHJ) is paramount to ensuring that the respective parties clearly understand the inspection documentation and how to follow through with the necessary corrections in order to improve safety in their buildings and facilities.

This class will teach you how to perform and record these inspections, as well as provide tips for interacting with the owners and AHJs. In addition, upon passing this class, you will be invited to enroll in the Intertek Certified Fire and Egress Door Inspector program.

Learning Outcome Statements:

Upon successful completion of this class, students will:

- Be able to list inspection requirements of the 2013 edition of NFPA 80
- Be able to explain the inspector's role and responsibilities
- Be able to conduct safety inspections of swinging fire door assemblies with builders hardware
- Be able to create inspection records and summary inspection reports

Each student will receive Inspection Guideline materials that include:

- Guide to Annual Inspections of Swinging Fire Doors
- Field Reference Digest for Inspecting Swinging Fire Doors
- Inspection mirrors
- Door gap gauges

Student to provide additional reference materials. See chart on pg. 15

FDAI
Fire + Egress Door
Assembly Inspector

NECESSARY CLASS MATERIALS

STUDENT SUPPLIED MATERIALS The student may be notified prior to the class about specific items necessary in addition to the following.	COR140	COR147	AHC205	AHC207	AHC215	AHC220	CDC300	CDC310	CDC315	DAI600	EHC410	EHC420
NFPA80, Standards for Fire Doors and Other Opening Protectives (2013 edition)	●					●		●	●	●		●
NFPA101, Life Safety Code (2012 edition)	●					●		●	●	●		●
ICC/ANSI A117.1, Accessible and Usable Building and Facilities (2009 edition)	●					●		●	●	●		●
International Building Code (IBC 2012 edition)	●											
Catalogs or <i>electronic files</i> with technical information for hinges, mortise locks, door closers, fire exit hardware, panic hardware, protection plates, electrified hardware, hollow metal doors and frames, and flush wood doors		●	●	●	●	●						
Catalogs or electronic files for pivots, continuous hinges, concealed in the floor closers, door bolts, coordinators, overhead stops and holders and removable mullions, bored and mortise locks and latches, auxiliary locks, surface-mounted and overhead concealed door closers, low-energy door operators, door pulls, push bars, protection plates, Gasketing and thresholds, and door stops			●	●	●	●						
Catalogs or electronic files for electrified hardware (e.g. power supplies, card readers, key pads, motion detectors, power transfer devices)			●	●	●	●					●	●
Steel Door Institute's SDI Fact File (Suggested electronic format)				●			●					
Hollow Metal Manufacturers Association's (HMMA) Hollow Metal Manual							●					
Window and Door Manufacturers Association (WDMA) IS-1A (2011) Architectural Flush Wood Doors and IS-6A (2013) Architectural Stile and Rail Wood Doors							●					
Architectural Woodwork Institute's (AWI) Architectural Woodwork Standards (2nd edition) 2014							●					
Builders Hardware Manufacturers Association's (BHMA) A115 Standard for preparations in steel doors and frames and wood doors.				●	●		●					
Catalogs or electronic files for standard and custom hollow metal doors and frames, architectural flush and stile and rail wood doors, and aluminum doors and frames.								●	●			

CONTINUING EDUCATION PROGRAM

ONLINE SELF-PACED CONTINUING EDUCATION

CE1401 CODES AND STANDARDS UPDATES

Online Self-Paced Course, Approximately 15 hours – 50 CEP points

- NFPA 80: Standard for Fire Doors and Other Opening Protectives 2013 edition
- NFPA 101: Life Safety Code®, 2012 edition

CE1501 CODE UPDATE FOR SWINGING DOOR OPENINGS

Online Self-Paced Course, Approximately 2 hours – 10 CEP points

- 2015 International Building Code (IBC)

CE1601 CODE UPDATE FOR SWINGING DOOR OPENINGS

Online Self-Paced Course, Approximately 2 hours

- NFPA 101: Life Safety Code®, 2015 edition

ADDITIONAL EDUCATIONAL OFFERINGS – LOCAL EDUCATION

COR103 UNDERSTANDING AND USING CONSTRUCTION DOCUMENTS (8 hours)

COR113 ARCHITECTURAL HARDWARE AND APPLICATIONS (24 hours)

COR120 DOOR AND FRAME APPLICATIONS (16 hours)

COR125 TAKEOFF AND ESTIMATING (16 hours)

COR140 USING CODES AND STANDARDS (24 hours)

COR153 INSTALLATION COORDINATION AND PROJECT MANAGEMENT (16 hours)

COR160 MATERIAL PURCHASING CONCEPTS (8 hours)

AHC200 MASTERKEYING (8 hours)

AHC205 DETAILING HARDWARE (24 hours)

CDC300 USING DOOR AND FRAME STANDARDS (8 hours)

CDC305 DETAILING DOORS AND FRAMES (16 hours)

EHC400 DRAWINGS FOR ELECTRIFIED HARDWARE SYSTEMS (24 hours)

CE1503 INTERMEDIATE ELECTRIFIED ACCESS CONTROL (3 hours)

CE1504 ICC CODE UPDATE ROUNDTABLE (2 or 4 hours)

CE1505 MANAGING PROJECTS, TIME, MONEY, AND MATERIALS (4 hours)

CE1603 INTRO TO MASTERKEYING (2 hours)

EDUCATION POLICIES FOR TECHNICAL SCHOOLS

PAYMENT

Course payments must be received with your registration form.

Hotel packages are available for Technical Schools and you will need to book directly through the hotel. Further details will be included with registration information.

TUITION POLICIES

For the latest and most accurate information, please see the "Tuition Policies" section of the registration form for any upcoming classes or Technical Schools.

WAITLIST

Registrations are entered in the order they are received. Should a course sell out, registrants are placed on a waitlist upon receipt of a completed application. Those with full tuition payment are waitlisted first, followed by those with an application only. If waitlisted registrants are not able to receive placement in their first class choice, they may opt to transfer to another course, another class session, or seek a refund. (if applicable)

REQUIRED REFERENCES AND TECHNICAL CATALOGS FOR DHI CLASSES

Students may bring hard copy catalogs to the school or have them shipped in advance, or may bring them in an electronic format for viewing on the student laptop or tablet.

It's recommended if shipping materials to have them shipped directly to the hotel. If using electronic versions, it is recommended that they are downloaded in advance of arrival.

GRADING POLICIES

All grading/scoring will be done at DHI headquarters by DHI staff.

ONLINE EDUCATION TRANSCRIPT

Students can now track their progress through DHI's courses by viewing and/or printing their transcripts through the DHI website. To view your transcript, click on the **Education** button, then click on the **View Your Transcript** option, and follow the on-screen prompts to log in. Please contact DHI's Education Department at 703.222.2010 if you have questions regarding your educational transcript.

LAPTOPS/TABLETS

Laptops or tablets may be brought to classes. While wireless internet is typically available, it is recommended that all required reference material is downloaded prior to arrival. Additional materials are emailed to students prior to some classes and should be brought to the class. Some of the class exams are available to be taken online for immediate grading/feedback. You will be notified if a laptop is required for online testing.

COURSES FOR NEW CREDENTIALS

Courses are under development specifically for the new credentials. The existing education will apply as relevant knowledge for both the existing and new credentials as they are released. .

FREQUENTLY ASKED QUESTIONS

Are all class materials supplied by DHI?

No. In order to complete the required exercises, several of our classes require students to bring a significant number of manufacturers' technical manuals and/or product catalogs, as well as fire and life safety codes and standards and other important industry-specific reference documents. Refer to the Chart of Required Class Materials on page 15.

A certain number of catalogs and reference documents are available in digitized form. These electronic documents may be used in our classes, where permitted, provided that the students use their own computers or tablets and power cords with appropriate length for the classroom environment.

Students are responsible for shipping their books to and from the class sites.

Does the class tuition fee include hotel room and meal charges for the Technical Schools?

No. Class registration fees do not include hotel accommodations. There is a mandatory facility fee which covers the cost of food and beverage for some meals and breaks and other ancillary costs of the facility that DHI contracts to conduct the classes, and will vary from school to school depending on the property selected.

Can I leave a class early or start late?

No. Students attending our face-to-face classes are required to be in the classroom during designated class hours. Students who arrive late, leave early, or are absent for a substantial portion of the class are not permitted to take the end-of-class exam.

Can I use a computer for my face-to-face class exercises?

Yes. It is recommended that the students download all necessary reference material in advance of the class for use on their personal laptop or tablet. Wireless internet service is typically provided, but is not always reliable. Some classes require that a student bring a laptop to complete assignments and to complete the end of class exam.

Can I access my email when I am attending a DHI face-to-face class?

No. Internet access (email, browser, instant-messaging, etc.) is discouraged during in-class hours. Please keep this in mind if you have purchased electronic formats of any course materials and plan to use them in class, as permitted.

Do I have to pass the DHI classes?

Please refer to page 19—Certification and Education Policy Course requirements.

What is the passing score for DHI exams?

Students must achieve a minimum score of 75% in order to successfully complete DHI's classes and certification exams (e.g., AHC, CDC, EHC, and DHT).

Students attending the Fire Door Assembly Inspection class (DAI600) must achieve a passing score of 80%.

CERTIFICATION AND EDUCATION POLICY COURSE REQUIREMENTS

SEPTEMBER 2016

During the development of the new DHT/DHC/DHSC/ACSC credential and certification program, the DHI Certification Council, after careful consideration and deliberation, decided the award criteria for these new credentials and certifications to be simply the successful completion of the corresponding exam. This means there will not be a list of requisite courses a student must complete before taking the exam. While we highly recommend and believe most certification candidates will take the recommended DHI courses to properly prepare for the respective exam, we also recognize a student's knowledge can be gained by sources other than DHI, including manufacturer training, the student's employer, from mentors, and on the job training.

There will be exam prep courses available for all of the credentials, and they will include sample tests and information on what the student needs to be certain that they know in order to pass the exam. While these prep courses are not required they are certainly recommended.

Recently, the Certification Council decided to apply the same "successful completion of exam only" award criteria to our legacy AHC/CDC/EHC certifications. Therefore, effective immediately there is no longer a list of required courses or Challenge Exams a student must complete before taking a legacy certification exam. However, while not required we strongly suggest at a minimum that a student should take the corresponding exam prep course to confirm their understanding of the material they will face with the certification exam.

To further advance our educational strategic goals, the DHI Education Council recently amended our current education prerequisite policy. Curriculum prerequisites were established in 2005 to ensure that students enjoy a positive learning experience because they are properly prepared with the prerequisite knowledge or skill to follow the materials of the course in which they are enrolled.

Based on the concept that our students are adults in an advanced learning environment, and when provided with a proper description of the prerequisite knowledge or skill to be able to successfully complete a class, the students' choice to enroll, properly prepared or not, should be their individual choice. Subsequently, should they fail due to inadequate prerequisite knowledge or preparation then they must also be willing to accept those results. Therefore, effective immediately course prerequisites have been eliminated.

In order to best implement this policy change, DHI will better help students to make the correct decision about their preparedness to enroll in a course by providing a thorough description of the prerequisite knowledge or skill required, along with the learning outcome statements of the class being considered. Additionally, DHI will provide optional complimentary online Assessment Exams to help the student assess their readiness to take a class before enrolling.

DHI Staff stands ready to answer any questions or address concerns of a student prior to enrolling in a class. A realistic and guided assessment of the educational and work experience of a student will help them make the proper decision. Simply call any member of our Education team and they will be happy to help!

Thank you for your patience and understanding as we transition to this more progressive policy. This evolution is in keeping with our strategic vision for DHI education to become more available, affordable, user-friendly, and industry relevant!

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EDUCATION POLICY FOR CERTIFICATION

CERTIFICATION PROGRAM FEE

The certification program is one of DHI's most valuable membership benefits for our certified consultants who are active individual members of DHI, and it is included in their annual membership dues (at no additional cost). Consultants who are not active DHI individual members are required to pay the annual certification program fee 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) 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.

The professional certification program fee was instituted by the DHI Board of Governors (BOG) in 2006 to directly support DHI's advocacy, education and certification programs and activities.