DHI
EDUCATION RESOURCE GUIDE

FLEXIBLE • CONVENIENT • AFFORDABLE

DHI
Education
Your Career, Our Commitment

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 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 education in a variety of formats for those who specify, detail, supply, and service in the non-residential construction industry.

THE DHI EDUCATION AND CERTIFICATION TEAM

Hanne Sevachko | **Education Manager** | hsevachko@dhi.org | 703.766.7034

Valerie Gardner | **Education and Certification Coordinator** | vgardner@dhi.org | 703.766.7013

Laura Frye, AHC, DHT, CSI, CDT, CCS, FDAI | **Director of Education and Certification** | lfrye@dhi.org | 765.605.1270

Audrey Wyser, AHC, CSI, CDT | **Technical Manager** | awyser@dhi.org | 317.374.9492

DHI LEARNING OPPORTUNITIES

TECHNICAL SCHOOLS

Learn from experienced instructors with first-hand industry knowledge in traditional 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 Local Delivery 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 the end-of-class exam that will be graded and recorded 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 the end-of-class exam that will be graded and recorded 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!

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.

COHORT PROGRAMS

A Cohort program requires all students to begin and end at the same time with a targeted completion timeframe and includes a variety of learning styles. Students complete some online self-paced course work, online instructor-led sessions, and traditional face-to-face classes to complete the curriculum.

HYBRID COURSES

Hybrid classes provide the convenience of online education, minimizing lengthy travel requirements by either starting or ending the course with face-to-face industry expert-led training.

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 – 4 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

COR103
Understanding and Using Construction Documents

Online Self-Paced 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

COR125
Takeoff and Estimating

Face to Face Course – 16 Hours – 48 CEP Points

Recommended prior courses:
COR103 – Understanding and Using Construction Documents
COR117 – Door, 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

COR117
Door, 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 specify 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. An assortment of product samples are used 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

COR133
Electrified Architectural Hardware

Face to Face Course – 40 Hours – 120 CEP Points

Recommended prior courses:
COR117 – Door, 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

COURSE DESCRIPTIONS

COR140
Using Codes and Standards

Face to Face Course – 24 Hours – 72 CEP Points

Recommended prior courses:
COR117 – Door, 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 edition), and ICC/ANSI A117.1, Usable and Accessible Buildings and Facilities (2009 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

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 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)

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, 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, 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

AHC207
Advanced Detailing Hardware

Face to Face Course – 40 hours – 100 CEP Points

Recommended prior courses:
COR117 – Door, 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 Consultants (DHSCs) 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

AHC205
Detailing Hardware

Face to Face Course – 24 Hours – 72 CEP Points

Recommended prior courses:
COR117 – Door, 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 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

COURSE DESCRIPTIONS

AHC215
Writing Hardware Specifications

Face to Face Course – 40 Hours – 100 CEP Points

Recommended prior courses:
COR117 – Door, 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

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

DAI600
Fire and Egress Door Assembly Inspection

Face to Face Course – 24 Hours – 72 CEP Points

The DAI600 curriculum is focused on understanding the role and responsibilities of the fire and egress door inspectors as well as interacting with the building owner and the Authority Having Jurisdiction (AHJ). It is paramount to ensure that the respective parties clearly understand the inspection process and documentation and how to follow through with the necessary corrections to improve safety in their facilities.

This class will teach you how to perform and record these inspections, as well as provide tips for interacting with building owners and AHJs. It requires an intermediate level of understanding of door, frame, and hardware products and applications, and applicable code familiarity to conduct inspections.

Students of this course are recommended to have completed two specific DHI courses or have comparable knowledge or experience. The first critical course, *COR117- Door, Frame, and Architectural Hardware Applications*, is focused on products and their applications. If you have not taken this course but have significant experience in non-residential doors, frames, and hardware, a complimentary knowledge assessment exam is available to evaluate your readiness for the DAI 600 class. Because the DAI600 course is based heavily on understanding codes, which are updated every three years, we strongly suggest that the second course, *COR140 – Using Codes and Standards*, be taken prior to DAI600, and if not taken within the past three years, the DHI CEP code update classes also be taken.

You will learn how to:
- Perform visual inspections and conduct operational testing of swinging fire doors
- Authorize inspection reports for building owners and AHJ requirements
- Recommend corrective actions necessary in compliance with inspection requirements
- Interface with building owners and AHJs on inspection requirements and issues
- Understand NFPA 101 inspections, occupancy types, means of egress, special locking arrangements, capacity calculations, hazard contents, and perform egress inspections
- Provide Performance-Based option explanation and guidance
- Research manufacturers' labels and listings
- Provide instruction for the care and maintenance of components along with approved field modifications when necessary

After completing the DAI600 course, students may then register to take the FDAI certification computerized exam through Kryterion Testing Services at their convenience. Upon successful completion of DAI600 and the exam students will receive the credentials FDAI – Fire Door Assembly Inspector.

Students will receive the Guide to *Annual Inspections of Swinging Fire Doors* and *Field Reference Digest for Inspecting Swinging Fire Doors*, sample inspection reports, door gap gauge, and inspection magnet and mirror.

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, 2nd Edition, October 2014
- Builders Hardware Manufacturers Association (BHMA) A115 & A115W Series of Product Standards

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

CDC305
Detailing Doors and Frames

Face to Face Course – 16 Hours – 48 CEP Points

Recommended prior courses:
COR117 – Door, 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

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

COURSE DESCRIPTIONS

EHC400
Electrified Hardware Applications and Documentation

Face to Face Course – 24 Hours – 72 CEP Points

Recommended prior courses:
COR117 – Door, 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, 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 video surveillance)
- 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, 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, programming and integration of electrified hardware devices and access control systems is critical for the security of building occupants. Fire and life safety requirements are frequently compromised when these products are incorrectly installed and programmed. This course teaches you how to direct the installation, programming and integration of access control systems, with automatic door operators, intercom systems, and electrified door hardware, as well as troubleshooting circuits, systems and programming in the field.

You will learn how to:
- Develop wiring diagrams used to integrate access control systems with other products
- Set up and program a POE (Power over Ethernet) access control system on a local area network (practical assignment)
- Connect integrated and wireless locks, intercoms and automatic door operators and use auxilliary relays (practical assignments)
- Communicate wirelessly with the access control system you set up via mobile device
- Learn how to effectively coordinate and communicate effectively with other trades
- Review wiring diagrams, electrical plans and electrified products on hardware schedules
- Identify typical installation problems affecting performance of electrified products
- Verify electrical connections
- Troubleshoot circuits using multimeters
- Field test systems and access control software

STUDENTS ARE REQUIRED TO BRING A LAPTOP OR TABLET, AND A HANDHELD MOBILE DEVICE (CELLPHONE)

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, video surveillance terminology, principles of low-voltage electricity, and specification writing

STUDENT-SUPPLIED CLASS MATERIALS

Student Manuals and other materials are furnished as part of the class tuition. Several classes require students to bring product information, codes, standards and other important materials noted as follows:	COR140	COR147	COR153	AHC205	AHC207	AHC215	AHC220	CDC300	CDC310	CDC315	DAI600	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)	●						●		●	●	●	●
Catalogs or electronic files 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, 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, 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 (2013) 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 COURSES

ONLINE SELF-PACED CONTINUING EDUCATION COURSES

CE1401 NFPA101-2012 CODE UPDATES

CE1501 IBC-2015 CODE UPDATES

CE1601 NFPA101-2015 CODE UPDATES

CE1701 NFPA80-2013 CODE UPDATES

COURSES DESIGNED FOR LOCAL DELIVERY

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)*

Refer to **www.dhi.org** for a continually updated list of continuing education courses available online or for local delivery.

EDUCATION PROGRAM POLICIES

TUITION POLICIES

1. Tuition payment must be received with registration to ensure a place in a course. Confirmation of registration after receipt of payment will be provided.

2. Registrations are confirmed in the order they are received. Should a course sell out, registrants are placed on a waitlist in order of receipt of a completed application, with those applicants with full tuition payment waitlisted first, followed by those with an application only. If waitlisted registrants with paid tuition are not placed in their first choice of course, they may opt to transfer to another current course or a future course with full credit, or receive a full refund.

3. For cancellations received up until 4 weeks prior to the start of a Technical School, either a 95% refund or a 100% credit for future courses is available.

4. For cancellations received within 4 weeks of the start of a Technical School, a 90% credit only will be applied to a future course.

5. Once a Technical School begins, no refunds nor credit will be given for missed or non-completed courses. Special circumstances such as a significant medical issue, death in family, etc. may allow for a partial or full credit of tuition fees only, not including facility fees, to be issued for a future course. Proof of special circumstance may be required.

CLASSROOM POLICIES

1. The use of computers and mobile devices to access allowable information during classes is permitted. However, internet access in the classroom cannot be guaranteed, so it is required that students download any allowable materials to their computer or mobile device prior to the class to ensure access when needed. Access to the internet is definitely not allowed for class tests, so any allowable use of an electronic device requires materials to be downloaded prior to the test. Students may also bring hard copy catalogs, or printed PDFs when allowed in that particular class.

COURSE EXAMS

1. Course exams, most of which consist of a battery of multiple choice questions, completed during a Technical School, DHI Chapter, or In-House training program are electronically graded and the results are final and not subject to review or analysis beyond this scoring process.

2. Some course exams may have multiple parts; in addition to multiple choice questions they may include a separate exercise that requires the students to demonstrate their knowledge, understanding, skill, and expertise of the subject matter covered in the respective course. These exercises are manually graded by DHI staff or Instructors and the results of these manually graded exams are final and also not subject to review or analysis with the student beyond this scoring process. Scored worksheets are returned to the students for their review.

3. Students must achieve a minimum passing score of 75% on course exams and multi-part course exams require a minimum score of 75% on each segment in order to pass the course.

4. Failed course exams or segments of a multi-part course exam may be retaken one time by the student at their discretion. Electronically tested and graded exams or segments may be re-taken at no charge, administered through the online DHI TopClass system. Exams with exercises requiring manual grading may require a re-take fee. Failed re-take exams will then require the student to repeat the entire course and pass the course exam if successful completion is desired to be recorded in the student's record. Full registration cost is required for the retake course.

COURSE PREREQUISITES

1. There are no prerequisite courses required to take any course, however, there are recommended preparative courses and or comparable knowledge or experience necessary to help students successfully complete specific courses. These details are listed in the course description along with the Learning Outcome Statements provided for each course.

2. Some highly technical, complex courses may require that if the student has not completed the recommended preparative courses, they are still required to successfully complete a complimentary knowledge assessment exam prior to taking the course. This is critical for the student to demonstrate familiarity with the prerequisite knowledge to prepare them to successfully complete the course and exam.

3. Even where not required, these complimentary knowledge assessment exam are available in DHI TopClass to be used as a guide for the student to determine their preparedness to take a class. However, the course description and Learning Outcome Statements should also be reviewed completely as the assessment exams may not cover all topics included in a course.

FREQUENTLY ASKED QUESTIONS

Are all class materials supplied by DHI?

No. Student Manuals and other materials are furnished as part of the class tuition, but several classes require students to bring product catalogs (print or electronic), as well as codes and standards and other important reference documents. Refer to the Chart of Student Supplied Class Materials for the materials you must bring. Students are responsible for shipping any Student Supplied Class Materials they need both to and from the class site should they decide not to hand carry them to the school.

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, along with 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. These are negotiated costs and DHI does not profit from the Facility Fee.

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 for email, browser, instant-messaging, etc. is prohibited 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.