

# DHI EDUCATION RESOURCE GUIDE

FLEXIBLE • CONVENIENT • AFFORDABLE



SEPTEMBER 2018 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 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

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# 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.

# 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.

## **COR103** **Understanding and Using Construction Documents**

*Online Self-Paced Course – 8 Hours – 24 CEP Points (8 CEPs New Program)*

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

# COURSE DESCRIPTIONS

## COR117

### Door, Frame, and Architectural Hardware Applications

*Face to Face Course – 32 hours – 96 CEP Points (32 CEPs New Program)*

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. 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

## COR123

### Using Door, Frame & Hardware Standards (formerly CDC300 & ELT515)

*Face to Face Course – 16 Hours – 48 CEP Points (16 CEPs New Program)*

One of the first courses in the DHT Curriculum Develop an understanding and thorough knowledge of how industry standards affect door openings. Knowledge of the many door, frame and hardware standards is essential to properly specify, detail, furnish and install these products for projects. These standards contain a wealth of information and can be used to establish levels of quality and function for all types of buildings.

This class covers the following industry standards:

- Steel Door Institute's (SDI) Technical Documents and ANSI/SDI Standards and Test Methods
- Hollow Metal Manufacturers Association (HMMA) 800 Series of Technical Publication
- Window and Door Manufacturers Association (WDMA) I.S.-1A (2013) & I.S.-6A (2013)
- Architectural Woodwork Institute's (AWI) Architectural Woodwork Standards (2nd edition) 2014
- American Architectural Manufacturers Association's (AAMA) Aluminum Storefront and Entrance Manual SFM-1-14
- American National Standards Institute (ANSI)/Builders Hardware
- Manufacturers Association (BHMA) A156 Series of Product Standards

STUDENT TO PROVIDE ADDITIONAL REFERENCE MATERIALS.  
SEE CHART ON PAGE 11.

## COR125

### Takeoff and Estimating

*Face to Face Course – 16 Hours – 48 CEP Points (16 CEPs New Program)*

**RECOMMENDED PREREQUISITES:**

**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

## COR133

### Electrified Architectural Hardware

*Face to Face Course – 40 Hours – 100 CEP Points (40 CEPs New Program)*

**RECOMMENDED PREREQUISITES:**

**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 (24 CEPs New Program)*

#### RECOMMENDED PREREQUISITES:

#### 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), 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 TO PROVIDE ADDITIONAL REFERENCE MATERIALS.  
SEE CHART ON PAGE 11.

## COR146

### Introduction to Detailing Doors, Frames and Hardware

*Face to Face Course – 16 Hours – 48 CEP Points (16 CEPs New Program)*

#### RECOMMENDED PREREQUISITES:

#### COR117 – Door, Frame, and Architectural Hardware Applications

This course is the first of three in a series of combined detailing courses. One of the most important skills you can develop in our industry is the ability to properly coordinate and schedule doors, frames and hardware that are to be provided on projects. In this course, you will begin to learn to detail doors, frames and hardware on projects with a beginner level of complexity of occupancy type through a series of in-class exercises. This is a great face-to-face first step for those interested in working towards their DHT credential.

You will begin to:

- Understands basic fire door and egress code principles
- Apply basic door, frame and hardware knowledge in building very simple openings
- Apply basic blue print reading and scaling skills
- Coordinate the application of hardware with doors and frames

## COR147

### Introduction to Specification Writing

*Face to Face Course – 24 Hours – 72 CEP Points (24 CEPs New Program)*

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)

STUDENT TO PROVIDE ADDITIONAL REFERENCE MATERIALS.  
SEE CHART ON PAGE 11.

# COURSE DESCRIPTIONS

## COR153

### Installation Coordination and Project Management

*Face to Face Course – 16 Hours – 48 CEP Points (16 CEPs New Program)*

#### RECOMMENDED PREREQUISITES:

**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

STUDENT TO PROVIDE ADDITIONAL REFERENCE MATERIALS.  
SEE CHART ON PAGE 11.

## COR160

### Material Purchasing Concepts

*Face to Face Course – 8 Hours – 24 CEP Points (8 CEPs New Program)*

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

## COR163

### Developing Masterkey Systems

*Face to Face Course – 8 Hours – 24 CEP Points (8 CEPs New Program)*

#### RECOMMENDED PREREQUISITES:

**COR117 – Door, Frame, and Architectural Hardware Applications**

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. Discover the different types and styles of cylinders and keys used in today's locks, understand industry-standard key-set symbols and terminology, and integrate mechanical cylinders and keying into access control and security systems. Learn to organize and conduct a successful keying meeting and how to relay the importance of key control and maintenance to your customers.

You will learn:

- Levels of Masterkeying
- Types of Keys used in Master Key Systems
- Limitations of Keying Systems
- Options for Keying Systems
- Key Control
- How to Hold Keying Meetings

## DHC205

### Intermediate Detailing Doors, Frames and Hardware (formerly AHC205 and CDC305)

*Face to Face Course – 32 Hours – 96 CEP Points (32 CEPs New Program)*

#### RECOMMENDED PREREQUISITES:

**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 exercise as well as introduces students to the techniques and skills necessary to become a more precise detailer.

You will learn how to:

- Interpret plans and specifications
- Create door, frame, and hardware submittals
- Create proper headings for hardware sets
- Use sequence and format to list hardware items in the proper order
- Write detailed hardware sets
- Coordinate hardware with doors and frames
- Illustrate door opening details and elevations
- Coordinate hardware templating requirements

STUDENT TO PROVIDE ADDITIONAL REFERENCE MATERIALS.  
SEE CHART ON PAGE 11.



# COURSE DESCRIPTIONS

## DHC307

### Advanced Detailing Doors, Frames and Hardware (formerly AHC207 & CDC305)

Face to Face Course – 40 hours – 100 CEP Points (40 CEPs New Program)

#### RECOMMENDED PREREQUISITES:

**COR117 – Door, Frame, and Architectural Hardware Applications**

**COR133 – Electrified Architectural Hardware**

**COR140 – Using Codes and Standards**

**DHC205 – Intermediate Detailing Doors, Frames and Hardware  
(formerly AHC205 & CDC305)**

Building on the principles learned in the former AHC205 Detailing Hardware or the new DHC205 Intermediate Detailing Doors, Frames and 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 and the former CDC305 where students were introduced to the techniques and skills necessary to become an expert detailer. 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
- Create door and frame shop drawings
- Prepare door and frame submittals
- Illustrate door opening details
- Coordinate hardware templating requirements

STUDENT TO PROVIDE ADDITIONAL REFERENCE MATERIALS.  
SEE CHART ON PAGE 11.

## DHSC310

### Writing Door and Frame Specifications (formerly CDC310)

Face to Face Course – 24 Hours – 72 CEP Points (24 CEPs New Program)

#### RECOMMENDED PREREQUISITES:

**COR147 – Introduction to Specification Writing**

**COR123 – Using Door, Frame and Hardware Standards  
(formerly CDC300 & ELT515)**

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 PAGE 11.

## DHSC315

### Writing Hardware Specifications (formerly AHC215)

Face to Face Course – 40 Hours – 100 CEP Points (40 CEPs New Program)

#### RECOMMENDED PREREQUISITES:

**COR117 – Door, Frame, and Architectural Hardware Applications**

**COR133 – Electrified Architectural Hardware**

**COR140 – Using Codes and Standards**

**COR147 – Introduction to Specification Writing**

**DHC205 – Intermediate Detailing Doors, Frames and Hardware  
(formerly AHC205 & CDC305)**

**DHC307 – Advanced Detailing Doors, Frames and Hardware  
(formerly AHC207 & CDC305)**

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 TO PROVIDE ADDITIONAL REFERENCE MATERIALS.  
SEE CHART ON PAGE 11.



# COURSE DESCRIPTIONS

## AHC220

### AHC Exam Prep

*Face to Face Course – 24 Hours – 72 CEP Points (24 CEPs New Program)*

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 TO PROVIDE ADDITIONAL REFERENCE MATERIALS.

SEE CHART ON PAGE 11.

## CDC315

### CDC Exam Prep

*Face to Face Course – 16 Hours – 48 CEP Points (16 CEPs New Program)*

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

## EHC400

### Electrified Hardware Applications and Documentation

*Face to Face Course – 32 Hours – 96 CEP Points (32 CEPs New Program)*

#### **RECOMMENDED PREREQUISITES:**

**COR117 – Door, Frame, and Architectural Hardware Applications**

**COR133 – Electrified Architectural Hardware**

**COR140 – Using Codes and Standards**

**DHC205 – Intermediate Detailing Doors, Frames and Hardware (formerly AHC205 & CDC305)**

**DHC307 – Advanced Detailing Doors, Frames and Hardware (formerly AHC207 & CDC305)**

One of the most important steps in detailing today's projects is creating the low voltage wiring drawings / diagrams and related documentation for door openings with electrified hardware. In this course you will learn to use a free downloadable computer drawing program (Libre Office Draw) to create your drawings and will return to your workplace with the ability to create drawings for your projects. This course will teach you how to use correct industry recognized symbols and drawing techniques to help you communicate the project's requirements more effectively with the electrician, installer and systems integrators.

You will learn how to:

- Create electrified door elevation diagrams
- Create riser diagrams
- Create point-to-point wiring diagrams
- Use relays to control circuits

## EHC433

### Advanced Electrified Architectural Hardware (formerly EHC405 and EHC410)

*Face to Face Course – 40 Hours – 100 CEP Points (40 CEPs New Program)*

#### **RECOMMENDED PREREQUISITES:**

**COR117 – Door, Frame, and Architectural Hardware Applications**

**COR133 – Electrified Architectural Hardware**

**COR140 – Using Codes and Standards**

**DHC205 – Intermediate Detailing Doors, Frames and Hardware (formerly AHC205 & CDC305)**

**DHC307 – Advanced Detailing Doors, Frames and Hardware (formerly AHC207 & CDC305)**

**EHC400 – Electrified Hardware Applications and Documentation**

Building upon the fundamentals that you learn in COR133, this class will teach you how to take the lead in coordinating electrified hardware devices that your company supplies, with all other low voltage electrified systems to be installed as part of the openings on a project. Coordination is critical in order to ensure a seamless, trouble free, product integration, and will substantially reduce call backs to the site. Through hands-on electrified hardware exercises, we will demonstrate how different systems work together to create secure, and fully functional electrified openings. After taking this course, whether you supply product, create drawings, run coordination meetings, or all of the above, you will develop a true consulting approach that can greatly impact your company's bottom line. As the hardware industry becomes more dependent on the versatility of electrified hardware, this curriculum will prepare you to communicate effectively with Architects, Owners, Contractors, and Subcontractors by teaching you the necessary skills to coordinate a project as an expert industry professional. By developing a concrete understanding of the systems involved in integrated openings, and an assurance that all code requirements for the project are satisfied, you can take your company to the next level.

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

# COURSE DESCRIPTIONS

## EHC420

### EHC Exam Prep

*Face to Face Course – 16 Hours – 48 CEP Points (16 CEPs New Program)*

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

## DAI600

### Fire and Egress Door Assembly Inspections

*Face to Face Course – 24 Hours – 72 CEP Points (24 CEPs New Program)*

#### **RECOMMENDED PREREQUISITES:**

**COR101 – Fundamentals of Architectural Doors and Hardware**

**COR102 – Introduction to Building Codes**

**COR117 – Door, Frame and Architectural Hardware Applications**

**COR140 – Using Codes and Standards**

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.

For those who do not work and/or are not directly related to the Door and Hardware Industry there are two excellent introductory courses - COR101 and COR102 – that should be completed prior to taking COR117, COR140 and ultimately DAI600. All 4 recommended courses are crucial in order to be successful in the DAI600 class and earn your FDAI credential.

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.

STUDENT TO PROVIDE ADDITIONAL REFERENCE MATERIALS.  
SEE CHART ON PAGE 11.

# 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:	COR123	COR140	COR147	COR153	DHC205	DHC307	DHSC310	DHSC315	AHC220	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) 2018, (Technical Documents and ANSI/SDI Standards and Test Methods)	●											
Hollow Metal Manufacturers Association's (HMMA) Hollow Metal Manual 800 Series of Technical Publications	●											
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	●											
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](http://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. Credit is valid for only one calendar year.
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 and valid only for one calendar year.
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.

# PRICE LIST

COURSE #	COURSE TITLE	# OF DAYS/HOURS	ERG MEMBER PRICE	ERG NONMEMBER PRICE
COR101	Fundamentals of Architectural Doors and Hardware - OLSP	30 hrs	\$170	\$170
COR102	Introduction to Building Codes - OLSP	8 hrs	\$75	\$75
COR103	Understanding and Using Construction Documents - OLSP	8 hrs	\$250	\$250
COR117	Door, Frame, & Architectural Hardware Applications	4	\$1,500	\$2,025
COR123	Using Door, Frame & Hardware Standards (formerly CDC300 and ELT515)	2	\$750	\$1,013
COR125	Take-off & Estimating	2	\$750	\$1,013
COR133	Electrified Architectural Hardware	5	\$1,875	\$2,530
COR140	Using Codes & Standards	3	\$1,125	\$1,520
COR146	Introduction to Detailing Doors, Frames & Hardware (NEW)	2	\$750	\$1,013
COR147	Introduction to Specification Writing	3	\$1,125	\$1,520
COR153	Installation Coordination and Project Management	2	\$750	\$1,013
COR160	Material Purchasing Concepts	1	\$375	\$505
COR163	Developing Masterkey Systems (formerly AHC200)	1	\$375	\$505
DHC205	Intermediate Detailing Doors, Frames & Hardware (formerly AHC205 and CDC305)	4	\$1,500	\$2,025
DHC307	Advanced Detailing Doors, Frames & Hardware (formerly AHC207 and CDC305)	5	\$1,875	\$2,530
DHSC310	Writing Door & Frame Specifications (formerly CDC310)	3	\$1,125	\$1,520
DHSC315	Writing Hardware Specifications (formerly AHC215)	5	\$1,875	\$2,530
AHC220	AHC Exam Prep	3	\$1,125	\$1,520
CDC315	CDC Exam Prep	2	\$750	\$1,013
EHC400	Electrified Hardware Applications & Documentation	4	\$1,500	\$2,025
EHC433	Advanced Electrified Architectural Hardware (formerly AHC405 and EHC410)	5	\$1,875	\$2,530
EHC420	EHC Exam Prep	2	\$750	\$1,013
DAI600	Fire and Egress Door Assembly Inspections	3	\$1,950	\$2,450