

The Construction Specifications Institute Construction Education Network Quick Reference Guide

PROGRAM REQUIREMENTS

- Minimum of 1 instructional hour in duration for presentations (50 minutes instructional time/10 minutes Q&A).
- Program must be pre-registered with CSI CEN before delivery.
- Program remains mostly unaltered from the state it was in at the time of registration with CSI CEN. If registered program content changes by more than 25%, then the provider must re-register the program.
- Includes CSI CEN Registration Statement following the title slide of the presentation and prior to the educational portion of the program.
- At least three (3) intended learning outcomes are clearly stated and displayed to Learners at the start of the program.
- Product names, trademarks and logos, etc. are limited to the first and last slide of the program's visual presentation.
- Product names, trademarks and logos, etc. are limited to the first and last page of materials distributed to Learners during the program.
- Programs marked as HSW, must contain a minimum of 75% HSW-specific content.

DELIVERY STANDARDS

- Program is delivered by a sufficiently trained and qualified individual.
- Presenter has reviewed and signed the CSI CEN Quality Assurance Statement (Form Q1).
- Program is delivered without sales and marketing bias.
- Program is delivered within its registered time frame.
- Complete and accurate Learner information is collected and forwarded to the appropriate individual(s).
- Program is delivered with the highest level of professionalism and quality education.

ADMINISTRATION COMPLIANCE

- Assign both a Primary and Secondary Liaison to communicate with CSI CEN.
- Submit complete Learner attendance information into the online system within 15 business days of the conclusion of the program.
- Provide ample administrative and support resources allocated to manage Learner support issues.
- Retain all required hardcopy documents for a period of 7 years.
- Provide completion certificates to Learners upon request.

GENERAL INFORMATION

- Provider support is available by calling 888-861-6067. Online assistance is available at <http://education.csinet.org/>

PLEASE REFER TO THE CSI CEN REGISTERED PROVIDER STANDARDS MANUAL FOR COMPLETE INFORMATION ON COMPLIANCE.



CUSTOMER SERVICE INFORMATION

Construction Specifications Institute
Construction Education Network (CSI CEN)
4094 Majestic Lane
Fairfax, VA 22033

Contact Information

Telephone: 888-861-6067

Fax: 888-374-2003

Website: <http://education.csinet.org/>

Email: cen@csinet.org