

# INSTRUCTIONS AND CERTIFICATION APPLICATION



## The Design-Build Certification Board (DBCBCB) administers two certifications:

### ❖ DBIA™ CERTIFICATION:

The Designated Design-Build Professional (DBIA™) is for individuals in traditional careers (e.g., contractor, design professional, acquisition professionals) and alternative careers (law, insurance, etc.) and academia.

### ❖ ASSOC. DBIA™ CERTIFICATION:

- **Emerging industry professionals**, including recent graduates of design and construction schools, may hold the Associate DBIA™ credential while they acquire the two to six years of hands-on design-build project experience necessary to fulfill the requirements for the DBIA™ credential.
- **Seasoned industry professionals**, including architects, engineers, general and specialty contractors and acquisition professionals who have been involved in the industry for some time, but who may be new to design-build project delivery and interested in gaining an understanding of best practices, seek Assoc. DBIA™ certification and may later qualify to obtain the DBIA™ certification.
- **Other professionals critical to the pre-award design-build team** (i.e., business development professionals). These individuals seek the Assoc. DBIA™ certification as evidence of their familiarity with the entire design-build process in addition to the best practices pertaining to their areas of expertise. Recognized as design-build experts within their practice areas, these professionals often seek the Assoc. DBIA™ to show their extensive knowledge of design-build even in the absence of hands-on post-award experience.

Individuals holding either of the Designated Design-Build Professional™ certifications have demonstrated mastery of best practices in design-build project delivery. They have met the requirements outlined on the following pages, including the successful completion of comprehensive DBIA Certification Exam.

### COMPLETION INSTRUCTIONS:

- This information must be typed.
- Incomplete applications will not be processed.
- Candidates will be notified of program acceptance no later than 30 business days after the completed application and all related documents are received.
- Handwritten applications will not be accepted.

*If the Board Reviewers determine the candidate does not meet the experience requirements of the DBIA™ Certification they may, at their discretion, approve the candidate for an Associate DBIA™ Certification.*

### ADHERENCE TO DBIA CODE OF PROFESSIONAL CONDUCT:

*In seeking to obtain the DBIA™ or Assoc. DBIA™ you must confirm your commitment to abide by and uphold the principles of **the DBIA Code of Professional Conduct**. If/when granted the DBIA™ or Assoc. DBIA™ credential, you will be required to reaffirm this commitment with each subsequent renewal period.*

### CERTIFICATION NOMENCLATURE:

Successful completion of the program requirements earns individuals the right to display "DBIA" or "Assoc. DBIA" after their names, identifying them as knowledgeable and/or experienced in the design-build method.



# DESIGNATED DESIGN-BUILD PROFESSIONAL™ CERTIFICATION APPLICATION INSTRUCTIONS

## GENERAL REQUIREMENTS

**Step 1:** Complete Certification Application and submit for approval by the DBCB.

**Step 2:** Complete the Required Core Courses (register at [www.dbia.org/education](http://www.dbia.org/education))

- Fundamentals of Project Delivery
- Principles of Design-Build Project Delivery
- Post-Award Design-Build
- Design-Build Contracts and Risk Management

**Step 3:** Demonstrate the required **Educational Background**

**DBIA™** (See Experience Requirement)

**Associate DBIA™** Baccalaureate degree in an approved field of study (construction management, engineering, architecture, etc.) from an accredited college or university;

**OR**

a Baccalaureate degree in a non-approved field of study (business communications, etc.) AND three years of experience in design and/or construction demonstrated through a functional resume. (Visit [www.dbia.org/certification](http://www.dbia.org/certification) for a listing of degrees.)

For candidates not holding a degree or holding a degree in a non-approved field of study (business, communications, etc.) six years of design and/or construction experience demonstrated through a functional resume.

**Step 4:** Successfully Complete/Pass the Comprehensive Examination

(Candidates are eligible to sit ONLY after their application has been approved by the Certification Board and they have completed the core courses)

- \$400 sitting fee (this fee is covered if you are registered to attend a full Certification Workshop or University Boot Camp)

The "General Requirements" in **Steps 1-4** apply to both the Assoc. DBIA™ and the DBIA™  
Requirements **5-7** apply ONLY to those seeking the DBIA™ credential

**Step 5:** Elective Credit

18 hours of Design-Build Certification Board (DBCB) approved elective credit. (Approved credit includes but is not limited to DBIA's courses, online learning, conferences or regional programs.) For elective credit options, please visit [www.dbia.org/education](http://www.dbia.org/education).

**Step 6:** Experience

Masters degree in a concentrated design-build university level program approved by the DBCB and **two (2) years** of substantial documented direct experience in a responsible position in the design-build method;

**OR**

Baccalaureate degree from an accredited college or university in architecture, engineering, construction management or DBCB-approved field of study and three years total of substantial, documented direct experience in a responsible position in the design-build method;

**OR**

For candidates not holding a degree or holding a degree in a non-approved field of study (business, communications, etc.), **six (6) years** total of substantial, documented direct experience in a responsible position in the design-build method.

**Step 7:** References

Three professional references attesting to your design-build experience and knowledge. One must be an owner/client reference involved on one of the projects included in design-build project experience list.

Please provide this link: [www.dbia.org/certification/references](http://www.dbia.org/certification/references) to your references for completion and submittal on your behalf.

# CERTIFICATION APPLICATION



Please Select One: I am applying for:

Associate DBIA™ — Fee \$95\*

DBIA™ — Fee \$150\*

## STEP 1: PERSONAL INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Professional Certification \_\_\_\_\_  
(no nicknames, please — legal name required for testing purposes) (P.E., AIA, etc.)

Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

**Required:** I hereby certify that the information furnished above is true and complete. I acknowledge that the name indicated above is my current full legal name. I furthermore understand that this information can be used to register me for the certification examination and that it matches my legal ID that will be required at a Prometric testing facility.

## STEP 2: COURSEWORK

Please provide the dates and locations of your completed coursework below.

Core Courses

- DBIA — Fundamentals of Project Delivery
- DBIA — Principles of Design-Build Project Delivery
- DBIA — Post-Award Design-Build
- DBIA — Design-Build Contracts and Risk Management

Please select one:

Already Attended

Registered

Select which type of offering:

Certification Workshop

University Boot Camp

Dates \_\_\_\_\_ City/State \_\_\_\_\_

If any courses were taken a la carte, please list course, date(s) and location.

Course	Date(s)	Location (City/State)

## STEP 3: EDUCATION

\*NOTE: Fields of study subject to board approval (refer to Experience Requirement). **Candidates MUST provide proof of degree.** (Copy of degree or transcript accepted)

Please Select One:

- Masters degree** in a concentrated design-build university level program approved by the DBCB and two years of documented direct experience in a hands-on, responsible position using the design-build delivery method (must provide proof via transcript);
- Baccalaureate degree** from an accredited college or university in architecture, engineering, construction management or DBCB-approved field of study and three years total of substantial, documented direct experience in a hands-on, responsible position using the design-build delivery method;
- For candidates **not holding a degree in an approved field of study**, a functional resume is required; **AND**
- DBIA™ Candidates — six (6) years of design-build experience required
- Associate DBIA™ Candidates — Candidates with a Baccalaureate degree in a non-approved field of study (business, communications, etc.) may qualify with three (3) years of experience in design and/or construction demonstrated through a functional resume OR Candidates not holding a degree may qualify with six (6) years of experience in design and/or construction demonstrated through a functional resume.

1. College/University \_\_\_\_\_

Field of Study \_\_\_\_\_ Degree Earned \_\_\_\_\_ Year \_\_\_\_\_

2. College/University \_\_\_\_\_

Field of Study \_\_\_\_\_ Degree Earned \_\_\_\_\_ Year \_\_\_\_\_

## STEP 4: CERTIFICATION EXAM

All candidates must successfully pass the certification exam.

**Candidates are eligible to sit ONLY after their application has been approved by the Certification Board AND they have completed the core courses.**

- Check here to confirm your understanding of the exam requirements.

**ASSOC. DBIA™ CANDIDATES STOP HERE, GO TO PAGE 10, SIGN AND RETURN**

## STEP 5: ELECTIVES

18 Contact Hours Required (Courses, Seminars, DBIA Conferences, Online Learning)

Program Title	Date(s)	Provider	# Contact Hours
Certification Exam Prep Course	Online	DBIA	6
For Example: DBIA Online learning — Bridging Documents		DBIA Online Learning	2

## STEP 6: EXPERIENCE

### EMPLOYMENT HISTORY

#### CURRENT EMPLOYER

Company Name \_\_\_\_\_

Position(s) \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Company Name \_\_\_\_\_

Position(s) \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Candidates must verify required years of substantial, documented direct project experience in a hands-on responsible position in the design-build method. Please provide **three project examples** for projects that were completed or are under construction. **At a minimum, 67% of the duration of experience must be for projects with design-build contracts** and the third project may be another form of integrated project delivery such as CM at Risk (or CM with Pre-construction Services).

- I have a Masters degree** in a concentrated design-build university level program and have demonstrated two (2) years of relevant experience on the following project summaries.
- I have a Baccalaureate degree** in a DBCB-approved field of study and have demonstrated three (3) years of relevant experience on the following project summaries.
- I have a Baccalaureate degree** in a non-approved field of study and have demonstrated six (6) years of relevant experience on the following project summaries.
- I do not have a degree** and have demonstrated six (6) years of relevant experience on the following project summaries.

**PLEASE DESCRIBE:**

Delivery Method:  Design-Build

1. Project Name \_\_\_\_\_  
Project Location \_\_\_\_\_  
Design-Build Team (list companies involved) \_\_\_\_\_

Owner/Client Name \_\_\_\_\_  
*Owners are organizations and individuals who control the design and construction decision process. Owners decide what gets built, when it gets built and how it gets built.*

Owner/Client Contact Name \_\_\_\_\_ Contact Number \_\_\_\_\_

Start Date of Project (month/year) \_\_\_\_\_ Completion Date (month/year) \_\_\_\_\_

Your Personal Duration on Project: From (month/year) \_\_\_\_\_ To (month/year) \_\_\_\_\_

Please be as specific and as detailed as possible regarding the role that you served during the design-build process, especially relative to team integration. Also provide the actual time that you spent on the project during the entire project duration.

If the project duration was 24 months but you were only involved for three months, please clearly state so, if you were only involved for two days out of each month, please state that as well.

Please note projects with overlapping dates will not be counted towards the required total years of design-build experience. *(Example: if your first project has a duration of July 2011-June 2013 and your second has a duration of August 2012-May 2013, we cannot count the second one at all as its duration falls within the total duration of your first project. In this case, you will only get credit for the first project, in this example amounting to only 24 months.)*

Your role:

Q1. Describe your role specifically relative to the integration of design and construction. Include details of the team integration process.

Q2. Explain your direct (hands-on) experience on the project. Don't just list your title. If you were a Project Manager, explain in detail your duties and experience in that position. If you were an operations manager or company executive, this hands-on project experience must still be demonstrated.

*NOTE: DBCB reserves the right to utilize telephone interviews as needed to verify and clarify experience requirement.*

**PLEASE DESCRIBE:**

Delivery Method:  Design-Build

2. Project Name \_\_\_\_\_

Project Location \_\_\_\_\_

Design-Build Team (list companies involved) \_\_\_\_\_

Owner/Client Name \_\_\_\_\_

*Owners are organizations and individuals who control the design and construction decision process. Owners decide what gets built, when it gets built and how it gets built.*

Owner/Client Contact Name \_\_\_\_\_ Contact Number \_\_\_\_\_

Start Date of Project (month/year) \_\_\_\_\_ Completion Date (month/year) \_\_\_\_\_

Your Personal Duration on Project: From (month/year) \_\_\_\_\_ To (month/year) \_\_\_\_\_

Please be as specific and as detailed as possible regarding the role that you served during the design-build process, especially relative to team integration. Also provide the actual time that you spent on the project during the entire project duration.

If the project duration was 24 months but you were only involved for three months, please clearly state so, if you were only involved for two days out of each month, please state that as well.

Please note projects with overlapping dates will not be counted towards the required total years of design-build experience. *(Example: if your first project has a duration of July 2011-June 2013 and your second has a duration of August 2012-May 2013, we cannot count the second one at all as its duration falls within the total duration of your first project. In this case, you will only get credit for the first project, in this example amounting to only 24 months.)*

Your role:

Q1. Describe your role specifically relative to the integration of design and construction. Include details of the team integration process.

Q2. Explain your direct (hands-on) experience on the project. Don't just list your title. If you were a Project Manager, explain in detail your duties and experience in that position. If you were an operations manager or company executive, this hands-on project experience must still be demonstrated.

*NOTE: DBCB reserves the right to utilize telephone interviews as needed to verify and clarify experience requirement.*

**PLEASE DESCRIBE:**

Delivery Method:  Design-Build  CM-at-Risk  Other (e.g., IPD, ECI, Lease/Lease-back, etc.)

3. Project Name \_\_\_\_\_  
Project Location \_\_\_\_\_  
Design-Build Team (list companies involved) \_\_\_\_\_

Owner/Client Name \_\_\_\_\_  
*Owners are organizations and individuals who control the design and construction decision process. Owners decide what gets built, when it gets built and how it gets built.*

Owner/Client Contact Name \_\_\_\_\_ Contact Number \_\_\_\_\_

Start Date of Project (month/year) \_\_\_\_\_ Completion Date (month/year) \_\_\_\_\_

Your Personal Duration on Project: From (month/year) \_\_\_\_\_ To (month/year) \_\_\_\_\_

Please be as specific and as detailed as possible regarding the role that you served during the design-build process, especially relative to team integration. Also provide the actual time that you spent on the project during the entire project duration.

If the project duration was 24 months but you were only involved for three months, please clearly state so, if you were only involved for two days out of each month, please state that as well.

Please note projects with overlapping dates will not be counted towards the required total years of design-build experience. *(Example: if your first project has a duration of July 2011-June 2013 and your second has a duration of August 2012-May 2013, we cannot count the second one at all as its duration falls within the total duration of your first project. In this case, you will only get credit for the first project, in this example amounting to only 24 months.)*

Your role:

Q1. Describe your role specifically relative to the integration of design and construction. Include details of the team integration process.

Q2. Explain your direct (hands-on) experience on the project. Don't just list your title. If you were a Project Manager, explain in detail your duties and experience in that position. If you were an operations manager or company executive, this hands-on project experience must still be demonstrated.

*NOTE: DBCB reserves the right to utilize telephone interviews as needed to verify and clarify experience requirement.*

Total years of design-build experience \_\_\_\_\_



## STEP 7: REFERENCES

Please list the names of three professional references. Please provide this link [www.dbia.org/certification/references](http://www.dbia.org/certification/references) to your references for completion and submittal on your behalf to DBIA. (Application MUST include at least one client and/or owner involved with one of the design-build projects listed in Section D.)

**Academia** (owner reference is optional) — References may include evidence of active services in the area of integrated delivery via involvement in local or national organizations engaged in advancing integrated project delivery.

### OWNER REFERENCE

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

City/State \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

City/State \_\_\_\_\_

Practitioner  Owner  Related Organization

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

City/State \_\_\_\_\_

Practitioner  Owner  Related Organization

## BEFORE YOU SIGN THIS APPLICATION, HAVE YOU:

### FOR ALL APPLICANTS:

- Candidates who hold a degree must provide proof
- Credential — Confirmed which credential you are applying for — DBIA™ or Assoc. DBIA™
- Completed Steps 1-4
- Functional resume required

### DBIA™ APPLICANTS ONLY:

- Provided three project examples — 67% of experience must be design-build projects
- Completed Steps 5-7 — Don't forget to provide the link to your listed references

### ASSOC. DBIA™ APPLICANTS ONLY:

- Provided proof of degree — Applicants who hold a degree, in an approved field of study or non-approved, must provide proof
- Provided a functional resume — Applicants in a non-approved field of study or no degree

## SIGNATURE AND PAYMENT

By signing this application, I testify that all of the statements made on this document and on subsequent support documentation are truthful to the best of my knowledge. I understand that completion of this application and submission of the required fee do not guarantee acceptance as a DBIA™ or Assoc. DBIA™. If granted the endorsed DBIA™ or Assoc. DBIA™, I understand that this certification is subject to the rules and guidelines, including adherence to the **DBIA Code of Professional Conduct** and renewal of the certification program, and can be revoked by decision of the Design-Build Certification Board. If granted the certification, I further accept license of the proper use of the acronym DBIA™ or Associate DBIA™ after my name and/or professional certification.

Signature  Date

By typing your name in the box provided you hereby confirm that you are the applicant listed on this application.

### APPLICATION PAYMENT METHOD (CHECK METHOD OF PAYMENT)

- Attending Certification Workshop/University Bootcamp ..... **No Fee**  
*(Application and Examination fee covered as part of registration cost)*
- Assoc. DBIA™ Certification Application Fee: ..... \$ 95.00
- DBIA™ Certification Application Fee: ..... \$150.00
- Check (made payable to DBIA)
- Credit Card (select type of credit card)
  - Visa  MasterCard  AmEx

Card #  VCode   
*three-digit code located on back of credit card*

Expiration Date  Total Amount to be Paid/Charged: \$

Signature  Date

By typing your name in the box above, you hereby confirm that you are the individual listed on this application and that you approve of this charge to your account.

Please save this application using the "Save As" function with your FULL NAME as the file name, then submit this application electronically by email to [Certification@DBIA.org](mailto:Certification@DBIA.org) or print and send complete signed form in duplicate to:

DBIA  
Attn: Certification  
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