



DBIA CERTIFICATION PROCESS AND FAQ

APPLICATION

Should I submit my application before or after I take the four core courses?

We encourage early action. All applications go before our Design-Build Certification Board (DCCB) for review and approval and the review process can take up to thirty (30) days. In order to sit for the certification exam, you must have an approved application on file.

However, candidates are not required to submit an application before attending the four core courses.

- Note: Applicants with a degree in an [approved field of study](#) will be permitted to take the exam prior to having an approved application because, at minimum, they will meet the requirements for an Associate Design-Build Professional™ (Assoc. DBIA™). However, this does not guarantee that you will be approved for the Design-Build Professional™ (DBIA™).

Where can I find the application?

The DBIA certification application can be found [here](#). This application is required for both credentials.

Once completed, please submit via email to certification@dbia.org or mail to Design-Build Institute of America, 1331 Pennsylvania Avenue, NW, 4th Floor, Washington, DC 20004.

What is an approved application?

A completed certification application has been reviewed by the Design-Build Certification Board (DCCB), approving the candidate's experience in design-build or in the design and construction industry.

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.

- Note: Applicants with a degree in an [approved field of study](#) will be permitted to take the exam prior to having an approved application because, at minimum, they will meet the requirements for an Associate Design-Build Professional™ (Assoc. DBIA™). However, this does not guarantee that you will be approved for the Design-Build Professional™ (DBIA™)

Are references required?

- Design-Build Professional™ (DBIA™) candidates are required to provide references.

Candidates will need to list three (3) professional references attesting to the candidate's design-build experience and knowledge on your application. One must be an owner/client reference from one of the design-build projects listed on the submitted certification application. Candidates will need

to provide the following link to listed references to complete our online reference form - dbia.org/Certification/references.

- Associate Design-Build Professional™ (Assoc. DBIA™) candidates are NOT required to provide references.

How do I provide proof of my degree?

A photograph of your diploma or a copy of your transcript is sufficient. Please submit with your application to certification@dbia.org.

What is a functional resume (Associate Design-Build Professional™ (Assoc. DBIA™) candidates only)?

A functional resume is a chronological job history that also summarizes an individual's skills and experience in the design and construction industry.

Since hands-on design-build experience is not required for the Associate Design-Build Professional™ (Assoc. DBIA™) credential, some applicants are required to submit a functional resume.

A functional resume is only required for Associate Design-Build Professional™ (Assoc. DBIA™) candidates who do NOT have a baccalaureate degree in an [approved field of study](#), a Master's degree in a concentrated design-build university level program approved by the Design-Build Certification Board (DBCBC), or a baccalaureate or Master's degree in a non-approved field of study.

- Associate Design-Build Professional™ (Assoc. DBIA™) candidates with a baccalaureate degree in a non-approved field of study (business, communications, etc) will need to show three (3) years of experience in the design and/or construction industry via functional resume.
- Associate Design-Build Professional™ (Assoc. DBIA™) candidates not holding a degree may qualify with six (6) years of experience in design and/or construction demonstrated through a functional resume.

How long does the review process take?

All candidates must complete the full application and submit it to the DBIA Certification Department. If the candidate's application is complete (including receipt of all references), it is then forwarded to the Design-Build Certification Board (DBCBC) for review and approval. DBIA will notify candidates of this date.

The DBCBC will make its recommendation to either advance to candidacy or deny candidacy. This review process generally takes up to 30 days.

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.

If I have the Associate Design-Build Professional™ (Assoc. DBIA™) credential and now wish to pursue the Design-Build Professional™ (DBIA™) credential. How do I apply?

To apply for the Design-Build Professional™ (DBIA™), you will need to complete a new [certification application](#) in its entirety (along with \$150.00 application fee). You do not need to retake the core courses of the exam as you have fulfilled the requirements in obtaining the Associate Design-Build Professional™ (Assoc. DBIA™). However, you will now need to provide references and meet the eighteen (18) elective hour requirement. Upon receipt, the Design-Build Certification Board (DBCBC) will

review your application along with your references to determine if you meet the design-build experience requirement.

COURSEWORK

What are the four core courses?

1. Fundamentals of Project Delivery
2. Principles of Design-Build Project Delivery
3. Design-Build Contract & Risk Management
4. Post Award Design-Build

All four core courses are required for Design-Build Professional™ (DBIA™) and Associate Design-Build Professional™ (Assoc. DBIA™) candidates.

Where and when can I take these courses?

These courses can be taken as part of a weeklong Certification Workshop or University Boot Camp. Candidates have an option to take the courses individually or altogether.

To view DBIA's list of upcoming events, visit [Schedule at a Glance](#).

To register, visit [Education - Instructor Led](#).

Are these courses available online?

Only *Fundamentals of Project Delivery* is available [online](#). The other core courses are instructor-led only.

ELECTIVES

Are elective credit hours required?

Design-Build Professional™ (DBIA™) candidates must fulfill eighteen (18) hours of elective credit. Credits can be earned through DBIA courses, conferences, webinars or DBIA Regional programs. Visit [Education](#) for options.

You will be expected to self-report your elective credit hours, so please save your certificates of completion.

Elective credit hours are NOT required for candidates pursuing the Associate Design-Build Professional™ (Assoc. DBIA™) credential.

How can I earn elective credit?

DBIA [conferences](#), [specialty courses](#), [archived conference sessions](#), [webinars](#), and [chapter programs](#) are options available for individuals seeking elective credits. From time to time, the Design-Build Certification Board (DBCBC) approves related courses from other industry associations such as USGBC and AIA. Individuals should feel free to submit other similar programs for DBCBC approval.

When submitting credit obtained from organizations other than DBIA, please attach brief, supplemental information about the program. This can include a copy of the agenda, speaker bios, and/or a copy of the program description. This information is necessary to demonstrate the program's applicability to design-build project delivery.

Does the Design-Build Exam Prep course count as an elective? If so, how many credits?

Yes, it is an elective course. Six (6) CEUs will be awarded to participating individuals.

Exam Prep is held on Friday during the weeklong Certification Workshops and University Boot Camps.

How long do I have to earn the eighteen (18) elective credits?

You must earn the eighteen (18) elective credits within one year of Design-Build Certification Board (DBCB) approval.

If I have attended DBIA National or Specialty Conferences in the past, do those hours still count towards the certification?

Elective credit will be accepted for conferences held within the last three (3) years.

If I taught a DBIA course or was a DBIA conference speaker, will I be able to apply credit towards my certification?

One hour of continuing professional education will be awarded for each hour completed as an instructor or discussion leader to the extent that the particular activity contributes to the professional competence of the certified individual as determined by the Design-Build Certification Board. In addition credit may be received for actual preparation time on the basis of two hours preparation for each hour of teaching. Credit may not be obtained for repeat presentations.

EXAM

When will I be eligible to take the certification exam?

You must have a Design-Build Certification Board (DBCB) approved application on file in order to sit for the exam.

- Note: Applicants with a degree in an [approved field of study](#) will be permitted to take the exam prior to having an approved application because, at minimum, they will meet the requirements for an Associate Design-Build Professional™ (Assoc. DBIA™). However, this does not guarantee that you will be approved for the Design-Build Professional™ (DBIA™).

What is the definition of an approved application?

How do I register for the exam?

Candidates must complete the online [Eligibility Request Form](#). This form serves as a legal document to the testing center confirming your full legal name. Upon receipt of this form, DBIA will issue the candidate a unique exam number for the candidate to use to schedule their exam at a local testing center.

Where do I take the certification exam?

DBIA has partnered with [Prometric](#), offering the most extensive, professional and secure testing network in the country with over 300 testing centers nationwide.

What is the certification exam format?

This certification exam consists of 100 questions and covers eight domains. The domains are:

- Project management
- Contracts and legal
- General attributes

- Project delivery
- Estimating/specifications
- Teaming and team organization
- Procurement
- Ethics/professionalism

How much time is allotted for the exam?

Candidates have a maximum of two (2) hours to take the exam.

How is the exam scored?

Exam results are pass/fail. Candidates must pass with 66% or better.

When will I receive my exam results?

Immediately.

What if I am unsuccessful on the exam? Can I retake?

You will immediately receive a subscore/feedback report indicating your strengths and weaknesses per domain. This report will help you prepare in the categories where you may be able to improve your results at a future exam sitting.

To retake the exam, please contact Jackie Porter at jporter@dbia.org. A \$400.00 sitting fee is required.

Can you take the exam before you have completed the eighteen (18) hours of elective credit?

Yes. Candidates are eligible to take the exam if their application has been approved and (s)/he has attended all four core courses. If the candidate passes the certification exam, (s)/he must still meet the eighteen (18) elective credit requirements before receiving the designation.

RENEWAL

Once I become certified, how do I maintain my credential?

All Design-Build Professional™ (DBIA™) and Associate Design-Build Professional™ (Assoc. DBIA™) credential holders must renew their certification every two years. On December 31 of your two-year anniversary year, you must have accrued 24 hours of approved [continuing education credit](#) (whether you received your certification in June 2013 or November 2013, your renewal is due on December 31, 2015).

Please complete the [certification renewal form](#) and submit to certification@dbia.org along with supporting documentation, certificates, etc.

If I taught a DBIA course or was a DBIA conference speaker, will I be able to apply credit towards my credential renewal?

One hour of continuing professional education will be awarded for each hour completed as an instructor or discussion leader to the extent that the particular activity contributes to the professional competence of the certified individual as determined by the Design-Build Certification Board. In addition credit may be received for actual preparation time on the basis of two hours preparation for each hour of teaching. Credit may not be obtained for repeat presentations.

CONTACT

Who can I contact if I have questions?

- Certification program – [Valexia Hall](#) @ 202.454.7512
- Certification application status – [Jackie Porter](#) @ 202.454.7502
- Registration – [Zeporia Laws](#) @ 202.454.7513
- Courses/Webinars – [Charmayne Branch](#) @ 202.454.7515