



# How to Gain Career Momentum

DBIA's  
2 LEVEL  
CERTIFICATION  
PROGRAM



**Step 1:**



Shift It Into High Gear

**Assoc. DBIA™**

**Step 2:**



*Accelerate*

**Professional DBIA™**



Designated Design-Build Professional DBIA™

Associate DBIA™

# Professional DBIA™ & Associate DBIA™ Certification Application



## DBIA offers two levels of certification.

*Please check the box of the credential you are seeking.*



### DBIA™ Professional Certification:

The DBIA™ (Designated Design-Build Professional™) certification is for the experienced professional who has demonstrated success in the design-build method.



### Assoc. DBIA™ Certification: \*

The Assoc. DBIA™ is for those who currently do not meet the experience requirement as outlined in the professional certification requirements.

Individuals holding this credential will have up to 7 years to gain experience and seek the professional DBIA certification.

\*Associate DBIA™ Certification requirements are subject to change based on final Certification Board Review



### *Completion.*

Incomplete applications will not be processed. Candidates will be notified of program acceptance no later than 45 business days after the completed application and all related documents are received.

### *Certification Nomenclature:*

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

# Certification Requirements

## Completion of Required Core Courses

- ✓ Fundamentals of Project Delivery\* (“Opt Out” option, see Section “H” for details)  
(Application Fee with “Opt Out” Option: add an additional \$140.00)
- ✓ Principles of Design-Build Project Delivery
- ✓ Design-Build Contract and Risk Management

## Additional Coursework

*REQUIRED for Professional DBIA™ Only*

18 Hours of Designation Board approved elective credit – (Approved credit includes but is not limited to DBIA Annual & Specialty Conferences and Region programs)

## Experience

*REQUIRED for Professional DBIA™ Only*

The Designated Design-Build Professional™ is for both individuals in traditional careers (e.g., contractor, design professional, owner) and alternative careers (law, education, insurance, etc.). In either case, the following experience requirement must be met:

**Masters degree** in a concentrated design-build university level program approved by the Designation Board, and **2 years** of documented direct experience in a responsible position on the design-build method;

*OR*

**Baccalaureate degree** from an accredited college or university in architecture, engineering, construction management, or Designation Board approved field of study and **3 years** total of substantial, documented direct experience in a responsible position on the design-build method;

*OR*

For candidates not holding a degree, **6 years** total of substantial, documented direct experience in a responsible position on the design-build method.

## Education

DBIA™ Professional

(See Experience Requirement)

Associate DBIA™

Baccalaureate degree from an accredited college or university (Subject to change)

## Examination

*(Candidates are eligible to sit only after application approval and completion of CORE courses)*

- ✓ Successful Completion of the Design-Build Certification Examination.
- ✓ \$350 sitting fee

## References

*REQUIRED for Professional DBIA™ Only*

Three professional references attesting to your design-build experience and knowledge. One must be an owner/client reference.

Visit [www.dbia.org/certification](http://www.dbia.org/certification) for details on submitting references.

# Please Select One:

I am applying for:

Associate DBIA™ - Fee \$95

Professional DBIA™ - Fee \$150

## Section A : Personal Information

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Name \_\_\_\_\_ Professional Certification \_\_\_\_\_  
(P.E., AIA, Etc.)

Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

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

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

E-mail Address \_\_\_\_\_

## Section B

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### EDUCATION

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

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

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

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

No degree

*(Please note that in this instance, 6 years of design-build experience required for "DBIA™ certification)*

*\*NOTE: Fields of study subject to board approval (refer to Experience Requirement)*

# Section C : Employment History

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

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

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

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

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

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

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

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

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

## Section D

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### PROJECT EXPERIENCE

REQUIRED for Professional DBIA™ Only

*Candidates MUST Verify Required Years Of Substantial, Documented Direct Experience In A Responsible Position In The Design-Build Method.*

Please Select One:

Traditional Career (Contractor, Design Professional, Owner)

Alternative Career (e.g. Law, Education, Insurance, Other)

Please Select One:

- Masters degree in a concentrated design-build university level program approved by the Designation Board, and **2 years** of documented direct experience in a responsible position on the design-build method;
- Baccalaureate degree from an accredited college or university in architecture, engineering, construction management, or Designation Board approved field of study and **3 years** total of substantial, documented direct experience in a responsible position on the design-build method;
- For candidates not holding a degree in an approved field of study, **6 years** total of substantial, documented direct experience in a responsible position on the design-build method.

Total years of design-build experience:

*Please describe the following. Answer all questions for each project listed to meet experience requirement. Include any awards/accolades that the project(s) received. This form allows up to 3 projects, to add additional projects, please send as a separate cover.*

Please describe for each project:

1. Project Name \_\_\_\_\_

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

Design-Build Team \_\_\_\_\_

Owner \_\_\_\_\_

Start and Completion dates \_\_\_\_\_

These dates must reflect your actual time on the project. If the project duration was one (1) year, however, your involvement in a responsible position was 3 months, include the latter in your write-up and experience time.

**Your role:**

Describe your role relative to integrated design and construction. Explain your substantial, direct experience on the projects listed; not limited to titles only. Include how your role involved integrated team involvement on each project.

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

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

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

Design-Build Team \_\_\_\_\_

\_\_\_\_\_

Owner \_\_\_\_\_

Start and Completion dates \_\_\_\_\_

Your role:

3. Project Name \_\_\_\_\_

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

Design-Build Team \_\_\_\_\_

Owner \_\_\_\_\_

Start and Completion dates \_\_\_\_\_

Your role:

## Section E

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### PROFESSIONAL REFERENCES

REQUIRED for Professional DBIA™ Only

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

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

Company \_\_\_\_\_

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

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

Company \_\_\_\_\_

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

### CLIENT/OWNER REFERENCE

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

Company \_\_\_\_\_

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

*REMINDER: AT LEAST ONE REFERENCE MUST BE FROM A CLIENT/OWNER.*

## Section F

### COURSEWORK

REQUIRED for BOTH Credentials

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

Core Courses	Course Date	City/State
DBIA—Fundamentals of Project Delivery Applying for “Opt Out” Option (Complete Section H)		
DBIA—Principles of Design-Build Project Delivery		
DBIA—Design-Build Contract and Risk Management		

# Section G

## ELECTIVE HOURS

REQUIRED for Professional DBIA™ Only

18 Contact Hours Required (Courses, Seminars, Conferences)

Program Title	Date	Provider	# Contact Hours
For Example - DBIA 2008 Design-Build Conference & Expo	11/3-11/5/2008	DBIA	12
For Example- Designation Exam Prep Course	1/2/2009	DBIA	6

# Section H

## FUNDAMENTALS “OPT OUT” ALTERNATIVE

OPTIONAL AVAILABLE FOR  
PROFESSIONAL DBIA™  
CANDIDATES ONLY

Are you choosing to “Opt Out”?

Yes

No

### Eligibility Requirements:

1. **Short essay** (*Essay will be submitted to Certification Board for decision*)
2. **Pass Fundamentals Assessment Online Test (10 Questions);**
  - To take the assessment, visit [www.dbia.org/development](http://www.dbia.org/development). ; From the bar menu, Select “Certificate of Mastery
  - Select the Fundamentals of Project Delivery online assessment.

### Essay

Please briefly describe your experience and knowledge as it relates to the following:

- A. **Selecting an appropriate project delivery system.**
- B. **Choosing the procurement method best suited for a given project.**

## 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 Designated Design-Build Professional™ or Associate DBIA™. If granted the endorsed Designated Design-Build Professional™ or Associate DBIA™, I understand that this designation is subject to the rules and guidelines, including renewal, of the certification program and can be revoked by decision of the DBIA 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**

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

**Date**

### Application payment Method (check method of payment)

#### 1. Check *(made payable to DBIA)*

Associate DBIA™ Certification Application Fee:  \$95.00

Professional DBIA™ Certification Application Fee:  \$150.00

Professional DBIA™ Certification Application  
(utilizing "Opt Out" option)  \$290.00

2. Credit Card *(select type of credit card)*

 Visa MasterCard AmEx

Card # \_\_\_\_\_

VCode) \_\_\_\_\_

*3- 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  
Designation@DBIA.org

or

Print and send complete & signed form in duplicate to:

DBIA • Attn: Certification • 1100 H Street, NW • Washington, DC 20005-5476 • Fax: 202-682-5877