MAINTAINING RE-CERTIFICATION

Each Certified Building Service Executive (CBSE) is required to accumulate 40 professional credits every three (3) years in order to maintain the CBSE designation.

Professional credits are given for involvement in various activities related to the building service contracting industry. The credit-value for activities is assigned by the BSCAI Certification Board, which oversees the Certification Program. Professional credits for re-certification may be accumulated anytime from the date of certification or the last re-certification date through May 15\textsuperscript{th} of the re-certification year. All creditable activities recognized by the Certification Board are listed in this re-certification form. After accumulating the necessary 40 credits, all CBSE’s must complete a copy of this form and submit it to the Certification Department at BSCAI headquarters. Completed forms must be received at BSCAI headquarters with a postmark dated no later than June 15.

LIFE CERTIFICATION

A CBSE who has reached age sixty-two and has renewed their CBSE certification at least two times is certified for life. No further reporting is necessary except to notify, in writing, the Certification Department of meeting the age requirement.

PROCEDURES

It is the responsibility of the CBSE designee to ensure that he or she meets the June 15 deadline and completes all re-certification requirements. Upon verification of the professional credits and upon receipt of the $125.00 re-certification fee, new certification will be issued.

FEES

The fee for each three-year renewal period is $125.00. This fee must accompany your completed re-certification form when it is mailed to BSCAI headquarters.

QUESTIONS

If you have any questions when completing this form, please call the Certification Department at 1-800-368-3414.
CERTIFIED BUILDING SERVICE EXECUTIVE (CBSE) RE-CERTIFICATION FORM

Name:__________________________________________________________________
Company:__________________________________________________________________

It is important that all relevant information be completed on this form and attachments be provided as requested.

Credits may be accumulated anytime from the date of certification (or the date of the most recent re-certification) through June 30th of the re-certification year.

<table>
<thead>
<tr>
<th>PROGRAM OR ACTIVITY</th>
<th>PROFESSIONAL CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Membership in BSCAI  (2 credits per year, maximum of 6 credits)</td>
<td>__________</td>
</tr>
<tr>
<td>2. Attendance at BSCAI Annual Conventions &amp; other educational (3 credits for every 1 day of BSCAI conventions and meetings attended)</td>
<td>__________</td>
</tr>
<tr>
<td>Meeting Title, Location &amp; Date</td>
<td>____________________________________________________________________</td>
</tr>
<tr>
<td>Meeting Title, Location &amp; Date</td>
<td>____________________________________________________________________</td>
</tr>
<tr>
<td>Meeting Title, Location &amp; Date</td>
<td>____________________________________________________________________</td>
</tr>
<tr>
<td>Meeting Title, Location &amp; Date</td>
<td>____________________________________________________________________</td>
</tr>
<tr>
<td>3. Attendance at WFBSC World Congresses (3 credits for every ½ day of World Congresses attended)</td>
<td>__________</td>
</tr>
<tr>
<td>Location &amp; Date</td>
<td>____________________________________________________________________</td>
</tr>
<tr>
<td>Location &amp; Date</td>
<td>____________________________________________________________________</td>
</tr>
<tr>
<td>Location &amp; Date</td>
<td>____________________________________________________________________</td>
</tr>
<tr>
<td>4. BSCAI Webinars (1 credits for each webinar attended)</td>
<td>__________</td>
</tr>
<tr>
<td>Webinar Completed:</td>
<td>____________________________________________________________________</td>
</tr>
<tr>
<td>Webinar Completed:</td>
<td>____________________________________________________________________</td>
</tr>
<tr>
<td>Webinar Completed:</td>
<td>____________________________________________________________________</td>
</tr>
</tbody>
</table>
5. BSCAI’s DVD/CD Training Program

(3 credits for each video-training module completed)

Module Completed:__________________________________________________________
Module Completed:__________________________________________________________
Module Completed:__________________________________________________________

6. Attendance at educational programs of other industry organizations, i.e. BOMA, ISSA, local building service contractors associations (1 credit per ½ day attendance)

Sponsoring Organization:______________________________________________________
Title of Program:___________________________________________________________
Location/Date:_______________________ Number of Hours:_______________________

Sponsoring Organization:______________________________________________________
Title of Program:___________________________________________________________
Location/Date:_______________________ Number of Hours:_______________________

Sponsoring Organization:______________________________________________________
Title of Program:___________________________________________________________
Location/Date:_______________________ Number of Hours:_______________________

Sponsoring Organization:______________________________________________________
Title of Program:___________________________________________________________
Location/Date:_______________________ Number of Hours:_______________________

7. Membership in local, state, or regional building service contractors associations (1 credit per year of membership)

Sponsoring Organization:________________________________________ Year(s) as a Member_______
Sponsoring Organization:________________________________________ Year(s) as a Member_______
Sponsoring Organization:________________________________________ Year(s) as a Member_______
Sponsoring Organization:________________________________________ Year(s) as a Member_______
8. Attendance at any educational management programs other than those sponsored by industry-related associations and organizations (i.e. Green Cleaning, Sanitation, etc.)
(6 credit maximum, with ½ credit per ½ day of attendance)

Sponsoring Organization:____________________________________________
Title of Program:___________________________________________________
Location/Date:______________________ Number of Hours:____________________

Sponsoring Organization:____________________________________________
Title of Program:___________________________________________________
Location/Date:______________________ Number of Hours:____________________

Sponsoring Organization:____________________________________________
Title of Program:___________________________________________________
Location/Date:______________________ Number of Hours:____________________

9. Completion of relevant college or university courses (4 credits for each college or university semester credit hour earned)

Institution:________________________________________________________
Course Title:______________________________________________________
Semester Credit Hours:____________________________________________

Institution:________________________________________________________
Course Title:______________________________________________________
Semester Credit Hours:____________________________________________

10. Speeches, instruction and other program participation in BSCAI conventions and seminars (4 credits per day as a speaker or seminar leader at a BSCAI seminar; 4 credits per presentation as the sole speaker at a BSCAI convention session; 1 credit per presentation as a panel speaker at a BSCAI convention)

Speaker Involvement:______________________________________________
Name & Date of BSCAI Seminar/Convention:____________________________
Length of Presentation:______________________________________________

Speaker Involvement:______________________________________________
Name & Date of BSCAI Seminar/Convention:____________________________
Length of Presentation:______________________________________________

Speaker Involvement:______________________________________________
Name & Date of BSCAI Seminar/Convention:____________________________
Length of Presentation:______________________________________________
Length of Presentation: ____________________________________________________________

Speaker Involvement: _____________________________________________________________

Name & Date of BSCAI Seminar/Convention: __________________________________________

Length of Presentation: ____________________________________________________________

Speaker Involvement: _____________________________________________________________

Name & Date of BSCAI Seminar/Convention: __________________________________________

Length of Presentation: ____________________________________________________________

11. Speeches, instruction and other program participation ______________________
in local and regional building service contracting associations/clubs (2 credits for each ½ day as a speaker or seminar leader; 1 credit for each presentation as the sole speaker at a convention session; ½ credit for each presentation as a panel speaker at a convention)

Speaker Involvement: _____________________________________________________________

Name & Date of BSCAI Seminar/Convention: __________________________________________

Length of Presentation: ____________________________________________________________

Speaker Involvement: _____________________________________________________________

Name & Date of BSCAI Seminar/Convention: __________________________________________

Length of Presentation: ____________________________________________________________

Speaker Involvement: _____________________________________________________________

Name & Date of BSCAI Seminar/Convention: __________________________________________

Length of Presentation: ____________________________________________________________

Speaker Involvement: _____________________________________________________________

Name & Date of BSCAI Seminar/Convention: __________________________________________

Length of Presentation: ____________________________________________________________

12. Speeches, instruction and other program participation in your company’s educational programs (Maximum of 6 credits: 2 credits for every ½ day as a speaker or leader, ½ credit for each presentation as a panel speaker)

Involvement: _____________________________________________________________________

Name & Date of Program: ____________________________________________________________

Length of Program: ________________________________________________________________
13. Published articles and other literary contributions to building service contracting credits for each (2 credits for any articles in Services Magazine and other industry-related trade magazines for which byline credit is given). Please attach copy of article.

Title of Published Work:_______________________________________________
Publication/Publisher:_________________________________________________

Title of Published Work:_______________________________________________
Publication/Publisher:_________________________________________________

14. Completion of relevant home study programs (Please attach copy of course outline)

Course Title & Description:_______________________________________________
Sponsor:_________________________________ Year Completed:__________

Course Title & Description:_______________________________________________
Sponsor:_________________________________ Year Completed:__________

15. Honors and awards related to building service contracting (2 credits for each award and honor)

Name of Award:________________________________________________________
Organization:________________________________________________________
Date Received:___________________________________________________________
Name of Award:___________________________________________________________
Organization:____________________________________________________________
Date Received:___________________________________________________________

Date Received:___________________________________________________________
Name of Award:___________________________________________________________
Organization:____________________________________________________________
Date Received:___________________________________________________________

16. Service as an officer, director, committee chairperson, or committee member in building service contracting organizations (12 credits for each year as an officer of BSCAI; 8 credits for each year as a director of BSCAI; 4 credits for each year as a chairman of a BSCAI committee; 2 credits for each year as a BSCAI committee member; 4 credits for each year as a president of a local, state, or regional building service contracting association; 2 credits for each year as a committee chairman or a board member of a local, state, or regional building service contracting association)

Office or Position Held:_________________________________________________________
Organization:___________________________________________________________________________
Dates:_________________________________________________________________________________

Office or Position Held:_________________________________________________________
Organization:___________________________________________________________________________
Dates:_________________________________________________________________________________

Office or Position Held:_________________________________________________________
Organization:___________________________________________________________________________
Dates:_________________________________________________________________________________

Office or Position Held:_________________________________________________________
Organization:___________________________________________________________________________
Dates:_________________________________________________________________________________

17. Other contributions to the building service contracting industry which, in your view, warrants consideration of the Certification Board (4 credits maximum)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

TOTAL POINTS:___________
Name: ____________________________________________________________
Date of Certification: ____________________________________________
Company Name: ________________________________________________
Title: __________________________________________________________
Address: _______________________________________________________
City/State/Zip Code: _____________________________________________
Phone: ____________________________ Email: _______________________

In hereby requesting re-certification, I certify that the information submitted on this
form is true and complete to the best of my knowledge; I pledge to uphold the Code
of Ethics of BSCAI; I enclose my re-certification fee of $125.00.

Date Submitted: ___________  Signature: ____________________________

RETURN TO:  Building Service Contractors Association International
Certification Department
401 N. Michigan Ave.
Suite 2200
Chicago, IL  60611

FOR OFFICIAL USE ONLY:

METHOD OF PAYMENT:
Amount:_____________
Check Enclosed:___
Credit card (please check one): Visa_____  MasterCard____  America Express____
Account Number:_________________________________  Expiration Date:_____
Print name appearing on credit card:_______________________________________
Card holder’s signature:__________________________________________________