



CERTIFIED BUILDING SERVICE EXECUTIVE CBSE RE-REGISTRATION EXAM

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 June 30th 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 July 1.**

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 **July 1** 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.

PROGRAM OR ACTIVITY **PROFESSIONAL CREDITS**

1. Membership in BSCAI (2 credits per year, maximum of 6 credits) _____

2. Attendance at BSCAI Annual Conventions & other educational
(3 credits for every 1 day of BSCAI conventions and meetings attended) _____

Meeting Title, Location & Date _____

Meeting Title, Location & Date _____

Meeting Title, Location & Date _____

Meeting Title, Location & Date _____

3. Attendance at WFBSC World Congresses
(3 credits for every ½ day of World Congresses attended) _____

Location & Date _____

Location & Date _____

Location & Date _____

4. BSCAI Webinars
(1 credits for each webinar attended) _____

Webinar Completed: _____

Webinar Completed: _____

Webinar Completed: _____

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 1/2 credit per 1/2 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: _____

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: _____

PROFESSIONAL CREDITS

Involvement: _____

Name & Date of Program: _____

Length of Program: _____

Involvement: _____

Name & Date of Program: _____

Length of Program: _____

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: _____

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: _____

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: _____