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. 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 along with the fee of $125 to the Certification Department at BSCAI headquarters. Completed forms must be received at BSCAI headquarters via email to info@bscai.org or mailed with a postmark dated no later than June 30, 2020.

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. Please send notifications to certification@bscai.org

PROCEDURES

It is the responsibility of the CBSE designee to ensure that he or she meets the June 30 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 or receipt must accompany your completed re-certification form when it is mailed to BSCAI headquarters. The fee can be paid by check or by credit card by logging onto www.bscai.org and visiting your individual profile.

QUESTIONS

If you have any questions when completing this form, please call BSCAI Headquarters 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 events</td>
<td>____________</td>
</tr>
<tr>
<td>(3 credits for every 1 day of BSCAI conventions and meetings attended)</td>
<td></td>
</tr>
<tr>
<td>2017 Annual Convention, September 13-15, Las Vegas, NV</td>
<td>________</td>
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<tr>
<td>2018 CEO Seminar, February 1-3, Los Cabos, Mexico</td>
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<tr>
<td>2018 Executive Management Conference, May 17-19, Miami Beach, FL</td>
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<tr>
<td>2018 Contracting Success Convention, October 31-November 2, Dallas, TX</td>
<td>________</td>
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<tr>
<td>2019 CEO Seminar, January 24-26, Grand Cayman</td>
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<tr>
<td>2019 Executive Management Conference, May 16-18, Denver, CO</td>
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<tr>
<td>2019 Contracting Success Convention, November 20-22, Las Vegas, NV</td>
<td>________</td>
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<tr>
<td>2020 CEO Seminar, January 23-25, Palm Beach, Aruba</td>
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<tr>
<td>2020 Executive Management Conference, May 6-8, Louisville, KY</td>
<td>________</td>
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</tbody>
</table>

Total: ______

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)

<table>
<thead>
<tr>
<th>Webinar Completed:</th>
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<tbody>
<tr>
<td>Webinar Completed:</td>
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5. BSCAI’s DVD/CD Training Program
(3 credits for each video-training module)

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<tr>
<th>Module Completed:</th>
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</table>

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

<table>
<thead>
<tr>
<th>Sponsoring Organization:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Program:</td>
</tr>
<tr>
<td>Location/Date:</td>
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<tr>
<td>Number of Hours:</td>
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<td>Title of Program:</td>
</tr>
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<td>Location/Date:</td>
</tr>
<tr>
<td>Number of Hours:</td>
</tr>
</tbody>
</table>
7. Membership in local, state, or regional building service contractors associations (1 credit per year of membership)

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:

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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: ___________________________________________________________

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: __________
PAYMENT
The fee for each three-year renewal period for CBSE is $125.00. You can pay in one of two ways:

- **CHECK PAYMENTS**: Please attach check payment of $125 to this packet and mail to the address below.
- **CREDIT CARD PAYMENTS**: Log onto [www.bscai.org](http://www.bscai.org) and visit your user portal. The fee has been added to your account on the right hand side under “My Account” click “Make a Payment.” Print a copy of the receipt and attach to your re-certification form. These documents can be emailed to [info@bscai.org](mailto:info@bscai.org). Please contact headquarters if you need login information or if the balance has not been added to your account.

**THIS PARTICIPATION REVIEW PACKET AND RE-REGISTRATION APPLICATION MUST BE RETURNED TO BSCAI’S HEADQUARTERS NO LATER THAN JUNE 30, 2020.**

**RETURN TO:** Building Service Contractors Association International
Certification Department
330 N. Wabash Ave., Suite 2000
Chicago, IL 60611

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:________________________

**METHOD OF PAYMENT:** Check Enclosed:____ Credit Card Receipt Enclosed: ____

**RETURN TO:** Building Service Contractors Association International
Certification Department
330 N. Wabash Ave.
Suite 2000
Chicago, IL 60611

Or [info@bscai.org](mailto:info@bscai.org)