

RETIRED CERTIFICATION STATUS FORM



If you are a DBIA -certified professional (DBIA™ and Assoc. DBIA™) who has retired from design-build work in a professional capacity, you may request that a "retired" status be designated on your certification records. Your certification(s) will then be left in good standing and will not lapse or be deleted from your certification records.

- If you meet the requirements and desire Retired Certification Status, you may apply up to one year before and after your certification expiration date(s).
 - Retired members shall use the credential "DBIA™-Retired" or "Assoc. DBIA™-Retired."
 - Retired credential holders are not required to collect and submit the 24 hours of CEUs or recertify by exam to retire their certification.
 - Certification will be left in "good standing" and will not lapse and be deleted from our records (in case they wish to reinstate it).
 - Credential holders will receive a new certificate ID card that will no longer have an expiration date, but will show "retired."
1. Submit your application payment directly to: Design-Build Institute of America, Attn: Certification, 1331 Pennsylvania Avenue, NW, 4th Floor, Washington DC 20004.
 2. If you hold Retired Status and wish to return to active full- or part-time employment, you must contact the DBIA Certification Department to reinstate your certification to ACTIVE status. Your date of reinstatement will be your new start date for your two-year recertification period. You will then receive a new "active" status wallet card(s) along with a recertification information and may begin accruing the required 24 CEUs to recertify every two-year cycle.
 3. You are not required to submit a renewal form or recertify by exam to retire or reinstate your certification(s).

There is no fee to reinstate your certification(s).

TO REQUEST RETIREMENT STATUS, COMPLETE AND MAIL IN THIS FORM

Which credential are you reinstating? DBIA™ Assoc. DBIA™

Age at time of retirement _____ Certification ID Number _____

Name _____

Address _____ Apt./Ste. _____

City/State/Zip _____

Email _____ Telephone _____

I affirm that the information contained herein is correct and, if my application is approved, that I will be governed by the Design-Build Institute of America's Code of Ethics and related certification rules.

Applicant Signature _____ Date _____

Certification Number(s) and Expiration Date(s): _____

PAYMENT METHOD:

Visa MasterCard American Express Check No. _____ Total Due \$ _____

Credit Card No. _____ V-Code _____ Exp. Date _____

Card Holder Name (please print) _____

Card Holder Signature _____

(Payment must be in U.S. dollars drawn on a U.S. financial institution)

FEES: DBIA Members — \$20.00 Non-members — \$50.00

DBIA2014RSF



Return completed and signed renewal form to certification@dbia.org or mail to:
DBIA ♦ Attn: Certification ♦ 1331 Pennsylvania Avenue, NW, 4th Floor ♦
Washington, D.C. 20004



Questions? Contact DBIA at 202-682-0110