

Designated Design-Build Professional®

CERTIFICATION RENEWAL FAQs



Q - Do I need to submit a new application for recertification?

A - You will need to complete the online renewal form, enter your 24 hours of continuing education and the renewal fee.

Q - When can I submit my recertification?

A - You will be able to complete your renewal anytime during the renewal period year. However, the review process will start in July.

Q - I have forgotten my username/password.

A - Go to my DBIA account and choose "Forgot Password". Your password will be emailed to the email listed in your record.

Q - How often must I renew my certification?

A - Every 2 years. This means that by December 31 of your two-year anniversary year.

Q - Is there a grace period after December 31st?

A - There is a 30-day grace period. All renewals must be submitted by January 31st to avoid certification being revoked. Prior to your renewal date, you may also change your status to "Inactive" which will provide you an additional year to meet your certification renewal requirements (see below).

Q - If I need more time is there an extension option?

A - You can apply for Inactive Status. The DBIA Inactive Status provides DBIAs® and Assoc. DBIAs® a one-year period in which to meet their recertification requirements. During the time of Inactive Status, the DBIA® or Assoc. DBIA® MAY NOT BE USED.

Q - When can I reactivate my credential from Inactive Status?

A - You can reactivate your credential at any time during your one-year inactive period as long as you meet the recertification requirements. You may recertify by fulfilling the required hours of approved CEHs. To reactivate your status, you must meet all the renewal requirements that were due at that time. CEHs must be accrued within the last two years preceding this application. Your DBIA credential will be reactivated upon approval of a completed renewal application form and payment of the renewal fee.

Q - I am retiring soon do I still need to renew?

A - If you have retired from your professional role in design-build work, you have the option to request a designation of "Retired" status on your certification records. The Retired status fee is \$50 for DBIA members or \$150 for non-members. This designation will ensure that your certification remains in good standing, preventing it from lapsing or being removed from your records. Additionally, individuals with retired credentials are exempt from the obligation to accumulate or submit continuing education hours.

Q - I missed the renewal deadline. Can I still renew?

A - Late renewal requests submitted after 30 days grace period are considered denied without review. Not receiving notification of renewal deadline or lack of awareness of renewal deadline or process are not valid excuses. You will need to start the certification process again.

Q - How do I renew my certification?

A - At the time of renewal, you will need to have accrued 24 continuing education hours and pay the renewal fee.

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Q - What is the fee for recertification?

A - Renewal fee is \$50 for DBIA members and \$150 for non-members

Q - What is “pre-approved” Continuing Education Hours?

A - Pre-approved courses have been approved by DBIA. All DBIA National conferences, courses and webinars are pre-approved. Pre-approved DBIA Region and Chapters program.

Q - What options do I have for renewal?

A - There are 3 renewal options:

1. Renew by reporting 24 CEHs and pay renewal fee
2. Apply for Inactive Status
3. Apply for Retired Status

Q - How do I enter CEHs?

A - Login to your DBIA Account. From your profile page, select “Manage Your Credential”.

Q - How far back can I claim CEHs?

A - Professional development hours must be accrued within the last two years of renewal date.

Q - If I attended a DBIA event, will I need proof of attendance?

A - Your attendance for a DBIA event (conferences, courses, etc.) should auto-populate when renewing under “Design-Build Activity from Online Transcript”

Q - What should I do if I don’t see my DBIA pre-approved events via my Transcript?

A - If it is not populated via your transcript, simply report your hours under “Design-Build Activities”. DBIA staff will be able to confirm your attendance during the review process.

Q - If I earn more than 24 clock hours in a two-year period, may I apply the excess to the next renewal cycle?

A - No, you cannot. Since continuing education is intended to keep you current with emerging trends and technologies, CEHs must be earned within your current 2-year cycle.

Q - Do I need to provide CEH documentation?

A - No, you must document any CEH activities online. Please save all documentation in case your transcript is audited. You will need to provide all certificates of attendance at that point.

Q - When will I receive confirmation that my renewal has been approved?

A - The review process will start in August. You will receive notification within 45 days.