

# Designated Design-Build Professional®

## Quick Start Guide to Renew Certification



**Welcome to the Quick Start Guide!** This guide will walk you through the online re-certification process step by step, so you'll know exactly what to expect and what information to have ready. If you have any questions along the way, please don't hesitate to contact us at [renewcertification@dbia.org](mailto:renewcertification@dbia.org).

### About You

#### 1. About You

Review your job function, professional credentials and market sector, and make any necessary updates.

### Update Your Profile

#### 2. Update Your Profile

Review your profile information and make any necessary updates. Please note that you are not enabled to make changes to your organization. For organization changes, please contact [membership@dbia.org](mailto:membership@dbia.org).

### Code of Conduct

#### 3. Adherence to DBIA Code of Professional Conduct

Each renewal period, all DBIA® or Assoc. DBIA® credential holders are required to reaffirm their commitment to abide by and uphold the principles of the [DBIA Code of Professional Conduct](#).

### DBIA Activity from Online Transcript

#### 4. Design-Build Activities from Online Transcript

DBIA elective courses, along with live and recorded webinars and conferences, as well as pre-approved events from DBIA Regions and Chapters, will be automatically displayed for the past two years. If you notice any missing activities, report them in the next step under "Design-Build Activities." DBIA will confirm these during the review process.

### Design-Build Activities

#### 5. Design-Build Activities

Include any additional design-build activities completed within the past two years. Transcripts or certificates are not required at the time of submission; however, DBIA may conduct audits and request supporting documentation if necessary.

### DBIA Leadership

#### 6. DBIA Leadership

Serving on DBIA Boards, Committees, Award and Competition Juries, or Region Boards qualify for Continuing Education Hours (CEHs). A maximum of 12 CEHs may be accrued in this area.

### Related Industry Professional Development

#### 7. Related Industry Professional Development

Education offered by related industry organizations — such as USGBC, AIA, AGC, ACE and others — is eligible if it relates to design-build project delivery. A maximum of 12 CEHs may be accrued in this area.

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### Review and Confirm

#### Review and Confirm

If you've met a requirement for re-certification, you will see a "check mark" next to it. Anything that is not yet met will have an "X" and you will be required to complete the requirement before you are able to proceed to checkout. Additionally, this is your last opportunity to make edits to your application before submitting.

### Submit and Pay

#### 8. Click **SUBMIT** Button and Pay Renewal Fee

- \$50 for DBIA Members
- \$150 for Non-Members

**You are one step closer to renewing your certification!**  
**You will receive an email confirmation and payment receipt.**

**Please note, if additional information is needed,  
we will contact you.**

**Questions? Email [renewcertification@dbia.org](mailto:renewcertification@dbia.org)**