

# Designated Design-Build Professional<sup>®</sup> CERTIFICATION Requirements



## The Design-Build Certification Board (DBCB) administers two certifications: DBIA<sup>®</sup> CERTIFICATION and ASSOC. DBIA<sup>®</sup> CERTIFICATION

- The two certifications provide a clear delineation of the amount of experience held by various industry practitioners, with the Assoc. DBIA<sup>®</sup> focused on those industry practitioners that do not yet have the required hands-on experience for DBIA<sup>®</sup> Certification.
  - » As defined in this overview, industry practitioners are individuals that are involved in integrated and collaborative project delivery with an emphasis on the design-build project delivery method. They typically include public and private Owners, Owner Advisors, architects, engineers, general and specialty contractors, project managers, acquisition professionals, legal and financial professionals, insurance and surety professionals, academia, recent graduates of university and college engineering, architecture, construction management and construction-related fields.
- Industry practitioners may seek either credential dependent upon their experience.
- Regardless of the Certification being sought, industry practitioners must complete the required core curriculum and pass a rigorous exam covering design-build principles and best practices, contracting methods and design-build project execution essentials. **The coursework is the same for both credentials.**
- Industry practitioners holding either certification have demonstrated mastery of best practices in design-build project delivery.

### DBIA<sup>®</sup> CERTIFICATION

The Designated Design-Build Professional (DBIA<sup>®</sup>) is for industry practitioners meeting the required demonstrated hands-on design-build experience. "Hands-on" is defined as playing an active role with direct involvement in the application of design-build best practices and principles during procurement, design phase and construction.

Procurement phase hands-on experience is only counted if the project was subsequently awarded and executed. The direct hands-on procurement phase experience must be 50% or less of the required project experience.

### ASSOC. DBIA<sup>®</sup> CERTIFICATION

The Designated Associate Design-Build Professional (Assoc. DBIA<sup>®</sup>) is for industry practitioners who may not be able to demonstrate the required hands-on design-build experience but who meet one the following requirements:

- Play a critical role in successful design-build project delivery through involvement in decision-making, procurement and other pre-award activities that are instrumental in setting the stage for project success. Examples of individuals that might seek the Assoc. DBIA<sup>®</sup> include:
  - » Those in the architectural, engineering and construction (AEC) industry with experience/involvement that are expanding their focus to include design-build and who have a strong foundation in place through their industry involvement for learning and understanding the differences and merits of design-build project delivery.
  - » Those who are recent graduates of university and college engineering, architecture, construction management and construction-related fields.

Please note that the above are simply examples and not intended to be an all-inclusive list. Also, note that depending on the exact nature of your job, there may be exceptions to the above. Each application is assessed based on its merits and decisions are made on a case-by-case basis.

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## A Word About Related Professions

Industry practitioners who are not engaged in design/construction full-time but are in related professions such as legal, surety, insurance, academia, etc., or are executives or C-level, may still qualify for the DBIA<sup>®</sup> or Assoc. DBIA<sup>®</sup>. See [page 4](#) Related Professions for details and requirements for these industry practitioners.

## Process to Transition from an Assoc. DBIA<sup>®</sup> to a DBIA<sup>®</sup>

Those holding the Assoc. DBIA<sup>®</sup> may lack the hands-on design-build experience. At a future date, when the hands-on design-build experience is met, they can seek the DBIA<sup>®</sup> Certification. In this case, a \$150 fee and completion of Steps 6 through 8 as described in the General Requirements Checklist section on [page 3](#) are required.

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## Application Requirements, Review and Processing

On [page 3](#), the General Requirements in Steps 1–5 apply to **BOTH** the DBIA<sup>®</sup> Certification and Assoc. DBIA<sup>®</sup> Certification. General Requirements in Steps 6–8 apply **ONLY** to those seeking the DBIA<sup>®</sup> Certification.

Incomplete applications will not be processed.

Applicants will be notified of the review results or the need for additional information no later than 30 business days after the completed application, and all related documents are received. If additional information or clarification is required, the 30-day period starts over.

If the DBCB determines the applicant does not have the hands-on experience required of the DBIA<sup>®</sup> Certification, they will automatically be considered for the Assoc. DBIA<sup>®</sup> Certification

The DBCB is the governing body for DBIA and Assoc. DBIA certification. All decisions related to eligibility are made on a case-by-case basis at the discretion of the DBCB in accordance with the guidelines in this document.

## Adherence to DBIA Code of Professional Conduct

In seeking to obtain the DBIA<sup>®</sup> or Assoc. DBIA<sup>®</sup> you must confirm your commitment to abide by and uphold the principles of the DBIA Code of Professional Conduct. If/when granted the DBIA<sup>®</sup> or Assoc. DBIA<sup>®</sup> Certification, you will be required to reaffirm this commitment with each subsequent 2-year renewal period.

## Certification Nomenclature

Successful completion of the program requirements earns industry practitioners the right to display “DBIA” or “Assoc. DBIA” after their names, identifying them as a Designated Design-Build Professional<sup>®</sup> or a Designated Assoc. Design-Build Professional<sup>®</sup>.



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# Designated Design-Build Professional<sup>®</sup> CERTIFICATION Requirements

The General Requirements in Steps 1–5 apply to BOTH the DBIA<sup>®</sup> Certification and Assoc. DBIA<sup>®</sup> Certification. Requirements in Steps 6–8 apply ONLY to those seeking the DBIA<sup>®</sup> Certification.

Step	Requirement
1	<b>Register for a Certification Workshop</b> then complete Certification Application and submit for DBCB approval. The Certification Workshop fee covers required core courses, the Code of Conduct pre-requisite webinar and access to the online exam prep course.
2	<b>Complete Required Core Courses</b> (Included in the Certification Workshop fee. Register at <a href="http://dbia.org/get-certified">dbia.org/get-certified</a> ) <ul style="list-style-type: none"><li>• DBIA<sup>®</sup> — DBIA<sup>®</sup> Code of Conduct Webinar</li><li>• Collaborating for Exceptional Outcomes (Day 2)</li><li>• Setting the Stage for Design-Build Success (Day 1)</li><li>• Contracts &amp; Risk Management (Day 3)</li></ul>
3	<b>Educational Background</b> <p><i>Option 1</i> — Baccalaureate degree from an accredited college or university in architecture, engineering, construction management or DBCB <b>approved field of study</b>.</p> <p><i>Option 2</i> — For candidates not holding a degree in an <b>approved field of study</b> or no degree. Functional resume is required.</p> <p>Note: The functional resume shall emphasize skills, experience and accomplishment in order of importance (rather than chronological work history). Resumes not meeting this requirement will be returned, and the application shall be deemed incomplete. In such instances, the 30-day notification period starts over again.</p>
4	<b>Employment History</b>
5	<b>Successfully Complete/Pass the Comprehensive Examination</b> <p>Applicants' initial exam fee is covered through Certification Workshop fees. Applicants who have an approved application on file and have completed the full certification workshop will receive an exam code to register for the exam at a Prometric Testing Center. Applicants will have a maximum of four (4) attempts to pass the exam. Applicants that don't pass the initial exam sitting, must wait one (1) week before retaking it a second time. A 14-day waiting period is imposed between all subsequent attempts. Applicants may not take a given exam more than four (4) times within a 12-month period from the initial exam sitting. If the applicant is unsuccessful after the fourth and final attempt, the applicant will need to pay and retake the certification workshop. Each exam sitting after the initial attempt requires payment of a new separate exam sitting fee of \$400.</p>

The General Requirements in Steps 1–5 apply to BOTH the DBIA<sup>®</sup> Certification and Assoc. DBIA<sup>®</sup> Certification. Requirements in Steps 6–8 apply ONLY to those seeking the DBIA<sup>®</sup> Certification.

6	<b>Elective Credit</b> <p>18 hours of DBCB approved elective credit. Approved credit includes but is not limited to DBIA courses, online learning, DBIA conferences or Region programs. For elective credit options, visit <a href="http://education.dbia.org/courses">education.dbia.org/courses</a>.</p>
7	<b>Experience</b> <p>Applicant must verify required years of substantial, documented, direct hands-on project experience. Please provide a minimum of three (3) projects that were completed or are currently being constructed. If more than three (3) projects are needed to demonstrate the applicant's experience, the applicant shall complete the required form for each additional project.</p> <ul style="list-style-type: none"><li>• For Educational Background Option 1: Three (3) years total of substantial direct hands-on experience.</li><li>• For Educational Background Option 2: Six (6) years total of substantial direct hands-on experience.</li></ul> <p>See Experience Requirements and Guidelines on page 4.</p>
8	<b>References</b> <p>Three (3) professional references attesting to the applicant's hands-on design-build experience and knowledge are required. All three (3) references must come from the design-build projects listed in the application, and at least one (1) must be an Owner/client reference from one of those projects. If the applicant is an Owner, the Owner/client reference may be provided by a design-build team member or Owner Advisor. References may include a supervisor if that individual has direct knowledge of the applicant's involvement and performance on the referenced project.</p> <p>DBIA does not contact references on behalf of applicants. Applicants are responsible for directing their selected references to complete the DBIA Reference Form available on DBIA's website. Applicants are also responsible for tracking and ensuring timely submission of all required references. Applications cannot advance in the certification review process until all reference forms have been received and verified. Delays in obtaining completed references may result in processing delays.</p>

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## Experience Requirements and Guidelines

Experience requirement is in accordance with the applicable Educational Background (see Step 7). The experience must be demonstrated with a minimum of three (3) projects, at least two (2) of which must demonstrate design-build experience. Further, at least 67% of the experience must be design-build experience and the remaining experience may be from another integrated project delivery method. If experience cannot be demonstrated with three (3) projects, the applicant must submit additional projects in sufficient number to meet the experience requirement of the applicable Educational Background option in Step 7. Each additional project must be submitted on an Additional Project Experience Form in the application.

Experience requirements listed above can be met using other integrated project experience coming from project delivery methods such as construction management at risk (CM-at-Risk—also known as CM@R, CMAR or CM/ GC); integrated project delivery (IPD), or another method of integrated project delivery in a public-private partnership (P3) approach (a P3 where the project assets are delivered using the design-build project delivery method would be considered design-build experience).

Experience is based on the percentage of time (e.g., FTE) an applicant spent working on the project. For example, if an applicant worked full time on a project for one (1) year, one (1) year of experience is credited the applicant. If an applicant worked 50% of her or his time in that year the applicant is credited with six (6) months of experience.

### Required Total Experience Breakdown:

Design-build experience must be for design-build projects or design-build experience for a project in a non-design-build environment that included design-build components.

Design-build experience for a project in a non-design-build environment would be where a major trade subcontractor delivered the design and construction work under a design-build contract. The applicant must be employed by a major trade subcontractor or for the general contractor managing that specific design-build contract. The applicant would need to have responsibilities for both design and construction and/or significant involvement for both design and construction. In these cases, the applicant must demonstrate such experience qualifies for design-build experience. Acceptance of such experience is up to the discretion of the DBCB.

Procurement phase hands-on experience is only counted if the project was subsequently awarded and executed. The direct hands-on procurement phase experience must be 50% or less of the required project experience.

### Related Professions

For industry practitioners in another field directly related to design and construction — such as legal, insurance, surety, etc. — or who are executives or C-level, if the individual's demonstrated experience does not fully meet the requirements above, but substantially meets the requirements, they may submit documentation of published articles, reports, etc., on the topic of integrated and design-build delivery or supporting skills such as post-award topics for consideration. Work must have been published within the past three (3) years of the time of the application.

#### Academia

Academia should submit evidence and information as described below in seeking DBIA<sup>®</sup> certification:

1. Documentation of active research in design-build project delivery such as peer-reviewed published work on the topic of integrated delivery or supporting skills such as conceptual estimating, etc.
2. Documentation of active teaching of at least one university-level course where a minimum of 50 % of the syllabus is devoted to project delivery lessons.
3. Hold a doctoral degree recognized as the terminal degree for your field by your university.
4. Have at least four (4) years teaching and attained the rank of at least Associate Professor or equivalent title.
5. References that include documentation of active services in the area of integrated delivery via involvement in local or national organizations engaged in advancing integrated project delivery.
6. Other information the applicant believes is relevant.

#### C-Level/Executive

In combination or in lieu of hands-on design-build experience, executive level candidates may demonstrate experience through the following:

1. Demonstrate experience by having developed business strategies and governance that delivered three (3) designbuild projects/programs/portfolios.
2. Demonstrate experience of allocating resources for staff training offered by DBIA and promote design-build delivery within internal and external stakeholders.
3. Demonstrate role as leader, enabler, sponsor and facilitator for design-build delivery for their organizations.
4. Demonstrate organization governance experience that requires/employs sound processes/procedures that follows Design-Build Done Right<sup>®</sup> best practices.

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