

Designated Design-Build Professional®

CERTIFICATION RENEWAL FAQs



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

A - To renew your certification, complete the online renewal form, report 24 hours of approved Continuing Education Hours (CEHs), and submit the renewal fee.

Q - When can I submit my recertification?

A - You may submit your renewal application any time during your renewal year. However, depending on volume, we may not begin reviewing applications until July of that year.

Q - I have forgotten my username/password.

A - Go to my [DBIA account](#) and click on "Forgot Password." Your password will be emailed to the email address listed in your record.

Q - How often must I renew my certification?

A - Certifications must be renewed every two years, by December 31 of your renewal year.

Q - I've already renewed my membership—does that mean my certification is renewed too?

A - No, renewing your membership does not automatically renew your certification. Membership and certification renewals are separate processes. To maintain your DBIA certification, you must complete the certification renewal process, which includes submitting your renewal application and required continuing education hours.

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

A - A 31-day grace period extends through January 31. All recertification requirements must be submitted by this date to avoid losing your certification status. Alternatively, you may apply for extension before the renewal deadline to receive a one-year extension.

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

A - You can apply for an extension. DBIA credential holders can apply for a one-year extension from their original cycle expiration date to fulfill recertification requirements. Credential holders **MAY CONTINUE TO USE** their DBIA® or Assoc. DBIA® designation.

Q - When can I complete my recertification during my approved extension?

A - Holders of the DBIA and Assoc. DBIA credentials can apply for a one-year extension from their original cycle expiration date to fulfill recertification requirements. If your extension request is approved and your cycle expired 12/31/2025, then the deadline to earn extension CEHs would be 12/31/2026. It is recommended to complete your extension CEHs as soon as possible because your next cycle starts on your approval date and remains tied to your **original** expiration timeline.

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

A - If you are retiring from active professional work in design-build, you may request a *Retired* status. This status maintains your certification in good standing without requiring CEHs. The *Retired* status fee is \$20 for DBIA members and \$50 for non-members.

Q - What if I need to make changes to my renewal application after I've submitted it?

A - Once your renewal application is submitted, it cannot be edited. If you discover an error or need to make changes, please contact us at renewcertification@dbia.org and they can release your application back to you to update.

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Q - How do I renew my certification?

A - At the time of renewal, you will need to have accrued 24 CEHs and pay the renewal fee. The online process is easy to use and will guide you through each step. If you'd like a preview of the step-by-step process, please see the [Quick Start Guide](#).

Q - What is the fee for recertification?

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

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

A - Pre-approved CEHs are courses or events vetted by DBIA and already included in the system. This includes all DBIA National conferences, courses, webinars, and most Region and Chapter events.

Q - What options do I have for renewal?

A - There are three options:

1. Renew your certification by reporting 24 CEHs and paying the renewal fee.
2. Apply for a one-year extension.
3. Apply for *Retired* status (if no longer actively working in the field).

Q - How do I enter CEHs?

A - Log in to your [DBIA account](#) and navigate to the “Certifications” section under the top navigation bar. Select “Recertification Options,” then click “RECERTIFY NOW.” From there, you can see which CEHs are automatically added from your DBIA Transcript, as well as enter additional CEHs manually.

Q - How far back can I claim CEHs?

A - Continuing Education Hours must be accrued during the 2-year period since your previous renewal date. So, if your renewal date is December 31, 2025, you will have needed to accrue your hours between January 1, 2024 and December 31, 2025.

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

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

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

A - If a pre-approved event isn't listed in your transcript, you can manually enter the hours under “Design-Build Activities.” DBIA staff will confirm your attendance during the review.

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. CEHs must be earned and applied within your current two-year cycle to ensure your knowledge stays current with evolving industry practices.

Q - Do I need to provide CEH documentation?

A - No documentation is required at the time of renewal; however, if your submission is selected for audit, you will be asked to provide a certificate or other proof of attendance for the CEHs in question.

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

A - Once your renewal application is submitted, it will be reviewed as soon as possible. While we strive to provide timely updates, review times may vary depending on current volume. We appreciate your patience and are committed to ensuring a thorough and accurate review process.