

Designated Design-Build Professional®

RECERTIFICATION FAQs



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

A - To recertify, complete the online recertification form, report 24 hours of approved Continuing Education Hours (CEHs), and submit the recertification fee.

Q - When can I submit my recertification?

A - You may submit your recertification application any time during your recertification 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 recertify?

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

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

A - No, renewing your membership does not affect your certification. DBIA recertification is separate from the annual DBIA membership renewal. Recertification is the personal responsibility of each individual credential holder. To keep your DBIA certification valid, you must complete the recertification process which includes submitting a minimum of 24 CEHs and paying the recertification fee (Login required).

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 recertification 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 recertify?

A - If you are retiring from active professional work in design-build and/or seek to discontinue use of your DBIA credential, you may request a retirement of your certification. Your certification records will be retained but managed as retired status. Retired credential holders are not required to collect or submit continuing education hours. The one-time request fee for certification retirement is \$50 (\$20 for DBIA members).

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

A - Once your recertification 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 recertify?

A - At the time of recertification, you will need to have accrued 24 CEHs and pay the recertification 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 - Recertification 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 recertification?

A - There are three options:

1. Recertify by reporting 24 CEHs and paying the recertification 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 recertification date. So, if your recertification 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 recertifying 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 recertification 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 recertification; 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 recertification has been approved?

A - Once your recertification 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.