



CERTIFIED BUILDING SERVICE EXECUTIVE CBSE RE-REGISTRATION EXAM

MAINTAINING RE-CERTIFICATION

Each Certified Building Service Executive (CBSE) is required to accumulate 40 professional credits every three (3) years to maintain the CBSE designation.

Professional credits are given for involvement in various activities related to the building service contracting industry. The credit-value for activities is assigned by the BSCAI Certification Board, which oversees the Certification Program.

Professional credits for re-certification may be accumulated anytime from the date of certification or the last re-certification date. All creditable activities recognized by the Certification Board are listed in this re-certification form. After accumulating the necessary 40 credits, all CBSE's must complete a copy of this form and submit it along with the fee of \$250 to the Certification Department at BSCAI headquarters. Completed forms must be received at BSCAI headquarters via email to certification@bscai.org.

LIFE CERTIFICATION

A CBSE who has reached age sixty-two *and* has renewed their CBSE certification at least two times is certified for life. No further reporting is necessary except to notify, in writing, the Certification Department of meeting the age requirement. Please send notifications to certification@bscai.org by June 30, 2025.

PROCEDURES

It is the responsibility of the CBSE designee to ensure that he or she meets the **June 30** deadline and completes all re-certification requirements. Upon verification of the professional credits and upon receipt of the \$250 re-certification fee, new certificates will be issued. Please allow up to 30 days post renewal period (June 30) to receive a new certificate.

FEES

The fee for each three-year renewal period is \$250. The fee can be paid by check or by credit card by logging onto <http://www.bscai.org> and visiting your individual profile.

QUESTIONS

If you have any questions when completing this form, please call BSCAI Headquarters at 1-800-368-3414 or email certification@bscai.org.

CERTIFIED BUILDING SERVICE EXECUTIVE (CBSE) RE-CERTIFICATION FORM

Name: _____

Company: _____

It is important that all relevant information be completed on this form and attachments be provided as requested.

Credits may be accumulated anytime from the date of certification (or the date of the most recent re-certification) through June 30th of the re-certification year.

PROGRAM OR ACTIVITY

PROFESSIONAL CREDITS

1. Membership in BSCAI

(1 credits per year, maximum of 3 credits) _____

2. Attendance at BSCAI events

(2 credits for every 1 day of BSCAI conventions and meetings attended) _____

2022 Contracting Success Conference, October 12-14, Chicago, IL: _____

2023 CEO Seminar, January 26-28, Nassau, Bahamas: _____

2023 Executive Management Conference, April 27-29, Glendale, AZ: _____

2023 Contracting Success Conference, November 14-16, Las Vegas, NV: _____

2024 CEO Seminar, January 24-26, Rio Grande, Puerto Rico: _____

2024 Executive Management Conference, April 25-27, ChampionsGate, FL: _____

2024 Contracting Success Conference, November 19-21, Las Vegas, NV: _____

2025 CEO Seminar, January 15-17, Cancun, Mexico: _____

2025 Executive Management Conference, May 7-9, Hilton Head, SC: _____

3. Attendance at WFBSC World Congresses

(3 credits for every 1/2 day of World Congresses attended) _____

Location & Date: _____

Location & Date: _____

Location & Date: _____

4. BSCAI Executive Leadership Academy (ELA)

(8 credits for completing the ELA) _____

2022 Spring: _____

2022 Fall: _____

2023 Spring: _____

2023 Fall: _____

2024 Spring: _____

2024 Fall: _____

2025 Spring: _____

5. BSCAI Virtual Summits

(2 points for each Virtual Summit attended) _____

2022 Virtual Operations Summit, June 14: _____

2022 Virtual Sales Summit, September 14: _____

2022 Virtual Finance Summit, November 9: _____

2023 Virtual HR Summit, March 22: _____

2023 Virtual Operations Summit, June 7: _____

2023 Virtual Sales Summit, August 23: _____

2023 Virtual Finance Summit, October 18: _____

2024 Virtual HR Summit, April 17: _____

2024 Virtual Operations Summit, June 12: _____

2024 Virtual Sales Summit, August 21: _____

2024 Virtual Finance Summit, October 23: _____

2025 Virtual HR Summit, March 26: _____

2025 Virtual Operations Summit, June 18: _____

6. Contracting Success Pre-Conference Seminars: (Plateaus of Growth, Bidding and Estimating 101, Bidding and Estimating 102)

(3 points per course)

2022 BSCAI Contracting Success Revenue Growth Now: Mindsets & Techniques for Fast, Dramatic Sales Growth Seminar, October 12: _____

2022 BSCAI Contracting Success - Bidding & Estimating Seminar, October 12: _____

2023 BSCAI Contracting Success - Plateaus of Growth Seminar, November 13: _____

2023 BSCAI Contracting Success - Bidding & Estimating Seminar, November 13: _____

2024 BSCAI Contracting Success - Plateaus of Growth Seminar, November 18: _____

2024 BSCAI Contracting Success - Bidding & Estimating Seminar (Level - 101), November 18: _____

2024 BSCAI Contracting Success Conference - Bidding & Estimating Seminar (Level – 201), November 18: _____

7. BSCAI Webinars

(1/2 credits for each webinar attended)

Webinar Completed: _____

Webinar Completed: _____

Webinar Completed: _____

Webinar Completed: _____

Webinar Completed: _____

Webinar Completed: _____

8. Attendance at education programs of other industry organizations, i.e. BOMA, ISSA, local building service contractor associations.

Examples: Clean Building Convention, Clean Advocacy Summit, BSCAI Mid-Atlantic Region events

(1 credit per day) _____

Sponsoring Organization: _____

Title of Program: _____

Location/Date: _____ Number of Days: _____

Sponsoring Organization: _____

Title of Program: _____

Location/Date: _____ Number of Days : _____

Sponsoring Organization: _____

Title of Program: _____

Location/Date: _____ Number of Days: _____

Sponsoring Organization: _____

Title of Program: _____

Location/Date: _____ Number of Days: _____

Sponsoring Organization: _____

Title of Program: _____

Location/Date: _____ Number of Days: _____

Sponsoring Organization: _____

Title of Program: _____

Location/Date: _____ Number of Days: _____

9. Membership in local, state, or regional building service contractors associations

(1 credit per year of membership) _____

Sponsoring Organization: _____ Year(s) as a Member _____

Sponsoring Organization: _____ Year(s) as a Member _____

Sponsoring Organization: _____ Year(s) as a Member _____

Sponsoring Organization: _____ Year(s) as a Member _____

10. Completion of relevant college or university courses

(Number of credit hours received from the college or university course, i.e. 3 credit hours = 3 points, 4 credit hours = 4 points) _____

Institution: _____

Course Title: _____

Semester Credit Hours: _____

Institution: _____

Course Title: _____

Semester Credit Hours: _____

Institution: _____

Course Title: _____

Semester Credit Hours: _____

11. Speeches, instruction and other program participation in BSCAI conventions and seminars

(3 credits per day as a speaker or seminar leader at a BSCAI seminar; 3 credits per presentation as the sole speaker at a BSCAI convention session; 2 credit per presentation as a panel speaker at a BSCAI convention, 2 credit per Virtual Summit session) _____

Speaker Involvement: _____

Name & Date of BSCAI Seminar/Convention: _____

Length of Presentation: _____

Speaker Involvement: _____

Name & Date of BSCAI Seminar/Convention: _____

Length of Presentation: _____

Speaker Involvement: _____

Name & Date of BSCAI Seminar/Convention: _____

Length of Presentation: _____

Speaker Involvement: _____

Name & Date of BSCAI Seminar/Convention: _____

Length of Presentation: _____

Speaker Involvement: _____

Name & Date of BSCAI Seminar/Convention: _____

Length of Presentation: _____

12. Published articles and other literature contributions to the building service contracting industry

(2 credits for any articles in *Services Magazine* and other industry-related trade magazines. Please attach copy of article. _____)

Title of Published Work: _____

Publication/Publisher: _____

Title of Published Work: _____

Publication/Publisher: _____

Title of Published Work: _____

Publication/Publisher: _____

13. Participation in the BCAI Member Advisory Program as a mentor or member of a peer group

(2 credits per one year in a peer group, 2 points per one year in the mentorship program)

2022 Mentorship Participation: _____

2022 Peer Group Participation: _____

2023 Mentorship Participation: _____

2023 Peer Group Participation: _____

2024 Mentorship Participation: _____

2024 Peer Group Participation: _____

2025 Mentorship Participation: _____

2025 Peer Group Participation: _____

14. Honors and awards related to building service contractors association international (BSCAI)

(2 credits for each award and honor) _____

Name of Award: _____

Organization: _____

Date Received: _____

Name of Award: _____

Organization: _____

Date Received: _____

Name of Award: _____

Organization: _____

Date Received: _____

15. Service as an officer, director, committee chairperson, or committee member in building service contracting organizations

(12 credits for each year as an officer of BSCAI; 8 credits for each year as a director of BSCAI, 4 credits for each year as a chairperson of a BSCAI committee; 2 credits per year as a BSCAI committee member) _____

Office or Position Held: _____

Organization: _____

Dates: _____

Office or Position Held: _____

Organization: _____

Dates: _____

Office or Position Held: _____

Organization: _____

Dates: _____

Office or Position Held: _____

Organization: _____

Dates: _____

16. Other contributions to the building service contracting industry which, in your view, warrants consideration of the Certification Board
(4 credits maximum)

TOTAL POINTS: _____

PAYMENT

The fee for each three-year renewal period for CBSE is \$250. You can pay in one of two ways:

- **CHECK PAYMENTS:** Mail \$250 check payments to the address below.
 BSCAI
 8326 Solutions Center
 Chicago, IL 60677
- **CREDIT CARD PAYMENTS:** To pay online via credit card, login to your personal www.bscai.org account and navigate to the user portal. Click on the bell icon with a red notification in the upper right corner, then click "Outstanding Balances" to view and pay the invoice. If you do not see this invoice, please contact BSCAI Headquarters.

THIS PACKET MUST BE RETURNED TO CERTIFICATION@BSCAI.ORG AND PAYMENT MUST BE COMPLETE BY JUNE 30, 2025 TO MAINTAIN YOUR DESIGNATION.

Name: _____

Date of Certification: _____

Company Name: _____

Title: _____

Address: _____

City/State/Zip Code: _____

Phone: _____ Email: _____

In hereby requesting re-certification, I certify that the information submitted on this form is true and complete to the best of my knowledge; I pledge to uphold the Code of Ethics of BSCAI; I enclose my re-certification fee of \$250.

Date Submitted: _____ Signature: _____

METHOD OF PAYMENT: Check: _____ Credit Card: _____

