



**CBSE**

**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](mailto: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](mailto:certification@bscai.org) by June 30, 2026.

## **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](mailto: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 30<sup>th</sup> 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**

(8 credits for attending CEO Seminar, 8 credits for attending the Executive Management Conference, and 12 credits for attending Contracting Success) \_\_\_\_\_

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: \_\_\_\_\_

2025 Contracting Success Conference, November 11-13: \_\_\_\_\_

2026 CEO Seminar, January 28-30, Cabo, Mexico: \_\_\_\_\_

2026 Executive Management Conference, May 13-15, Clearwater Beach, FL: \_\_\_\_\_

**3. Attendance at WFBSC World Congresses**

(4 credits for every 1 day of World Congresses attended) \_\_\_\_\_

Location & Date: \_\_\_\_\_

Location & Date: \_\_\_\_\_

Location & Date: \_\_\_\_\_

#### **4. BSCAI Executive Leadership Academy (ELA)**

(10 credits for completing the ELA) \_\_\_\_\_

2022 Spring: \_\_\_\_\_

2022 Fall: \_\_\_\_\_

2023 Spring: \_\_\_\_\_

2023 Fall: \_\_\_\_\_

2024 Spring: \_\_\_\_\_

2024 Fall: \_\_\_\_\_

2025 Spring: \_\_\_\_\_

#### **5. BSCAI Virtual Summits**

(3 points for each Virtual Summit attended) \_\_\_\_\_

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: \_\_\_\_\_

2025 Virtual Technology Summit, August 6: \_\_\_\_\_

2025 Virtual Sales Summit, September 17: \_\_\_\_\_

2025 Virtual Finance Summit, October 22: \_\_\_\_\_

2026 Virtual HR Summit, February 18: \_\_\_\_\_

2026 Virtual Operations Summit, April 29: \_\_\_\_\_

**6. Contracting Success Pre-Conference Seminars: (Plateaus of Growth, Bidding and Estimating 101, Bidding and Estimating 201)**

(3 points per course)

\_\_\_\_\_

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: \_\_\_\_\_

2025 BSCAI Contracting Success - Bidding & Estimating Seminar (Level - 101),  
November 10: \_\_\_\_\_

2025 BSCAI Contracting Success Conference - Bidding & Estimating Seminar (Level –  
201), November 10: \_\_\_\_\_

2025 BSCAI Contracting Success - Plateaus of Growth Seminar, November 10: \_\_\_\_\_

**7. BSCAI Webinars/ Townhalls**

(1 credit 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 \_\_\_\_\_

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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 panelist at any BSCAI events (panelist, co-presenter, sole presenter, in person or virtual): \_\_\_\_\_

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 *Contracting Profits*, *Inside Cleaning*, and/or the BSCAI podcast, *Contracting Conversations*, 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 credits per one year in the mentorship program)

2023 Mentorship Participation: \_\_\_\_\_

2023 Peer Group Participation: \_\_\_\_\_

2024 Mentorship Participation: \_\_\_\_\_

2024 Peer Group Participation: \_\_\_\_\_

2025 Mentorship Participation: \_\_\_\_\_

2025 Peer Group Participation: \_\_\_\_\_

2026 Mentorship Participation: \_\_\_\_\_

2026 Peer Group Participation: \_\_\_\_\_

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

(3 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)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**17. Networking Roundtable facilitator**

(1 credit)

\_\_\_\_\_

**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](http://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](mailto:CERTIFICATION@BSCAI.ORG) AND PAYMENT MUST BE COMPLETE BY JUNE 30, 2026 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: \_\_\_\_\_