



Program Guidelines

Updated December 2022

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CII Registered Education Provider Program Guidelines

1. DEFINITIONS.

- 1.1. **CII.** The Construction Industry Institute. A consortium of leading owners, engineering and construction contractors, and suppliers collaborating on important industry issues by providing guidance on best practices discovered through research and offering implementation, education, and other programs based on its research program. The CII is based at the Cockrell School of Engineering at The University of Texas at Austin.
- 1.2. **CII Materials.** Refers to CII practices, research findings, Knowledge Base resources, publications, tools, and methodologies.
- 1.3. **CII Member.** Any company or organization that belongs to CII with an active membership in good standing. (View current CII Member List at: <http://go.cii.today/CIImembers>.) Also, includes any individual currently employed by CII Member.
- 1.4. **Client.** An individual or organization receiving education services from the provider.
- 1.5. **Event.** A structured occasion such as a course, class or seminar for the purpose of delivering instruction on CII Materials.
- 1.6. **Non-CII Member.** Any company or organization that is not a current CII Member or any individual that is not employed by a CII Member.
- 1.7. **Participant.** An individual attending a Provider Event.
- 1.8. **Registered Education Provider (REP).** As referred to as “Provider” in this document. A party (organizational or individual), in good standing that meets eligibility and is approved by CII, who agrees to furnish educational instruction in accordance with the CII REP Program.
- 1.9. **REP Oversight Team.** Sub-team of the CII Deployment Committee.

2. PURPOSE & SCOPE.

- 2.1. Active deployment of CII Materials has a long history of proven value to companies. This includes project safety, cost, schedule, and the purpose of the CII Registered Education Provider (REP) Program is as follows:
 - 2.1.1. Provide CII Members and others with a qualified corps of instructors familiar with CII Materials, available to teach at CII Members and other venues.
 - 2.1.2. Ensure the quality and currency of instruction on CII Materials.

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- 2.1.3. Monitor the perception of recipients of Provider instruction of the effectiveness of the CII Materials being presented.
- 2.1.4. Provide for the continuing development and upgrade of CII Materials.
- 2.1.5. Enhance cooperation between CII and Providers of CII Materials.
- 2.1.6. Advise CII Members and others of qualified instructors on CII Materials.
- 2.2. The scope of the CII REP Program applies to entities that wish to be referred by CII to seekers of professional instruction on CII Materials. Each application will be considered on a case-by-case basis by the REP Oversight Team. The following entities may apply to be a REP in accordance with section 8.
 - 2.2.1. CII Members.
 - 2.2.2. Colleges, Universities, and similar organizations who actively participate in CII research or have demonstrated knowledge of the instruction and application of CII Materials.
 - 2.2.3. Select individuals who have demonstrated knowledge of the instruction and application of CII Materials.
- 2.3. The CII REP Program will be reviewed annually and adjusted as necessary.

3. REQUIREMENTS.

- 3.1. Providers in the CII REP Program understand that CII reserves the sole and exclusive right to allow and/or terminate their participation in this program if CII has determined that the Provider has acted contrary to the requirements of this program. CII reserves the right to accept candidates for this program at its sole discretion.
- 3.2. If a Provider ceases participation in this program, it agrees that it will immediately discontinue all use of this program and CII logos and will no longer represent that it is a CII Registered Education Provider.
- 3.3. Provider agrees to abide by the criteria noted herein and accept full responsibility for the quality assurance of the instructional programs that they offer.
- 3.4. Provider agrees to abide by all applicable laws and regulations and are responsible for any taxes and fees assessed by applicable jurisdictions.
- 3.5. CII reserves the right to amend and/or discontinue this program at any time. In the event that this program is discontinued during the term of a Provider's

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registration, the Provider will continue to be listed on CII's web page and/or promotional materials until the registration expires.

- 3.6. Provider shall furnish attendees at each Event with appropriate documentation of attendance in the form of certificates of completion or equal. (See sample certificate on Page 10).
- 3.7. Provider shall present CII Materials in such a way that the product remains consistent with the content, form and quality of the original. The content of the material may not be altered. CII will be given full credit as the developer of the material. The CII Materials may be supplemented by the Provider and all supplemental material will be properly identified by the Provider to reflect the source. The organization and layout of the material will be consistent with that of the CII Materials.
- 3.8. CII periodically updates information concerning the current edition and version of CII Materials. Provider will ensure that only the current version, as indicated in the most recent CII product catalog, is used in Provider Events.
- 3.9. CII, at its sole discretion, may audit any Provider Event free of charge to assess compliance with this program.
- 3.10. Provider shall incorporate CII comments into the material Provider prepares for instruction.
- 3.11. If CII notifies Provider, after review of material produced by Provider, that Provider's materials are below acceptable quality standards, Provider agrees, on a product-by-products basis, to discontinue distribution of such materials and to make all necessary corrections or to destroy all remaining stocks.
- 3.12. Provider shall maintain rosters of attendees at each Event, including the title of the presentation, material presented, and the names, title and organization of each instructor and participant. These records shall be maintained for a minimum of one (1) calendar year after completion of the Event, or as required by applicable jurisdictions. (See sample roster on Page 11).
- 3.13. Provider's offerings shall be designed around clearly defined learning objectives and structured to achieve the stated learning objectives.
- 3.14. Provider shall at all times conduct their Events in an ethical, professional and lawful manner respecting the rights and worth of all participants.
- 3.15. Provider shall not discriminate on the basis of race, ethnic origin, gender, nationality, disability, religion or sexual orientation.
- 3.16. Provider shall furnish CII with markups of CII Materials that Provider suggests require revision and/or correction. CII shall apply reasonable efforts to

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accommodate Provider's requests subject to available funding and in accordance with CII priorities.

- 3.17. Provider shall employ CII designated and/or approved participant evaluation of instructor forms at each Event. These evaluations may be hardcopy or completed via input at a CII designated web site. These records shall be maintained for a minimum of one (1) calendar year after completion of the Event, or as required by applicable jurisdictions. (See sample participant evaluation on Page 12).
- 3.18. Provider shall comply with all laws and regulations with regards to CII intellectual property and shall comply with CII's latest copyright restrictions.

4. MARKETING BY PROVIDER.

- 4.1. Provider shall fully comply with CII copyright and intellectual property protection requirements included herein.
- 4.2. When publicizing its participation in the CII REP Program, Provider may use only CII furnished CII Registered Education Provider logos.
- 4.3. In marketing its services, Provider shall only reference CII in conjunction with an Event.
- 4.4. Provider shall make no statements or representations indicating or implying that CII has accredited, certified, sponsored, endorsed, or guaranteed any of Provider's products, publications or services. The only statement Provider may make is that Provider "has been reviewed and approved as a provider of instruction in CII Materials by the Construction Industry Institute (CII)."
- 4.5. All other marketing statements by Provider in connection with this program are to be approved by the CII Associate Director for Deployment.

5. ADVERTISING SUPPORT BY CII.

- 5.1. CII will maintain a Registered Education Provider webpage that indicates topics of expertise and contact information of each Provider.
- 5.2. CII will post REP Events that include substantial CII content on its Events webpage. For example, a course on basic scheduling techniques likely does not include a substantial amount of CII content; whereas a course on Front End Planning does.
- 5.3. CII will send a monthly e-blast of REP events that include substantial CII content.

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5.4. CII will organize a monitor near the Annual Conference registration booth, displaying a looped presentation of REP-provided brief intro videos and/or informational slides about the providers and their upcoming events.

6. COPYRIGHTS AND INTELLECTUAL PROPERTY.

- 6.1. The CII copyright mark is “© [year] Construction Industry Institute®. This copyright shall appear on all CII publications and products.
- 6.2. Provider shall provide proper notice to participants in Provider’s offerings of CII ownership of its copyrights and marks and require participant’s adherence to CII copyright statements.
- 6.3. Provider shall not use the letters “CII”, the phrase “Construction Industry Institute” or any CII trademark, service or certification mark in any domain name, e-mail account or company name.
- 6.4. Provider is not a holder of a license or franchise for distribution of CII Materials.
 - 6.4.1. Provider may provide electronic copies of CII Materials **to CII Members** and their employees for convenience.
 - 6.4.2. Non-CII Members must purchase CII Materials. Provider should provide links to the CII Knowledge Base for required or recommended CII materials for this purpose. **Provider is not authorized to provide or sell CII Materials to directly Non-CII Members.**
 - 6.4.3. Other than for inclusion in training materials and as provided in section 6.4.1, Provider shall not reproduce CII Materials in any medium for any other use or distribution without expressed written permission from CII.

7. PROFESSIONAL DEVELOPMENT HOURS.

- 7.1. Provider is responsible for assigning continuing education credits (CEUs) or professional development hours (PDHs) to its Events on the basis of Provider’s own educational program.
- 7.2. At a future date, the CII REP Program may include the requirement that Providers award predetermined CEUs or PDHs or value their Events at a specified PDHs.

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8. ADMINISTRATION.

- 8.1. The CII REP Program will be administered by the CII Associate Director for Deployment.

9. REGISTRATION PROCESS.

- 9.1. Registration as a CII REP is available to organizations and individual instructors. Every instructor must be an Individual Provider or on the staff of an Organizational Provider.
- 9.2. The program year runs January 1st to December 31st. For any new Provider, the first registration period begins on his/her date of registration until December 31st with the registration fees prorated accordingly.
- 9.3. Candidates for registration will submit the information requested below.
- 9.4. Registration of candidates to be an Individual Registered Education Provider requires the submittal and acceptance by CII of the CII Registered Education Provider Application (available online at <http://go.cii.today/REPformA>) and the following required supportive documents uploaded:
 - 9.4.1. A resume describing the candidate's experience in the capital project industry.
 - 9.4.2. Evidence of providing adult education instruction for a minimum of three (3) years. For example, a letter of recommendation from a minimum of three (3) Clients or Participants at a candidate's class or workshop would satisfy this requirement.
 - 9.4.3. Evidence of one of the following combinations of education and/or industry experience as well as involvement with the CII's body of knowledge:

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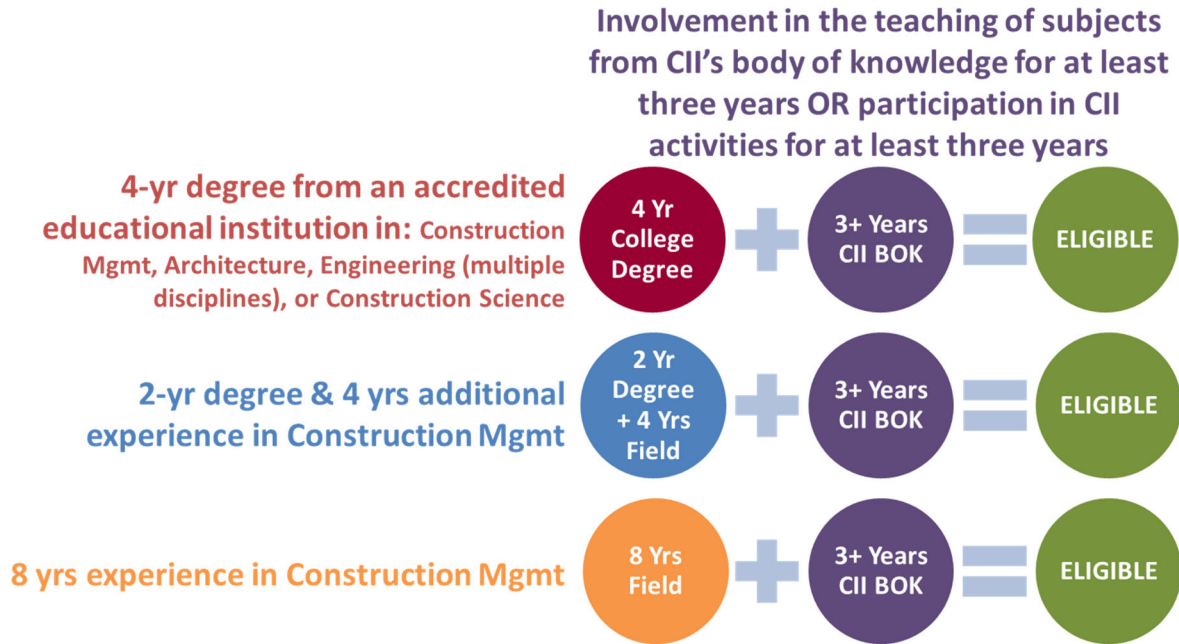


Figure 1

- 9.5. Registration of candidates to be an Organizational Registered Education Provider requires the submittal and acceptance by CII of the CII Registered Education Provider Application (available online at <http://go.cii.today/REPformA>). Additionally, each of the candidate's staff instructors requires the submittal and acceptance by CII of the Organizational Instructor Application (available online at <http://go.cii.today/REPformB>) and the same required supportive documents uploaded detailed in Section 9.4.1-9.4.3.
- 9.6. CII in its sole discretion may require an applicant to acquire CII Materials if the application shows insufficient evidence of mastery of applicant's selected areas of expertise.
- 9.7. CII in its sole discretion may waive all or part of the registration criteria for Individual Instructors and Organizations that have an established record of successfully providing effective instruction based on CII Materials.
- 9.8. New Providers will be processed for registration and then listed on CII's web page and promotional literature, as their applications are approved and program fee is received.

10. FEES.

10.1. Program Application Fee.

- 10.1.1. A non-refundable application fee of \$1,500.00 for Organizational Provider candidates and \$750.00 for Individual Provider candidates is due at the time of application submission.

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10.1.2. This fee covers the initial review and vetting of candidate's application.

10.2. Program Annual Fee.

10.2.1. The annual fee for CII Organizational Providers is **\$2,000.00**, due upon initial application approval and subsequently upon submission of annual renewal.

10.2.2. The annual fee for CII Individual Providers is **\$1,000.00**, due upon initial application approval and subsequently upon submission of annual renewal. *This does not apply to individuals providing services under the auspices of a CII Organizational Provider.*

10.2.3. This fee includes processing the REP's renewal application, maintenance of the CII REP website, and advertising provided by CII.

11. REGISTRATION RENEWAL.

11.1. Each Provider will be required to renew their registration by January 31st of each year.

11.2. Each Provider must submit the CII Registered Education Provider Renewal form, (available online at <http://go.cii.today/REPformC>) and with the details and supportive documentation uploaded as noted below:

11.2.1. Specific details about last year's events at which CII Materials was offered last year and uploading the following documents:

11.2.1.1. Attendee rosters for every event listed, including the title of the presentation, material presented, and the names, title and organization of each participants in the class.

11.2.1.2. Summary of compiled evaluations for every event listed, detailing all the evaluation scores and participant comments.

11.2.2. Copy of syllabus if requested by CII.

11.2.3. Copy of material presented if requested by CII.

12. PROGRAM TERMINATION.

CII may terminate its REP Program at its own discretion by notifying Providers no later than at the time of registration renewal.

Sample Certificate

Awarding Organization

Certifies that

Joe Unknown

has completed training in

Topic

24 September 2012

City, State/Province

Position, Awarding Organization

SAMPLE



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Sample Roster



Event Participant Roster
 [Event Description]
 [CII Topics Presented]
 [mm\dd\YYYY]
 [Location]

Last Name	First Name	Company	Email Address	Signature
Unkown1	Joe1	Unknown 1	unkown1@unkown.com	
Unkown2	Joe2	Unknown 2	unkown2@unkown.com	
Unkown3	Joe3	Unknown 3	unkown3@unkown.com	
Unkown4	Joe4	Unknown 4	unkown4@unkown.com	
Unkown5	Joe5	Unknown 5	unkown5@unkown.com	
Unkown6	Joe6	Unknown 6	unkown6@unkown.com	
Unkown7	Joe7	Unknown 7	unkown7@unkown.com	
Unkown8	Joe8	Unknown 8	unkown8@unkown.com	
Unkown9	Joe9	Unknown 9	unkown9@unkown.com	
Unkown10	Joe10	Unknown 10	unkown10@unkown.com	
Unkown11	Joe11	Unknown 11	unkown11@unkown.com	
Unkown12	Joe12	Unknown 12	unkown12@unkown.com	
Unkown13	Joe13	Unknown 13	unkown13@unkown.com	
Unkown14	Joe14	Unknown 14	unkown14@unkown.com	
Unkown15	Joe15	Unknown 15	unkown15@unkown.com	

Sample Roster – Rev. 1Dec14

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Sample Evaluation

Participant's Evaluation of Instructor Form CII Registered Education Provider Program



Please return completed evaluation to your instructor:

Your responses to this questionnaire are important in helping CII to maintain the quality of instruction and update the content of these presentations. Please answer all the questions and furnish any comments that you feel would improve the presentation.

Event: _____ Date: _____ Instructor: _____

CONTACT INFORMATION:

Name: _____ Title: _____

Company/Organization: _____

Phone: _____ Fax: _____ Email: _____

EVENT EVALUATION:

Please state your level of agreement:

(5 = Strongly Agree 1 = Strongly Disagree)

1. The overall organization was excellent. (Materials were presented in clear, logical, and/or sequential form, lectures related to readings, etc.) 5 4 3 2 1
2. The instructor was able to maintain class interest. 5 4 3 2 1
3. The instructor was responsive to participants (answered questions, adapted to class level, needs, etc.). 5 4 3 2 1
4. The instructor related the subject to the "real world" (gave meaningful examples, practical application to theories, etc.). 5 4 3 2 1
5. The instructor explored concepts and principles that will be used in our operations. 5 4 3 2 1
6. The instructional aids (slides, outlines, handouts, etc.) were top-quality. 5 4 3 2 1
7. The topic is applicable to my present or future assignments. 5 4 3 2 1
8. The presentation improved my understanding of the topic. 5 4 3 2 1
9. If a case study was presented, the case study effectively reinforced the concepts. 5 4 3 2 1

Which case study? _____

10. The overall value of this educational experience was high. 5 4 3 2 1

11. How could the presentation be improved? _____

Sample Participant Evaluation – Rev. 1Dec14