DHI FALL TECHNICAL SCHOOL

October 20-26, 2019
EMBASSY SUITES
SCOTTSDALE, AZ

DHI technical and business practice education delivered in a traditional classroom format.

COURSE REGISTRATION FORMS

FLEXIBLE • CONVENIENT • AFFORDABLE
Students,

I am so excited to have you as a part of our amazing learning community, and I can’t wait to welcome you to our upcoming DHI Fall School in Scottsdale, Arizona!

We will be offering all of our DHI classes at our 2019 Fall School, so there will be plenty of opportunities to find what's just right for you. New to the Fall School will be the DHT Exam Prep - DHT120 course to help you prepare for the DHT exam.

Each year brings positive change: This year, that includes an expanded DHI team based out of our new headquarters in Washington, DC. We are all looking forward to learning about your education and certification goals, and are here to help you build a path to achieve them.

You may already know exactly what you’re looking for. If so, you can register online or complete this registration form just as you always have. If you need assistance, you can contact us at schools@dhi.org to share your goals, request information, or schedule an appointment to talk with our team about building your DHI education path.

Don’t forget: As a DHI member, you will benefit from excellent education discounts and an immediate ROI. If you’re not a member, consider joining now to access these savings right away, as well as dozens of educational resources throughout the year.

We look forward to connecting with you and we hope to see you in sunny Arizona this October!

Laura Frye Weaver, DHT, AHC, DHC, CSI, CDT, CCS, CFDAI
Vice President of Education, Certification and Technical Activities
IMPORTANT PRICING INFORMATION

DHI strives to make its education available to its members at the most affordable costs. Course prices are established based upon DHI's cost to develop the curriculum and student materials, to provide qualified instructors to conduct the course, and the value and technical sophistication of the content. We provide volume discounts to encourage multiple students attending from the same company.

- **Company Discount (CD)**
  Ask about our Company Discount – for 3 or more students from the same company per school.

- **Facilities Fee (FF)**
  This fee covers the cost of food and beverage for meals and breaks and other ancillary costs of the facility DHI contracts to conduct the classes, and will vary from school to school depending on the property selected. It is a pass through cost of conducting the school and is in addition to the courses fees. Therefore it is a mandatory daily fee paid by each student regardless of whether they stay at the property. The Facilities Fee is not subject to discounts.

  For the Fall 2019 Technical School in Scottsdale, AZ, the mandatory Facilities Fee will be $60 and includes lunch and two refreshment breaks. Breakfast is included for students who are staying at the Embassy Suites site.
<table>
<thead>
<tr>
<th>COURSE NUMBERS AND TITLES</th>
<th>DURATION</th>
<th>DATES</th>
<th>MEMBER PRICE</th>
<th>NON-MEMBER</th>
<th>COLUMN A: COURSE TUITION</th>
<th>COLUMN B: FACILITIES FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>COR117 Door, Frame, and Architectural Hardware Applications</td>
<td>4</td>
<td>Oct 20-23</td>
<td>$1,500</td>
<td>$2,025</td>
<td>$1,500</td>
<td>$240</td>
</tr>
<tr>
<td>COR123 Using Door, Frame and Hardware Standards (formerly CDC300 and EDS15)</td>
<td>2</td>
<td>Oct 20-21</td>
<td>$750</td>
<td>$1,013</td>
<td>$750</td>
<td>$120</td>
</tr>
<tr>
<td>COR125 Takeoff and Estimating</td>
<td>2</td>
<td>Oct 22-23</td>
<td>$750</td>
<td>$1,013</td>
<td>$750</td>
<td>$120</td>
</tr>
<tr>
<td>COR133 Electrified Architectural Hardware</td>
<td>5</td>
<td>Oct 22-26</td>
<td>$1,875</td>
<td>$2,530</td>
<td>$1,875</td>
<td>$300</td>
</tr>
<tr>
<td>COR140 Using Codes and Standards</td>
<td>3</td>
<td>Oct 20-22</td>
<td>$1,125</td>
<td>$1,520</td>
<td>$1,125</td>
<td>$180</td>
</tr>
<tr>
<td>COR146 Introduction to Detailing Doors, Frames and Hardware</td>
<td>3</td>
<td>Oct 24-26</td>
<td>$1,125</td>
<td>$1,520</td>
<td>$1,125</td>
<td>$180</td>
</tr>
<tr>
<td>COR147 Introduction to Specification Writing</td>
<td>3</td>
<td>Oct 20-22</td>
<td>$1,125</td>
<td>$1,520</td>
<td>$1,125</td>
<td>$180</td>
</tr>
<tr>
<td>COR153 Installation Coordination and Project Management</td>
<td>2</td>
<td>Oct 25-26</td>
<td>$750</td>
<td>$1,013</td>
<td>$750</td>
<td>$120</td>
</tr>
<tr>
<td>COR160 Material Purchasing Concepts</td>
<td>1</td>
<td>Oct 24</td>
<td>$375</td>
<td>$505</td>
<td>$375</td>
<td>$60</td>
</tr>
<tr>
<td>COR163 Developing Masterkey Systems (formerly AHC200)</td>
<td>1</td>
<td>Oct 26</td>
<td>$375</td>
<td>$505</td>
<td>$375</td>
<td>$60</td>
</tr>
<tr>
<td>DHT120 DHT Exam Prep</td>
<td>2</td>
<td>Oct 23-24</td>
<td>$750</td>
<td>$1,013</td>
<td>$750</td>
<td>$120</td>
</tr>
<tr>
<td>DHC205 Intermediate Detailing Doors, Frames and Hardware (formerly AHC205 and CDC305)</td>
<td>4</td>
<td>Oct 23-26</td>
<td>$1,500</td>
<td>$2,025</td>
<td>$1,500</td>
<td>$240</td>
</tr>
<tr>
<td>DHC307 Advanced Detailing Doors, Frames and Hardware (formerly AHC207 and CDC305)</td>
<td>5</td>
<td>Oct 21-25</td>
<td>$1,875</td>
<td>$2,530</td>
<td>$1,875</td>
<td>$300</td>
</tr>
<tr>
<td>DHSC310 Writing Door and Frame Specifications (formerly CDC310)</td>
<td>3</td>
<td>Oct 20-22</td>
<td>$1,125</td>
<td>$1,520</td>
<td>$1,125</td>
<td>$180</td>
</tr>
<tr>
<td>DHSC315 Writing Hardware Specifications (formerly AHC215)</td>
<td>5</td>
<td>Oct 20-24</td>
<td>$1,875</td>
<td>$2,530</td>
<td>$1,875</td>
<td>$300</td>
</tr>
<tr>
<td>AHC220 AHC Exam Prep</td>
<td>3</td>
<td>Oct 20-22</td>
<td>$1,125</td>
<td>$1,520</td>
<td>$1,125</td>
<td>$180</td>
</tr>
<tr>
<td>CDC320 CDC Exam Prep</td>
<td>2</td>
<td>Oct 23-24</td>
<td>$750</td>
<td>$1,013</td>
<td>$750</td>
<td>$120</td>
</tr>
<tr>
<td>EHC240 EHC Exam Prep</td>
<td>2</td>
<td>Oct 25-26</td>
<td>$1,125</td>
<td>$1,520</td>
<td>$1,125</td>
<td>$180</td>
</tr>
<tr>
<td>EHC400 Electrified Hardware Applications and Documentation</td>
<td>4</td>
<td>Oct 21-24</td>
<td>$1,500</td>
<td>$2,025</td>
<td>$1,500</td>
<td>$240</td>
</tr>
<tr>
<td>EHC433 Advanced Electrified Architectural Hardware (formerly EHC405 and EHC410)</td>
<td>5</td>
<td>Oct 20-24</td>
<td>$1,875</td>
<td>$2,530</td>
<td>$1,875</td>
<td>$300</td>
</tr>
<tr>
<td>DA600 Fire and Egress Door Assembly Inspection EXAM ONSITE</td>
<td>4</td>
<td>Oct 23-26</td>
<td>$1,950</td>
<td>$2,450</td>
<td>$1,950</td>
<td>$240</td>
</tr>
</tbody>
</table>

**SEE BELOW FOR CREDENTIAL AND CERTIFICATION EXAM SESSIONS.**
Please circle desired date for exam, if applicable. All certification exam fees include facility fees. The DHT exam is a flat member rate (no non-member rate).

**DHT Credential Exam**
- 1 Oct 25 OR 26
  - $250
  - $250

**DHC Certification Exam**
- 1 Oct 25 OR 26
  - $350
  - $475

**AHC Certification Exam**
- 2 Oct 25 - 26
  - $450
  - $605

**CDC Certification Exam**
- 1 Oct 25 OR 26
  - $450
  - $605

**EHC Certification Exam**
- 1 Oct 25 OR 26
  - $450
  - $605

TOTAL A + B

*After September 30, you must contact DHI directly to register, based upon class availability.

**DISCOUNTS**

Ask about our Company Volume Discount - for 3 or more students from the same company per school. Facilities fee (FF) of $60 per day per student is required. Includes lunch and 2 breaks. Fee is charged whether staying or not at the Embassy Suites. Breakfast is included for students who are staying at the Embassy Suites site. Discounts are not applicable on this fee.

Please refer to Course Descriptions to see any recommended prerequisites and/or reference materials that may be required.

Class sizes are limited. Course offerings subject to change without notice.

CONTINUE TO NEXT PAGE TO COMPLETE COURSE REGISTRATION.
PLEASE BE ADVISED

- All courses begin at 8:00 am and end at 5:30 pm. Punctual and complete attendance is mandatory.
- See page 6 for more details and tuition policies.
- Tuition fees do not include hotel accommodations and facilities fee.

PLEASE COMPLETE PAGES 4 & 5 OF THIS FORM AND RETURN TO:

2025 M Street NW, Suite 800
Washington, DC 20036

Phone: 202.367.1134 • Fax: 202.973.8716
or
Register online at www.dhi.org

ACCOUNTING USE ONLY.

I understand and acknowledge that during my attendance at DHI’s Technical School (“School”), I may be photographed, videoed or otherwise recorded by the Door and Hardware Institute (“DHI”) and/or those designated by DHI. As a condition of my attendance at the School, I agree to irrevocably grant to DHI, its assigns, licensees and successors the right to photograph, publish, record, broadcast, exhibit, digitize, display, copyright, license, transfer, reproduce, translate, modify, edit or otherwise use perpetually throughout the world, in all media now and hereafter known or devised, in whole or in part, my image, likeness, name, biographical information, actions, performance, voice, conversations, quotes and material spoken or otherwise provided by me (collectively, the “Material”) during my attendance at the School. I also agree that DHI shall be the sole owner throughout the universe and in perpetuity of any and all rights in and to any and all works containing the Material, in whole or in part, for all purposes whatsoever and in any manner or media including, without limitation, printed works, videocassette, DVD, and computer online services. I shall have no rights or interest thereunder whatsoever.
DHI 2019 FALL TECHNICAL SCHOOL
OCTOBER 20-26, 2019 • EMBASSY SUITES • SCOTTSDALE, AZ

COURSE CURRICULUM

<table>
<thead>
<tr>
<th>SUN 10/20</th>
<th>MON 10/21</th>
<th>TUES 10/22</th>
<th>WED 10/23</th>
<th>THURS 10/24</th>
<th>FRI 10/25</th>
<th>SAT 10/26</th>
</tr>
</thead>
<tbody>
<tr>
<td>COR140 Using Codes &amp; Standards</td>
<td>COR123 Using Door, Frame and Hardware Standards</td>
<td>COR117 Door, Frame and Architectural Hardware Applications</td>
<td>EHC400 Electrified Hardware Applications &amp; Documentation</td>
<td>DHC307 Advanced Detailing Doors, Frames &amp; Hardware</td>
<td>COR146 Intro to Detailing</td>
<td>COR133 Electrified Architectural Hardware</td>
</tr>
<tr>
<td>COR125 Take-off and Estimating</td>
<td>COR120 Writing Door &amp; Frame Specifications</td>
<td>COR153 Installation Coord. &amp; Project Mgmt.</td>
<td>DHC205 Intermediate Detailing Doors, Frames &amp; Hardware</td>
<td>COR160 Material Purchasing Conc.</td>
<td>EHC420 EHC Exam Prep</td>
<td>CDC320 CDC Exam Prep</td>
</tr>
<tr>
<td>COR117 Door, Frame and Architectural Hardware Applications</td>
<td>AHC220 AHC Exam Prep</td>
<td>DHSC315 Writing Hardware Specifications</td>
<td>DHSC310 Writing Door &amp; Frame Specifications</td>
<td>COR117 Door, Frame and Architectural Hardware Applications</td>
<td>COR133 Electrified Architectural Hardware</td>
<td>DAI600 EXAM</td>
</tr>
</tbody>
</table>

TECHNICAL SCHOOL POLICIES & PROCEDURES

RECOMMENDED PREREQUISITES
Refer to the Education Resource Guide for further details as to the recommended prerequisites for classes, posted at www.dhi.org.

TUITION STRUCTURE
Member tuition applies to any DHI individual member. Tuition includes all student materials except for a few select reference guides as noted in the Education Resource Guide (http://www.dhi.org/shared/forms/PDFforms/EducationResourceGuide.pdf).

CLASS SIZE
Registrations are entered in the order they are received. Should a course sell out, registrants are placed on a waitlist upon receipt of a completed application. Those with full tuition payment are waitlisted first, followed by those with an application only. If waitlisted registrants with paid tuition, are not placed in their first class choice, they may opt to transfer to another current course, or future course with full credit or receive a full refund. (If applicable)

TUITION POLICIES
Registration
• Tuition payment must be received with registration to ensure a place in a course. Confirmation of registration after receipt of payment will be provided.

Cancellations and Administration Fee
• Registration deadline is September 30, 2019. After September 30, you must contact DHI directly to register, based upon class availability.
• For cancellations received up until 4 weeks prior to the start of the Fall Technical School, Sept. 23, 2019, either a 95% refund or a 100% credit for future courses is available. Credit is valid only for one calendar year.
• For cancellations received within 4 weeks of the start of the Fall Technical School, Sept. 24, 2019, a 90% credit only will be applied to a future course.

Refunds
• No refunds will be given to any missed sessions.
• No refunds will be given to any non-completion of course(s).
• Once a Technical School begins, no refunds nor credit will be given for missed or non-completed courses. Special circumstances such as a significant medical issue, death in family, etc. may allow for a partial or full credit of tuition fees only, not including facility fees, to be issued for a future course. Proof of special circumstance may be required.

HOTEL ACCOMMODATIONS
Students are responsible for making their own hotel reservations. To take advantage of DHI’s rates please be sure to book by September 15. Complete education housing information is available online at www.dhi.org/fallschool.

PHOTOGRAPHY DISCLAIMER
I understand and acknowledge that during my attendance at the DHI Fall Technical School, I may be photographed, videoed or otherwise recorded by the Door and Hardware Institute ("DHI") and/or those designated by DHI. As a condition of my attendance at the DHI Fall Technical School, I agree to irrevocably grant to DHI, its assigns, licensees and successors the right to photograph, publish, record, broadcast, exhibit, digitize, display, copyright, license, transfer, reproduce, translate, modify, edit or otherwise use perpetually throughout the world, in all media now and hereafter known or devised, in whole or in part, my image, likeness, name, biographical information, actions, performance, voice, conversations, quotes and material spoken or otherwise provided by me (collectively, the “Material”) during my attendance at the DHI Fall Technical School. I also agree that DHI shall be the sole owner throughout the universe and in perpetuity of any and all rights in and to any and all works containing the Material, in whole or in part, for all purposes whatsoever and in any manner or media including, without limitation, printed works, videocassette, DVD, and computer online services. I shall have no rights or interest thereunder whatsoever.

Classes/schedule are subject to change.
Today's construction projects use some of the most advanced materials and products ever made. Fire-rated and means of egress door openings have specific requirements they must meet to be able to function correctly. This course teaches you about the doors and frames (e.g., hollow metal, wood, and aluminum) in use today. Many hardware items can be employed in more than one application, and knowing which application is correct for a particular opening will make you indispensable to your customers and clients. An assortment of product samples are used in this course to help you identify many of the hardware items in use today.

You will learn how to:
- Read door and frame details
- Determine wall/partition construction
- Select frame types and anchors
- Explain different types of door and frame construction
- Use door accessories (e.g., lite kits, louvers)
- Size special-purpose hinges (e.g., wide throw)
- Learn the application of raised-barrel hinges and swing-clear hinges
- Select proper strike plates
- Size push/pull bars
- Resolve closer/overhead stop/holder conflicts
- Size thresholds and saddles

**COR123 USING DOOR, FRAME AND HARDWARE STANDARDS (FORMERLY CDC300 & ELT515)**

(2 Days) (16 CEPs)

One of the first courses in the DHT Curriculum

Develop an understanding and thorough knowledge of how industry standards affect door openings. Knowledge of the many door, frame and hardware standards is essential to properly specify, detail, furnish and install these products for projects. These standards contain a wealth of information and can be used to establish levels of quality and function for all types of buildings.

This class covers the following industry standards:
- Steel Door Institute’s (SDI) Technical Documents and ANSI/SDI Standards and Test Methods
- Hollow Metal Manufacturers Association (HMMA) 800 Series of Technical Publications
- Window and Door Manufacturers Association (WDMA) IS-1A (2013) & IS-6A (2013)
- Architectural Woodwork Institute’s (AWI) Architectural Woodwork Standards (2nd edition) 2014
- American Architectural Manufacturers Association’s (AAMA) Aluminum Storefront and Entrance Manual SFM-1-14
- American National Standards Institute (ANSI)/Builders Hardware Manufacturers Association (BHMA) A156 Series of Product Standards

**STUDENTS TO PROVIDE ADDITIONAL REFERENCE MATERIALS:**
- Steel Door Institute’s SDI Fact File (Suggest Electronic format) 2018, (Technical Documents and ANSI/SDI Standards and Test Methods)
- Hollow Metal Manufacturers Association (HMMA) Hollow Metal Manual, 800 Series of Technical Publications

**COR125 TAKEOFF AND ESTIMATING**

(2 Days) (16 CEPs)

**RECOMMENDED PREREQUISITES:**
COR103 – UNDERSTANDING AND USING CONSTRUCTION DOCUMENTS
COR117 – DOOR, FRAME, AND ARCHITECTURAL HARDWARE APPLICATIONS

Profitability of a company often hinges on the accuracy and efficiency of the bids that estimators turn out. Overprice, and your bid will not be considered; underprice, and you will have more work than you need, and you will consistently lose money with each project.

This course introduces you to material takeoff techniques and estimating skills that will help you become a more accurate and efficient estimator.

You will learn how to:
- Perform material takeoffs
- Prepare Requests for Information (RFI)
- Prepare Requests for Substitutions
- Calculate overhead costs
- Apply mark-ups
- Prepare estimates

**COR133 ELECTRIFIED ARCHITECTURAL HARDWARE**

(5 Days) (40 CEPs)

**RECOMMENDED PREREQUISITES:**
COR117 – DOOR, FRAME, AND ARCHITECTURAL HARDWARE APPLICATIONS

Electrified hardware items are used on virtually all new building projects. You need to understand how these products are properly used and what their capabilities are if you are going to advance in this industry. This course provides you with the principles of low-voltage electricity through hands-on class exercises. In addition, this course is focused on teaching you how separate electrified architectural hardware components are used to create single-opening systems. Learn how to design low-voltage circuits and to hook up these components through the hands-on labs.

You will learn how to:
- Coordinate voltage and amperage requirements
- Draw elevation, logic, and point-to-point wiring diagrams
- Write operational descriptions
- Troubleshoot circuits

**NOTE: STUDENTS ARE REQUIRED TO BRING A CALCULATOR TO THIS CLASS.**
COR140 USING CODES AND STANDARDS
(3 Days) (24 CEPs)

RECOMMENDED PREREQUISITES:
COR117 – Door, Frame, and Architectural Hardware Applications


You will begin to:
- Tell the difference between codes and standards
- Look up information
- Interpret codes and standards
- Determine requirements for fire-rated openings
- Determine requirements for means of egress openings

STUDENTS TO PROVIDE ADDITIONAL REFERENCE MATERIALS:
- NFPA 80, Standard for Fire Doors and Other Opening Protectives (2013 edition)

Electronic copies are allowed, however, we recommend you download the material on your computer.

COR146 INTRODUCTION TO DETAILING DOORS, FRAMES AND HARDWARE
(3 Days) (24 CEPs)

RECOMMENDED PREREQUISITES:
COR117 – Door, Frame, and Architectural Hardware Applications

This course is the first of three in a series of combined detailing courses. One of the most important skills you can develop in our industry is the ability to properly coordinate and schedule doors, frames and hardware that are to be provided on projects. In this course, you will begin to learn to detail doors, frames and hardware on projects with a beginner level of complexity of occupancy type through a series of in-class exercises. This is a great face-to-face first step for those interested in working towards their DHT credential.

You will begin to:
- Understands basic fire door and egress code principles
- Apply basic door, frame and hardware knowledge in building very simple openings
- Apply basic blue print reading and scaling skills
- Coordinate the application of hardware with doors and frames

COR147 INTRODUCTION TO SPECIFICATION WRITING
(3 Days) (24 CEPs)

If you are pursuing the Architectural Hardware Consultant (AHC), Certified Door Consultant (CDC), Electrified Hardware Consultant (EHC), or Door + Hardware Specification Consultant (DHSC), you need to master the basic principles of writing architectural specifications. Specification writing skills are an essential element of becoming a professional consultant in today’s construction industry. Architects will expect you to have mastered these skills when you work with them. “Practice makes perfect,” as the saying goes, and this course teaches students how to practice writing door, frame, and hardware specifications. Nearly two days of practical exercises are included in this course.

You will learn how to:
- Follow CSI SectionFormat™
- Use proper specification terminology and language
- Properly reference DIVISION 1 GENERAL sections
- Write clear, concise, correct, and complete specifications
- Identify methods of specification writing (e.g., descriptive, performance, proprietary, reference)

STUDENTS TO PROVIDE ADDITIONAL REFERENCE MATERIALS:
- Catalogs or electronic files with technical information for hinges, mortise locks, door closers, fire exit hardware, panic hardware, protection plates, electrified hardware, hollow metal doors and frames, and flush wood doors

Electronic copies are allowed, however, we recommend you download the material on your computer.

COR153 INSTALLATION COORDINATION AND PROJECT MANAGEMENT
(2 Days) (16 CEPs)

RECOMMENDED PREREQUISITES:
COR103 – Understanding and Using Construction Documents
COR117 – Door, Frame, and Architectural Hardware Applications

Project management requires effectively working with contractors, installers, owners, and architects. Coordination of the installation of doors, frames, and architectural hardware is an essential element of a project manager’s responsibilities. Pre-installation meetings with the installers increase their productivity, reduce installation errors, and ensure that the door assemblies will operate reliably for many years. Project managers must also be able to read and interpret contract documents, oversee projects with fast-track schedules, and maintain profitability—all of which requires disciplined attention to detail.

This course teaches you how to coordinate installations and provides you with techniques to help you succeed as a project manager.

You will learn how to:
- Reduce callbacks and backcharges
- Present proper installation techniques
- Describe common installation problems
- Improve customer relationships and satisfaction
- Increase profitability on your projects
- Avoid common project management problems
- Improve customer relationships and satisfaction

STUDENT TO PROVIDE ADDITIONAL REFERENCE MATERIALS:
You will review material from the follow intermediate level courses:

- COR103 – Understanding and Using Construction Documents
- COR117 – Door, Frame and Architectural Hardware Applications
- COR123 – Using Door, Frame and Hardware Standards (formerly AHC205 Masterkeying)
- CDC300 Door and Frame Standards and CDC305 Detailing Doors and Frames
- COR133 – Electrified Architectural Hardware
- COR140 – Using Codes & Standards
- COR146 – Introduction to Detailing Doors, Frames and Hardware (formerly CDC305 Detailing Doors and Frames)
- COR153 – Installation Coordination and Project Management
- COR163 – Developing Masterkey Systems (formerly AHC200)
- DHC205 – Intermediate Detailing Doors, Frames and Hardware (formerly AHC205 and CDC305)
DHC307 ADVANCED DETAILING DOORS, FRAMES AND HARDWARE (FORMERLY AHC207 AND CDC305)  
(5 Days) (40 CEPs)  
**RECOMMENDED PREREQUISITES:**  
COR117 – Door, Frame, and Architectural Hardware Applications  
COR133 – Electrified Architectural Hardware  
DHC205 – Intermediate Detailing Doors, Frames & Hardware (formerly AHC205 & CDC305)  
Building on the principles learned in the former AHC205 - Detailing Hardware, students are led through a series of challenging class exercises designed to develop their decision-making skills by selecting and detailing hardware products that meet the intended functions of door openings. Students will learn the step-by-step sequence employed by Architectural Hardware Consultants (AHCs) and Door + Hardware Specification Consultants (DHSCs) as they evaluate door openings and select hardware products to create door assemblies in accordance with applicable codes and standards.  

You will learn how to:  
- Identify intended functions of complex door openings  
- Select hardware products for complex openings  
- Create detailed hardware sets  
- Include elevation diagrams for openings with electrified hardware  

DHI will provide students with catalogs on a USB drive for this class.

DHC310 WRITING DOOR AND FRAME SPECIFICATIONS (FORMERLY CDC310)  
(3 Days) (24 CEPs)  
**RECOMMENDED PREREQUISITES:**  
COR147 – Introduction to Specification Writing  
COR123 – Using Door, Frame and Hardware Standards (formerly CDC300 and ELT315)  
Door and frame specifications require as much attention to detail as other specification sections. Fire-rated openings (both neutral and positive pressure tested) require particular attention to construction, labeling requirements, reinforcements, hardware preparations, glazing, and frame anchors. These specifications must be carefully coordinated with other specifications to ensure that the proper materials are provided. This course teaches you how to write clear, concise, correct, and complete door and frame specifications using the Construction Specifications Institute’s (CSI) MasterFormat™ as a guide.  

You will learn how to:  
- Organize your specifications  
- Use correct specification language  
- Create hardware specification sets  
- Write complete hardware specifications  
- Coordinate work in other sections  
- Address product substitutions  
- Coordinate specifications for electrified hardware and access control systems  

DHI will provide students with a printed “catalog” of hardware for this class.

DHC315 WRITING HARDWARE SPECIFICATIONS (FORMERLY AHC215)  
(5 Days) (40 CEPs)  
**RECOMMENDED PREREQUISITES:**  
COR117 – Door, Frame, and Architectural Hardware Applications  
COR133 – Electrified Architectural Hardware  
COR140 – Using Codes and Standards  
COR147 – Introduction to Specification Writing  
DHC205 – Intermediate Detailing Doors, Frames & Hardware (formerly AHC205 & CDC305)  
DHC307 – Advanced Detailing Doors, Frames & Hardware (formerly AHC207 & CDC305)  
Architectural Hardware Consultants (AHCs) are required to master the skills and techniques of writing professional construction specifications. Architects rely on professional consultants for technical expertise and expect them to be proficient in writing specifications. This course teaches you how to write clear, concise, correct, and complete hardware specifications using the Construction Specifications Institute’s (CSI) MasterFormat™ as a guide.  

You will learn how to:  
- Organize your specifications  
- Use correct specification language  
- Create hardware specification sets  
- Write complete hardware specifications  
- Coordinate work in other sections  
- Address product substitutions  
- Coordinate specifications for electrified hardware and access control systems  

NOTE: Students taking this course must have expert-level hardware application and code and standard knowledge.  

DHI will provide students with a printed “catalog” of hardware for this class.

AHC220 EXAM PREP  
(3 Days) (24 CEPs)  
Students pursuing the Architectural Hardware Consultants (AHCs) designation will complete in-class exercises designed to replicate exam conditions and better prepare them for the AHC exam. You will leave this class with a firm understanding of how to prepare for the formal AHC certification exam.  

You will be required to:  
- Complete timed scheduling and specification exercises  
- Complete timed written exam questions  

**STUDENTS TO PROVIDE ADDITIONAL REFERENCE MATERIALS:**  
- NFPA80, Standards for Fire Doors and Other Opening Protective (2013 edition)  
- Catalogs or electronic files with technical information for hinges, mortise locks, door closers, fire exit hardware, panic hardware, protection plates, electrified hardware, hollow metal doors and frames, and flush wood doors  
- Catalogs or electronic files for pivots, continuous hinges, concealed in the floor closers, door bolts, coordinators, overhead stops and holders and removable mullions, bored and mortise locks and latches, auxiliary locks, surface-mounted and overhead concealed door closers, low-energy door operators, door pulls, push bars, protection plates, Gasketing and thresholds, and door stops  
- Catalogs or electronic files for electrified hardware (e.g. power supplies, card readers, key pads, motion detectors, power transfer devices)  

Electronic copies are allowed, however, we recommend that you download the materials on your computer.
CDC320 CDC EXAM PREP
(2 Days) (16 CEPS)
This course walks you through the exercises required to complete the Certified Door Consultant (CDC) certification exam under exam-like conditions. You will leave this class with a firm understanding of how to prepare for the formal CDC certification exam.

You will be required to:
• Complete shop drawing and specification exercises
• Complete written exam questions

REQUIRED CLASS MATERIALS:
1. NFPA 80, Standard for Fire Doors and Other Opening Protectives (2013 edition)
4. Catalogs or electronic files for: standard and custom hollow metal doors and frames, architectural flush and stile and rail wood doors, and aluminum doors and frames

EHC400 ELECTRIFIED HARDWARE APPLICATIONS AND DOCUMENTATION
(4 Days) (32 CEPS)
RECOMMENDED PREREQUISITES:
COR117 – Door, Frame, and Architectural Hardware Applications
COR133 – Electrified Architectural Hardware
COR140 – Using Codes and Standards
DHC205 – Intermediate Detailing Doors, Frames & Hardware (formerly AHC205 and CDC305)
DHC307 – Advanced Detailing Doors, Frames & Hardware (formerly AHC207 and CDC305)

One of the most important steps in detailing today’s projects is creating the low voltage wiring drawings / diagrams and related documentation for door openings with electrified hardware. In this course you will learn to use a free downloadable computer drawing program (Libre Office Draw) to create your drawings and will return to your workplace with the ability to create drawings for your projects. This course will teach you how to use correct industry recognized symbols and drawing techniques to help you communicate the project’s requirements more effectively with the electrician, installer and systems integrators.

You will learn how to:
• Create electrified door elevation diagrams
• Create riser diagrams
• Create point-to-point wiring diagrams
• Use relays to control circuits

EHC433 ADVANCED ELECTRIFIED ARCHITECTURAL HARDWARE
(FORMERLY EHC405 & EHC410)
(5 Days) (40 CEPS)
RECOMMENDED PREREQUISITES:
COR117 – Door, Frame, and Architectural Hardware Applications
COR133 – Electrified Architectural Hardware
COR140 – Using Codes and Standards
DHC205 – Intermediate Detailing Doors, Frames & Hardware (formerly AHC205 and CDC305)
DHC307 – Advanced Detailing Doors, Frames & Hardware (formerly AHC207 and CDC305)
EHC400 – Electrified Hardware Applications and Documentation

Building upon the fundamentals that you learn in COR133, this class will teach you how to take the lead in coordinating electrified hardware devices that your company supplies, with all other low voltage electrified systems to be installed as part of the openings on a project. Coordination is critical in order to ensure a seamless, trouble free, product integration, and will substantially reduce call backs to the site. Through hands-on electrified hardware exercises, we will demonstrate how different systems work together to create secure, and fully functional electrified openings. After taking this course, whether you supply product, create drawings, run coordination meetings, or all of the above, you will develop a true consulting approach that can greatly impact your company’s bottom line. As the hardware industry becomes more dependent on the versatility of electrified hardware, this curriculum will prepare you to communicate effectively with Architects, Owners, Contractors, and Subcontractors by teaching you the necessary skills to coordinate a project as an expert industry professional. By developing a concrete understanding of the systems involved in integrated openings, and an assurance that all code requirements for the project are satisfied, you can take your company to the next level.

STUDENTS ARE REQUIRED TO BRING A LAPTOP OR TABLET, AND A HANDHELD MOBILE DEVICE (CELLPHONE)

EHC420 EHC EXAM PREP
(2 Days) (16 CEPS)
This course is designed to take you through the exercises required to complete the Electrified Hardware Consultant (EHC) certification exam under exam-like conditions. You will leave this class with a firm understanding of how to prepare for the EHC exam.

You will learn how to:
• Complete shop drawing exercises
• Complete written exam questions that cover topics such as access control systems

STUDENTS TO PROVIDE ADDITIONAL REFERENCE MATERIALS FOR EHC420:
✓ NFPA 80, Standards for Fire Doors and Other Opening Protectives (2013 edition)
✓ Catalogs or electronic files for electrified hardware (e.g. power supplies, card readers, key pads, motion detectors, power transfer devices)
✓ Electronic copies are allowed, however, we recommend that you download the materials on your computer.
DAI600 FIRE AND EGRESS DOOR ASSEMBLY INSPECTION
(4 days) (24 CEPs)

RECOMMENDED PREREQUISITES:
COR101 – Fundamentals of Architectural Doors & Hardware
COR102 – Introduction to Building Codes
COR117 – Door, Frame and Architectural Hardware Applications
COR140 – Using Codes & Standards

The DAI600 curriculum is focused on understanding the role and responsibilities of the fire and egress door inspectors as well as interacting with the building owner and the Authority Having Jurisdiction (AHJ). It is paramount to ensure that the respective parties clearly understand the inspection process and documentation and how to follow through with the necessary corrections to improve safety in their facilities.

This class will teach you how to perform and record these inspections, as well as provide tips for interacting with building owners and AHJs. It requires an intermediate level of understanding of door, frame, and hardware products and applications, and applicable code familiarity to conduct inspections.

Students of this course are recommended to have completed the specific DHI courses or have comparable knowledge or experience. The first critical course, COR117- Door, Frame, and Architectural Hardware Applications, is focused on products and their applications. If you have not taken this course but have significant experience in non-residential doors, frames, and hardware, a complimentary knowledge assessment exam is available to evaluate your readiness for the DAI 600 class. Because the DAI600 course is based heavily on understanding codes, which are updated every three years, we strongly suggest that the second course, COR140 - Using Codes and Standards, be taken prior to DAI600, and if not taken within the past three years, the DHI CEP code update classes also be taken.

For those that who do not work and/or are not directly related to the Door and Hardware Industry there are two excellent introductory courses-COR101 and COR102 - that should be completed prior to taking COR117, COR140 and ultimately DAI600. All 4 recommended courses are crucial in order to be successful in the DAI600 class and earn your FDAI credential.

You will learn how to:
• Perform visual inspections and conduct operational testing of swinging fire doors
• Authorize inspection reports for building owners and AHJ requirements
• Recommend corrective actions necessary in compliance with inspection requirements
• Interface with building owners and AHJs on inspection requirements and issues
• Understand NFPA 101 inspections, occupancy types, means of egress, special locking arrangements, capacity calculations, hazard contents, and perform egress inspections
• Provide Performance-Based option explanation and guidance
• Research manufacturers’ labels and listings
• Provide instruction for the care and maintenance of components along with approved field modifications when necessary

After completing the DAI600 course, students will take the FDAI certification computerized exam (on the last day, half-day) through Kryterion Testing Services onsite at the school. Upon successful completion of DAI600 and the exam students will receive the credentials FDAI – Fire Door Assembly Inspector. Students will receive the Guide to Annual Inspections of Swinging Fire Doors and Field Reference Digest for Inspecting Swinging Fire Doors, sample inspection reports, door gap gauge, and inspection magnet and mirror.

STUDENTS TO PROVIDE ADDITIONAL REFERENCE MATERIALS FOR DAI600:
✓ NFPA 80, Standards for Fire Doors and Other Opening Protectives (2013 edition)
✓ NFPA 105 (2013 edition)

IMPORTANT TO NOTE

3-DAY DAI600
This DAI600 session is a 3-day face-to-face class with the FDAI Credentialing Exam given on the 4th day – a half-day – at the Technical School.
2019 FALL TECHNICAL SCHOOL CREDENTIAL AND CERTIFICATION EXAMS

Two days of Credential and Certification Exam Sessions:

- Friday, October 25 - Saturday, October 26, 2019
- Upon registration, notification of exam instructions will be supplied to include materials needed

If you can’t make the following dates for the DHT or DHC exams, please be aware that you can purchase the DHT exam and DHC exam outside of this school by setting up an appointment at your local Kryterion Testing Center.

ARCHITECTURAL HARDWARE CONSULTANT (AHC) – 2 DAYS:
Friday, October 25 AND Saturday, October 26
Architectural Hardware Consultants (AHC) have advanced mechanical and electrified hardware product and code application knowledge and expertise, with an intermediate level of knowledge of doors and frames, along with the skills proficient to detail, estimate and project manage large and complex projects and existing facility renovations. They are proficient to write or edit CSI format specifications for mechanical and electrified hardware. They are trained to recognize builders’ hardware requirements for door openings in all types of public, commercial, industrial and institutional buildings.

CERTIFIED DOOR CONSULTANT (CDC) – 1 DAY, 2 SESSIONS:
Friday, October 25 OR Saturday, October 26
Certified Door Consultants (CDC) have advanced door and frame product and code application knowledge and expertise, and skills proficient to detail and estimate doors and frames for large and complex projects and existing facility renovations. They are trained in the construction and application of standard and custom steel doors and frames, architectural wood doors and aluminum doors and frames. They are proficient to write or edit CSI format specifications for doors and frames.

ELECTRIFIED HARDWARE CONSULTANT (EHC) – 1 DAY, 2 SESSIONS:
Friday, October 25 OR Saturday, October 26
Electrified Hardware Consultants (EHC) have advanced mechanical and electrified hardware product and code application knowledge and expertise, with an understanding of electronic access control systems. They specialize in the coordination of architectural door openings with the increased security needs of public buildings in today’s society.

DOOR + HARDWARE TECHNICIAN (DHT) – 1 DAY, 2 SESSIONS:
Friday, October 25 OR Saturday, October 26
Door + Hardware Technicians (DHT) demonstrate the competence to provide product and code application, detailing, estimating, and project management skills on projects with an intermediate level of complexity of occupancy type. This is the first level of technical credential earned for technical competence to assist contractors and building owners with basic construction project issues. Earning the DHT credential is required to sit for the DHC exam.

DOOR + HARDWARE CONSULTANT (DHC) – 1 DAY, 2 SESSIONS:
Friday, October 25 OR Saturday, October 26
Door + Hardware Consultants (DHC) have advanced product and code application knowledge and expertise, and skills proficient to detail, estimate and project manage large and complex projects and existing facility renovations. They are qualified to provide technical consultation to architects, contractors and building owners on the most complex building projects, but do not provide specification writing services. Applicants must have already earned the DHT to qualify to take the DHC.