



Program Description

Council-certified Structural Drying Supervisor

CSDS

The American Council for Accredited Certification offers the Council-certified Structural Drying Supervisor (CSDS) to individuals with expertise in the various disciplines related to structural and restorative drying.

Objectives of the CSDS Program:

- To raise the standards of those engaged in structural and restorative drying.
 - To identify persons with acceptable knowledge of structural drying and the standards and regulations affecting Council-certified Structural Drying Supervisors.
 - To award special recognition to those structural drying supervisors who have demonstrated verifiable field experience.
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Eligibility:

Applicants for the CSDS certification must demonstrate academic- and experience-related eligibility.

Applicants must possess one of the following combinations of eight (8) years education and relevant field experience:

- A 4-year post-secondary degree or its equivalent (30 credit hours) in engineering, science, architecture, industrial hygiene or related field of science with a minimum of four (4) years of documented field experience conducting structural drying projects.
 - A 2-year post-secondary degree or its equivalent (15 credit hours) in engineering, science, architecture, industrial hygiene or related field of science with a minimum of six (6) years of documented field experience conducting structural drying projects.
 - No degree, with at least eight (8) years of documented field experience conducting structural drying projects. (High school diploma or GED required.)
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The Required Body of Knowledge:

The effective practice of structural drying requires knowledge of a variety of subjects related to the building sciences. For certification purposes, the candidate for the CSDS designation must demonstrate familiarity with the basic concepts and reference materials of the industry, such as those summarized in the following list.

- American Council for Accredited Certification, *Code of Conduct* (www.acac.org)
- IICRC, *Standard S500-2006: Standard and Reference Guide for Professional Water Damage Restoration*, 3rd edition (Vancouver, WA: IICRC, 2006) **OR** ANSI/IICRC, *S500-2015, Standard and Reference Guide for Professional Water Damage Restoration*, 4th edition (LasVegas: IICRC, 2015).
- Ken Larsen, et. al., *Leadership in Restorative Drying* (Wood Dale, IL: Restoration Leadership Institute, 2010) OR 3rd edition (2011) OR 4th edition (2014).
- NIOSH Respirator Selection Logic 2004 (www.acac.org/forms/rclibrary/nioshresp2004.pdf)

The Required Skills:

A Council-certified Structural Drying Supervisor (CSDS) has demonstrated the following skills through a combination of documented experience, documented education and training and the successful completion of an examination process.

1.0 A CSDS understands and abides by the ACAC Code of Conduct.

2.0 A CSDS understands guidelines, regulations and standards relevant to the structural drying industry as they relate to:

- 2.1 The OSHA general duty clause
- 2.2 Personal protective equipment
- 2.3 Emergency action and fire prevention plans
- 2.4 Confined space entry
- 2.5 Hazardous atmospheres and materials
- 2.6 Walking and working surfaces
- 2.7 Ladders, scaffolding & warning signs

3.0 A CSDS applies knowledge of principles, strategies and equipment to the design and execution of structural drying projects. In particular:

- 3.1 The CSDS understands the basic principles of psychrometry and hygroscopic materials, including those related to:
 - 3.1.1 Temperature
 - 3.1.2 Vapor Pressure
 - 3.1.3 Humidity
 - 3.1.4 Heat
 - 3.1.5 The psychrometric chart
 - 3.1.6 Phases of water
 - 3.1.7 Behavior of water in wood
 - 3.1.8 Equilibrium Moisture Content (EMC)
 - 3.1.9 Behavior of water in cementitious materials
- 3.2 The CSDS correctly applies scientific principles in the design of effective drying strategies, including those related to:
 - 3.2.1 Dalton's evaporation formula
 - 3.2.2 Understanding vapor pressure in hygroscopic materials
 - 3.2.3 Developing open, closed and combination drying strategies
- 3.3 The CSDS selects and operates appropriate drying equipment in the execution of structural drying projects, including:
 - 3.3.1 Equipment appropriate for various classes of water
 - 3.3.2 Air movers
 - 3.3.3 Dehumidifiers
 - 3.3.4 Portable cooling equipment
 - 3.3.5 Portable heating equipment
 - 3.3.6 Ductwork and building HVAC systems
 - 3.3.7 Dehumidification formulas

4.0 A CSDS correctly designs and executes the phases of a structural drying project, including:

- 4.1 Project documentation
- 4.2 Project planning
- 4.3 Structural drying procedures
- 4.4 Special considerations (HVAC, microbial contamination, etc.)
- 4.5 Drying validation

The Certification Process:

1. Complete and forward the notarized application and project sheets and a copy of diploma or transcripts. Incomplete applications will not be forwarded to the Certification Board for review.
2. Pass the closed-book examination.
 - a) If the examination is not successfully passed, a mandatory 30-day waiting period and re-examination fee is required before retaking the examination.
 - b) If the second examination is not successfully passed, a mandatory 60-day waiting period and re-examination fee is required before retaking the examination.
 - c) If the third examination is not successfully passed, a mandatory 90-day waiting period and re-examination fee is required before retaking the examination.
 - d) Additional attempts are not permitted beyond the fourth examination.
3. Applicants have up to 2 years from the date of their examinations to complete the application process. Examination results for applications left incomplete after two years will be considered null and void.
4. Wait for the awarding of the certification. The Certification Board will meet approximately every four (4) weeks to review the examination results and supporting materials before voting to award the certification.

The Application:

The Application Form provides an area for contact information, academic information and experience background. We strongly recommend a notarized application be sent to the Council office prior to the examination, so that the certification staff may prepare the applicant's file for Board review.

Required Documentation:

The applicant must provide documentation of a) education and b) field experience in conducting structural and restorative drying projects. Required forms of documentation include:

- College transcripts and diplomas, if the application relies upon college credit;
- Project documentation forms (included in this application packet);
- Employer affidavits for projects on which the candidate worked as an employee (included in this application packet).

The application packet must include four project sheets, at least one of which must date from the first year of experience claimed.

The CSDS Examination:

1. The applicant must complete a 3-hour, closed-book, written examination. The examination questions are based on the listed topic areas and required body of knowledge. For an updated list of exam topics and item references to use in test preparation, visit www.acac.org.
2. The examination is closed-book! It is strongly recommended that candidates read the reference materials listed above before taking the examination.
3. There are 120 questions on the examination. Each question is multiple-choice with at least four (4) possible answers. A score of 75% must be achieved to pass this examination.
4. The examination is delivered electronically at an authorized testing center operated by Kryterion, Inc. There are no paper exams. Once a complete application packet is on file in the Council office, the candidate may register for the examination by calling the office at (888) 808-8381.
 - Candidates should arrive 30 minutes before the testing appointment.
 - Candidates must present two forms of government-issued identification at the testing center, one of which must be picture ID.

- Candidates must follow proctor instructions with regard to the use of personal belongings and test materials, including submitting eyeglasses and exterior pockets for inspection.
 - Candidates failing to abide by these rules will not be permitted to sit for the exam, and a re-examination fee will be required.
5. All examinations contain the same questions; however, the examination questions are presented to each candidate in random order and the examination answers are presented to the candidate in random order.
 6. Examinations are graded electronically at the testing facility, and scores are available to candidates immediately. An email is sent to the candidate's email address confirming test results.

The Certifying Body:

1. The American Council for Accredited Certification (ACAC) is the certifying body for this program.
2. All decisions regarding application materials, examinations and the awarding of certifications are made by the CSDS Certification Board, which functions as part of the American Council for Accredited Certification.
3. The certifying body's responsibility to applicants is to provide a credible certification. Operation of the certification program is closely monitored to ensure that reference materials remain current with the industry guidelines and standards and the eligibility requirements for certification are at appropriate levels. Examination questions are developed by certified CSDSs who are currently active in the field of structural drying. Pass/fail scores are set by the CSDS Certification Board at the ACAC annual meeting using the modified Angoff method. The Board authorizes an annual statistical review of examination item performance and test reliability and updates the examination to reflect the latest changes in our rapidly evolving field.
4. The CSDS certification is valid for two (2) years, after which time re-certification is required.
5. Certification Board members are required to abstain from voting on any applicant's completed file that may present a conflict of interest, either personally or professionally.

Re-certification:

ACAC certifications are current for two years from the date of issue. The certificate holder must accumulate forty (40) Re-certification Credits (RCs) prior to the certificate's expiration date. Each RC represents one (1) hour of continuing education in a Council-registered activity. The certificate holder may accumulate the required 40 hours at any time during the two-year certification period. An updated list of activities which qualify for RCs is available on the ACAC website at www.acac.org.

Due Process Procedures:

1. The CSDS Certification Board is responsible for all facets of the certification program, including the review and evaluation of applications, the development and administration of examinations, the granting and reissuing of certificates and the adjudication of complaints against certificants.
2. **Suspensions:** If a Council-certified Structural Drying Supervisor does not accumulate the required re-certification credits, certification shall terminate unless, in the judgment of the Certification Board, extenuating circumstances exist and the deficiency can be readily overcome. Examples of extenuating circumstances include documentation of active military service or documentation of a serious medical condition.
3. **Complaints:** If a Council-certified Structural Drying Supervisor fails to abide by the ACAC Code of Conduct or is formally accused of gross negligence in the performance of his or her professional duties, the Certification Board may vote to refuse re-certification.
4. **Appeals:** Any holder of a valid Council certification or applicant for such a certification may appeal the decisions of the Certification Board.
5. Complaints or appeals shall be made in writing via certified mail to the Certification Administrator.
6. In the case of complaints, the Certification Administrator shall forward the complaint to the accused certificant and allow him or her ample time to respond.

7. The Certification Administrator, at the direction of the Executive Committee, may forward complaints or appeals to the appropriate Certification Board.
8. The Certification Board shall rule on all complaints or appeals by unanimous vote.
9. Complaints or appeals may be continued in writing via certified mail to the National Advisory Board.
10. The National Advisory Board shall be the final court of appeal and will rule on complaints or appeals by unanimous vote.
11. In resolving complaints or appeals, ACAC may rule only on its own decisions to grant or deny certification and recertification.

Reinstatement of the CSDS:

Council-certified Structural Drying Supervisors who do not acquire sufficient CSDS Re-certification Credits by their recertification date will be notified in writing to cease using the CSDS designation. They will be listed as expired on the Council website and will no longer be listed as a CSDS in any ACAC publication until such time as they resubmit to the certification process and successfully meet the current criteria for certification. Appropriate fees will apply.

Fees:

All fees are listed on the ACAC website. *Corporate purchase orders, checks, Visa, MasterCard and American Express are accepted.*

Certification Fee for a two-year certification:

- Certification fee includes a non-refundable processing fee.

Examination Fee:

- Examination and certification fees are required prior to taking examinations.

Re-certification Fee:

- Re-certification is for a two-year period and requires documentation of continuing education. Re-certification fees include a non-refundable processing fee.

Re-examination Fee:

- For those who failed a previous exam.

Penalties for late Re-certification:

- May be waived in case of documented active military duty or medical issues.

Emeritus (Retired) Status:

1. Retired Council-certified Structural Drying Supervisors may be granted emeritus status in their designation as long as they are retired from professional practice as a CSDS. Such persons will be granted the title "Emeritus".
2. Re-certification Fees for Emeritus (Retired) Status: **\$100** USD for each two-year certification.
3. Continuing education is not required.
4. To return to active status, emeritus certificants must notify the ACAC in writing and pay a fee for a two-year active certification. At the end of the two-year period, all normal re-certification policies will apply.

Use of the CSDS Designation:

- A Council-certified Structural Drying Supervisor (CSDS) may use the designation with his/her name on organization letterheads, business cards and all forms of address. When using the CSDS designation, we encourage the spelling out of the designation fully in smaller print immediately below the signature block, as in the following example:

John Doe, CSDS
Council-certified Structural Drying Supervisor
Board-awarded by the American Council for Accredited Certification

- Certification is for individuals only. The CSDS designation may not be used to imply that an organization or firm is certified.

ACAC Code of Conduct:

- **Objective**

The objective of this code is to provide guidance for appropriate conduct for the certificants of the American Council for Accredited Certification as they engage in their individual professions.

- **Rules of Conduct**

Certificants of the American Council for Accredited Certification shall:

- Practice their respective professions following accepted industry standards and guidelines.
- Exercise caution not to misrepresent their credentials, training or experience in the course of their professional activities.
- Deal responsibly in advising parties regarding potential damage to property and/or risk to health.
- Maintain confidentiality concerning both personal and business information gathered in the performance of their professions, except in the case of overriding legal and/or health concerns.
- Avoid instances where conflict of interest or compromise of professional judgment may occur.
- Act with integrity to uphold the standards of their profession and of the Council and avoid any conduct that could adversely reflect on the Council and its certificants.

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We reserve the right to change/update our certification examination material, eligibility requirements and re-certification requirements at anytime we deem necessary to maintain the professional integrity and validity of our certification.

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