

Professional Certification Chapter Implementation

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Chapter Implementation



Chapter Implementation

Sign-Up

Initiate

Localise

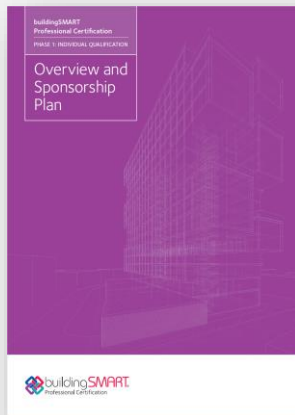
Launch

Manage

1.1. visit bSI website

<https://education.buildingsmart.org>

1.2. download Overview document.



<https://education.buildingsmart.org/downloads/>

1.3. register interest with Professional Certification Committee

Professional.certification@buildingSMART.org

1.4. receive Policy and Process document

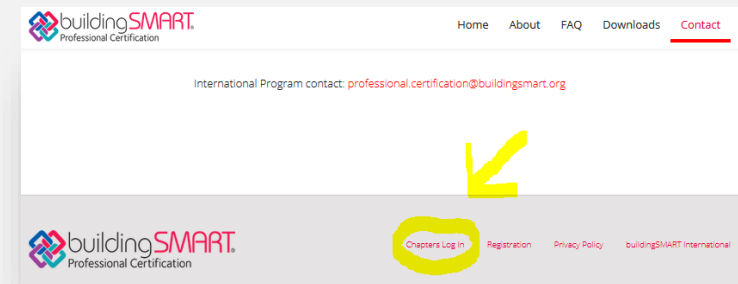


1.5. sign and return NDA and Agreement



(Annex to Policy and Process document)

1.6. download full Chapter Implementation Kit via website login area.



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2.1. form a local (Chapter) Professional Certification Committee

2.2. seek partners, sponsors and members for an Advisory Panel

2.3. write a Business Plan, Financial Plan and Program Statutes (use templates provided)

buildingSMART
Switzerland

Professional Certification
Business Plan
version 2.1

Document Title	Version	Date	Status
Professional Certification Business Plan	0.1	14.12.2018	For Sign-off
Professional Certification Business Plan	0.2	20.09.2019	For Sign-off
Professional Certification Business Plan	0.3	17.12.2019	For Sign-off
Professional Certification Business Plan	0.4	17.12.2019	For Sign-off

2.4. run regular (monthly) committee meetings and launch working groups as required. (use templates provided)

buildingSMART
Switzerland

Professional Certification - Swiss Chapter Meeting - 19.04.2019

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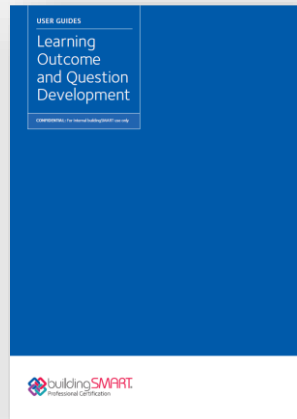
Launch

Manage

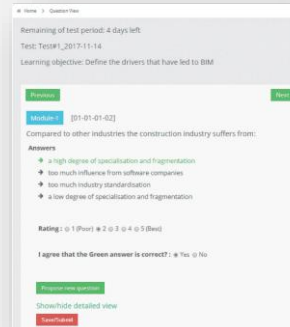
3.1. translate and localise all Program material:

- Core documentation (eg Policy and Process)
- Website
- Learning Objectives and Question database
- Individual Qualification Platform (Moodle)

3.2. create local content as required - Module 6 Learning Objectives and corresponding questions. (refer to guidance documentation provided)



3.3. Have local content reviewed and approved by advisory panel and industry experts (use Question Rating Tool provided).



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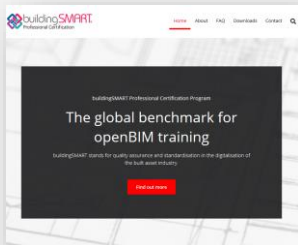
Localise

Launch

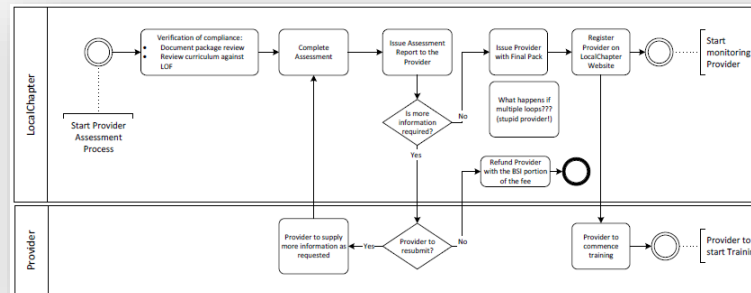
Manage

4.1. communicate and promote the Program in your industry (at events and through social media)

4.2. connect with, educate and induct Training Providers.



4.3. approve Training Providers based on the provided guidelines



(approval may be outsourced to a trusted partner if Chapter does not have available resources)

Chapter Implementation

Manage

5.1 manage the ongoing administration of the program, including:

- approving and monitoring Training Providers
- Registering training candidate
- maintaining and updating the website and Moodle platform
- managing payments (incoming and outgoing to bSI)

