



Registered Building Supply Professional

An Essential Industry Certification Program
for Building Supply Professionals

Credibility... Excellence... Professional Achievement...



Registered
Building Supply
Professional

Only building supply professionals who demonstrate the desire to excel, understanding of the building service contractor business needs, pressures and goals and industry competence will earn this designation.

By earning the RBSM designation, you'll become part of an elite group of building supply professionals worldwide that demonstrate a high level of understanding of the building service contractor industry.

**Isn't it time to demonstrate
YOUR commitment to excellence?**

BSCAI's Registered Building Supply Professional Designation...The Symbol of Excellence for Suppliers to Building Service Contractors

Take the Next Step – Become a RBSM

Be a Part of an Elite Group of Professionals

The RBSM designation is a symbol of accomplishment and is recognized with great respect by building service contractors and customers throughout the industry. After successfully completing the program, you may use your designation on business cards, personal stationery and in company brochures and proposals — wherever your name appears.

Show Your Industry Knowledge

In this era of increased competition, clients and prospective customers alike seek credentials that substantiate knowledge and experience. The RBSM designation provides a “competitive edge.” Use that edge to significantly enhance your prospects for career advancement and opportunities.

Expand Your Knowledge

Applicants must successfully complete and pass a comprehensive, four part examination. By using the RBSM examination preparatory materials available from BSCAI, you gain a thorough knowledge of the industry in every aspect of this profession.

Getting Your RBSM Designation: A Four-Step Process

1. The Application – Complete the RBSM application found at www.bscai.org/RBSM and submit with your certification payment of \$375. Your enrollment in the Registration Program — and any information you provide on the RBSM application — is kept confidential prior to your attainment of the RBSM designation. The application remains valid for a period of one year, during which you will have access to Volume 1-7 and Guide to Green Cleaning electronically. Failure to submit to the examination process within one (1) year from the date of your application will require re-application and fee payment.

2. Preparing for the Examination – After filing your application with BSCAI Headquarters, visit the BSCAI online store — www.bscai.org/marketplace — if you wish to order the RBSM preparatory package. Then set up your own personal study schedule to prepare for your examination. Also, you can purchase Virtual Workshops that will help you prepare for the exam.

3. The Examination – The next step is to take the RBSM examination. *The RBSM exam is only offered in English.* You can take the exam online within 365 days of application.

4. Passing/Retesting – Your examination will be graded instantly. Candidates must achieve a minimum passing score of 70% on each of four (4) sections. Any section that a candidate does not pass must be taken again within one (1) year.

RBSP Eligibility Requirements

- You must be a building service supplier for a building service contracting firm who actively performs managerial and supervisory functions.
- You must have acceptable character, ability and reputation.
- You must pledge in writing to adhere to the BSCAI Code of Ethics (see www.bscai.org).

The qualification of candidates for the RBSP designation is based strictly on compliance with criteria as established by the Certification and Registration Board. It is not the intent of the Certification and Registration Board to determine who can or cannot practice as a building service manager. The Board specifically disclaims any intention to interfere with or limit, in any way, the professional activities of anyone in the field of building service contracting. That a person is not registered does not indicate that he or she is unqualified as a building service manager, only that such individual has not fulfilled the requirements for the RBSP or has not applied for the designation.

Exam Preparation

You should plan to study for your examination by using BSCAI's Building Service Management Program. This text was designed for use as an "independent study program," allowing each RBSP applicant to study at his/her own pace. Each book covers essential information on everything from technical industry aspects to your own professional development. All electronic versions of these materials are available on BSCAI's website at www.bscai.org/RBSP. Individuals desiring additional materials, such as physical copies of exam preparation materials, virtual workshops, etc., should visit www.bscai.org/marketplace.

Taking the Exam

The RBSP examination is prepared and updated regularly by BSCAI's Certification and Registration Board.

Candidates must take the exam within 365 days of application. Each section is timed and examinees have 14 days to begin each of the four sections.

Awarding the Designation

You are notified of your final score instantly. A final score of 70% or better is required in order to successfully complete the designation's requirements. Any section that a candidate does not pass may be taken again within one year. A \$100 re-examination fee will be assessed.

You are notified of your final score by email. Passing scores will receive a certificate within one month of passing. Additionally, press releases from BSCAI Headquarters are made available to you, which you may submit to your local media.

Subjects covered in the RBSP examination are as follows:

Basic Math
Carpet Care
Chemicals and Chemistry
Communications
Customer Relations
Employee Motivation
Employee Relations
Employee Retention
Employee Training
First Aid
Floor Care
General Management
Government Regulations
Labor Laws
Personnel Management
Problem Solving
Quality Control
Restroom Cleaning
Retuning Jobs
Safety & Fire
Security
Technology of the Industry
Unions
Workloading and Scheduling

Fees

Certification Fee

(at time of application): \$375

Re-examination Fee: \$100

Renewal Fee (every two years): \$100

All fees are not refundable or transferable.

Use of the RBSP Designation

RBSPs can use the designation with their name on company letterhead, business cards and other appropriate advertising. Registration, however, is for individuals only. The RBSP designation may not be used to imply that any building service contracting firm or company is registered.

Maintaining the RBSP Designation

Continuing education is essential in order to maintain professionalism in any business practice. Therefore, as an RBSP, you are required to demonstrate your continuing education efforts.

Each Registered Building Supply Professional (RBSP) is required to submit a completed "Knowledge Review" examination every two (2) years to maintain the RBSP designation. All RBSPs must complete the examination

and re-registration application and submit them to the Director of Certification at BSCAI Headquarters.

Reinstatement

The Certification and Registration Board has set the following policy for RBSPs failing to renew their designation as required every two years:

Contractors who do not successfully complete the "Knowledge Review" examination by the renewal date will be notified in writing that their designation has been terminated. Such persons can no longer use the RBSP designation and will not be listed as an RBSP with BSCAI until such time that the contractor re-submits to the process of acquiring the designation and successfully meets again the designation criteria and passes the examination.

Designation Suspension or Revocation

Your designation may be revoked for failure to abide by the BSCAI Code of Ethics. In such cases, you will be offered a hearing by the Certification and Registration Board and notified of the views of the complainant and of the hearing date and location. Notice shall be given to you at least 30 days in advance of the hearing.

Lifetime Certification

All RBSP designees, upon reaching the age of sixty-two and renewing at least three (3) times, are designated for life. No further reporting is necessary other than notifying the Director of Certification in writing of meeting the age requirement.

Administration

Responsibility for this Registration Program rests with the Certification and Registration Board. The Board is composed of BSCAI members holding the CBSE designation who are appointed by the President of BSCAI with the approval of the BSCAI Board of Directors. The program is administered by the Director of Certification who is a BSCAI employee appointed by BSCAI's Executive Vice President.



Building Service Contractors Association International

330 N Wabash Avenue, Suite 2000, Chicago, IL 60611

Phone: 312-321-5167 • Toll free: 800-368-3414 • Fax: 312-673-6735 • www.bscai.org