

DHI Certification Exams and Continuing Education Program

Individuals who display the letters AHC, CDC, EHC and/or AOC after their names have passed rigorous and thorough written examinations which are designed to fully test their industry knowledge, skills and expertise. These individuals have earned the privilege to proudly use DHI's professional credentials.

AHC Exam

The Architectural Hardware Consultant (AHC) exam is currently given over two consecutive 8-hour days. Day 1 requires applicants to create a detailed hardware schedule for 15 different openings. Each hardware item must be thoroughly listed, using the manufacturers' part number(s) and nomenclature. Some of these openings require electrified hardware items to be scheduled correctly (including elevation wiring diagrams and operational descriptions). Day 2 is divided into two 4-hour periods. The first 4-hour period requires applicants to write a full three-part specification for the hardware products they detailed on Day 1 of the exam. The second 4-hour period requires applicants to successfully complete a series of written questions regarding codes and standards, hardware application, masterkeying, specification writing and electrified architectural hardware.

CDC Exam

The Certified Door Consultant (CDC) exam is currently given in one 8-hour day. The first 3-hour period requires applicants to create a door and frame schedule, draw door and frame elevations, and draw door and frame details illustrating wall to frame conditions, head and sill details, light and louver details and special door and frame construction (e.g., lead-lined, Dutch and double-acting doors). The second 3-hour period requires applicants to write a three-part specification for one of the following categories: Standard Steel Doors and Frames, Custom Steel Doors and Frames, Architectural Flush Wood Doors, Stile and Rail Wood Doors and Aluminum Doors and Frames. The final 2-hour period is reserved for a series of written questions regarding codes and standards, door and frame applications, and specification writing.

EHC Exam

Our Electrified Hardware Consultant (EHC) exam is currently given in one 8-hour day. The first 2-hour period requires applicants to answer a series of written questions regarding codes and standards, electrified hardware product applications, basic electrical circuit knowledge and terminology and access control devices. The following 1-hour period requires applicants to review a point-to-point wiring diagram and modify it to suit the new operational description. The final 5-hour period requires the applicants to successfully complete three major exercises: draw a logic diagram, review and correct a point-to-point wiring diagram, and completely schedule hardware (mechanical and electrified) for a door opening and draw the elevation, riser and point-to-point wiring diagrams.

Continuing Education Program (CEP)

A registered consultant is obligated to earn a total of 100 CEP points in a three year period. At least 80 CEP points must come from technically oriented activities during each cycle. (One way to obtain these points is by attending a class – you can earn up to three points per each hour of class training time.) Consultants registered in the CEP are permitted to use the trademarked (™) CEP seal, which is personalized with the consultant's name, DHI ID number and expiration date.

To find answers to frequently asked questions regarding DHI's Continuing Education Program, please go to www.dhi.org or email certification@dhi.org for further inquiry.

Certification Program Fee

The professional certification program fee was instituted by the DHI Board of Governors (BOG) in July 2006. Its purpose is to directly support DHI's advocacy, education and certification programs and activities. Individuals who have earned DHI's AHC, CDC, EHC and/or AOC credentials are required to pay the annual fee in order to participate in the certification program.

The certification program is DHI's most valuable membership benefit for consultants who are active individual members of DHI and is included in their annual membership dues (at no additional cost). Consultants who are not active individual DHI members are required to pay the annual certification program fee, in order to retain the usage of DHI's professional credentials.

DHI's credentials will be revoked from non-member consultants who have not paid the annual certification program fee. Once their credentials have been revoked, these individuals will have a 12-month period (from the date of revocation) to pass the current version of the respective certification exam(s) in order to reinstate their professional credentials. Under this policy, each section of the exam(s) must be passed during the initial attempt at retaking the certification exam(s). No partial exam retakes will be permitted. Individuals failing to pass the initial exam(s) (in full) under this policy, or who have allowed the 12-month period to expire, must meet all educational requirements* in order to re-qualify to take the applicable certification exam(s).

*Please see page 9 for the chart of required courses for certification.