

CERTIFIED DEVELOPMENT, DESIGN AND CONSTRUCTION PROFESSIONAL (CDP)

Who Should Apply

Individuals who have been actively engaged in the development, design and/or construction of shopping centers for at least five years, preferably in one of the following professions: architect, engineer, general contractor/construction manager, facilities manager, retail store planner, retail construction manager. These individuals may represent an independent contractor, a retail organization or a property owner.

The Benefit of Certification for Individuals, Employers and Clients

A recipient of ICSC's prestigious CDP designation is recognized as someone who possesses in-depth experience, skills, knowledge and understanding of development, design, construction and operations of shopping centers and other retail-related facilities. The CDP Certification Program identifies a person who has taken the time and made the effort to gain a very high level of expertise in the entire retail development process. The CDP designation is a distinction over and above the specialty professional designations commonly held by architects, engineers and contractors. Those specialty professional designations indicate an ability to design and construct, while the CDP designation signifies that a person's knowledge and abilities specifically pertain to retail development, design and construction. When working with a CDP, clients and employers will know that certified individuals have pledged to abide by a Code of Professional Ethics and moral standards in their business relationships, and that those individuals are knowledgeable and highly trained professionals who specialize in retail development, design and construction. Those with the prestigious CDP designation are recognized as professionals who have demonstrated their experience and knowledge in retail development, design and construction, and are held in the highest esteem within the retail industry and business world.

Background

At the request of ICSC members in the development, design and construction management field, ICSC has established the Certified Development, Design and Construction Professional (CDP) for design and construction specialists. The program is designed to elevate professional standards, enhance individual performance and designate those who demonstrate knowledge essential to their respective practices of shopping center expertise.

Objectives

The objectives of the CDP Program are:

- To raise the professional standards and improve the practice of shopping center development, design and construction by giving special recognition to those properly qualified professionals with responsibility for the development, design and/or construction of shopping centers, who, by meeting prescribed qualifications of experience and by passing a written examination, have demonstrated a high level of competence for the designation of Certified Development, Design and Construction Professional (CDP).
- To instill knowledge of the principles and practices of design and construction and to encourage an ethical code of conduct.
- To establish education and/or experience criteria to qualify for this designation now and in the future.
- To encourage others in training for careers in shopping center development, design and construction.
- To foster cooperation and better understanding among the various parties (owners, architects, engineers, general contractors, construction managers, facilities managers, retail store planners, customers and local government officials) involved in the development, design and construction process.

- To encourage shopping center development, design and construction professionals in a continuing program of professional development.
- To advise and participate in such seminars, meetings and education programs as may be necessary to foster these objectives.
- To establish and maintain educational standards for the profession.

Qualifications

- Candidates must be, or have been, active in a position that is directly responsible for development, design and/or construction of shopping centers as an owner representative, development manager, project manager or tenant coordinator, architect, engineer, general contractor, construction manager, facilities manager, retail store planner, or retail construction manager.
- Candidates must have a minimum of five years* of active, full-time experience in shopping center development, design and/or construction. The time period of experience will be calculated up to one month before a candidate's test window of interest: up to January 20, 2010 for the February 20-28 test window; up to May 12, 2010 for the June 12-20 test window and up to September 16, 2010 for the October 16-24 test window. Employment dates will be verified. *Applicants may substitute the fifth year of experience with the completion of ICSC Development, Design and Construction Institute or the University of Shopping Centers School of Development, Design and Construction.
- CDP Rules and regulations may be found at <http://www.icsc.org/srch/education/awards/profaccredindex.php>

Earning Your CDP

The CDP Program is a three-part process based on your experience and knowledge. Completing the application is the first step. Sitting for the examination is the second step. After achieving the designation, the third step is maintaining the designation through continuing professional education.

CDP Examination

The CDP Examination is an experience- and knowledge- based, computer-administered examination consisting of 100 multiple-choice questions, which the candidate must answer in approximately three-and-one-half hours. Questions are written by specially appointed ICSC Committees based on the examination content outline. The committees are made up of a large group of industry professionals from many parts of the world working together with Prometric, a test development company based in Princeton, New Jersey. The ICSC Committees are responsible for developing test questions and maintaining each test's content standards and category specifications. Prometric specialists assemble the approved questions into proper test format, administer the examination, and are responsible for scoring and score reporting. The CDP Examination is offered every year.

Continuing Education

Once the CDP designation has been achieved, a mandatory program of continuing education must be pursued by the applicant in order to maintain the CDP designation. Every three years, the certified individual must submit an application providing information about his/her participation in continuing education involvement. This can be achieved by attending programs given by ICSC— such as CenterBuild Conference, and non-ICSC programs that enhance a professional's knowledge (e.g., Mandatory Continuing Education [MCE] for Licensure given by other professional organizations).

Three years after achieving the CDP designation and maintaining the mandatory credits toward continuing education, certification holders may apply for the Senior Level Certified Development, Design and Construction Professional (SCDP) designation.

Test Locations and Dates

The CDP Examination will be administered at computer test centers located globally during the following test windows:

February 20-28, 2010

Registration Deadline: January 22, 2010

June 12-20, 2010

Registration Deadline: May 21, 2010

October 16-24, 2010

Registration Deadline: September 10, 2009

Registration Deadlines: These are the dates by which ICSC must receive examination applications and all accompanying materials. All applications are reviewed by the appropriate Committee designees, and the candidates are notified prior to the desired test window as to whether or not they qualify to take the examination.

Location: Prometric Testing Centers throughout the world. For a list of ICSC computer-based testing locations, please visit ICSC's website, www.icsc.org – go to Education & Careers, view the Education menu and click on Certification Programs.

Scheduling an Appointment: Once your application has been approved you will receive an eligibility ID which allows you to schedule your preferred date and location to take the exam. Please visit the ICSC website as outlined above to schedule your appointment. All candidates are scheduled for 4.5 hours in order to accommodate administrative tasks prior to the start of the examination.

Fee

The fee for taking the examination is \$495 for ICSC members; \$990 for non-members. Your payment must accompany the application. To qualify for the member fee, the candidate must be an ICSC member and not just an employee of a member firm. Call the ICSC Information Center at +1 646 728 3800 if you are not certain about your membership status.

Getting your certification is more important today than ever before! Let ICSC help you prepare for and attain your professional certification!

The true value of certification, sought by professional, their clients and future employers is found in the steps that a person must go through in order to pass the exam, not only the credential itself. Professionals recognize and respect the process almost as much as the paper. ICSC recognizes this is a difficult economic environment, and we understand that your education dollar has to stretch farther than ever before. With that in mind, we are investing in your career with this offer:

The Certified Development, Design and Construction Professional (CDP) Certification Exam will be offered for FREE* to 2010 graduates of the John T. Riordan School for Professional Development!

When you complete the Development, Design and Construction Institute April 18-23, 2010 in Scottsdale, AZ, you may take the CDP Exam one time free of charge!

Special Rate for 2009 Graduates: If you completed the Development, Design and Construction Institute in 2009, you may take the CDP exam one time, for \$250. That's a savings of \$245 for ICSC Members!

**Candidates must meet all of the eligibility requirements*

For more information on the John T. Riordan School for Professional Development visit the Education and Careers page at www.icsc.org

Cancellations and Refunds

All cancellations will be subject to a minimum of \$25 cancellation fee. No refunds will be given for cancellations received after February 4 for the February 20-28, 2010 test window or June 6, 2010 for the June 12-20, 2010 test window, or after October 1, 2010 for the October 16-24, 2010 test window. All requests for refunds must be received by ICSC in writing.

If, after your application is received, the CDP Committee determines that you are not eligible to sit for the examination, you will be issued a refund of the examination fee minus a \$25 administrative fee. Your refund will be issued prior to the test window for which you applied, providing ICSC receives the examination payment before the deadline. ICSC examinations are experience-and knowledge-based. Therefore, ICSC strongly recommends that candidates carefully review exam eligibility requirements before submitting their applications. Ensuring that your qualifications meet all exam eligibility requirements will not only expedite the review process but also will allow you to receive timely approval to take the exam. A candidate who does not meet the minimum qualifications will not be permitted to take the exam.

Other Exam Information

Calculator

You may use a financial calculator with an internal rate of return and compound interest rate function, but are not required to use one. Please note that only silent, handheld, solar-powered or battery-operated calculators (without extended memory/storage, paper tape printing capabilities, or alphabetic keypads) may be used. Allowed financial calculators:

* HP models: 10BII, 12C, 12C Platinum, 17BII+

* Texas Instruments models: BAII Plus Financial and BAII Plus Professional

Testing Scoring and Reporting

Unsuccessful candidates will receive a summary report that lists the diagnostic score for the examination's content areas. Successful candidates will receive notification of their passing status only.

Pass/Fail Standard

The passing standard is a pre-determined standard of knowledge set by a criterion-referenced methodology. A candidate's score on the test will be based on the number of multiple-choice questions answered correctly; thus, you should answer all questions, as there is no penalty for guessing. Using this methodology, there is no curve and candidates do not compete against each other. There is no limit on the number of candidates who may pass or fail the examinations. Additional information about this scoring method is provided in the Candidate Information Bulletin.

Re-examination

If a candidate fails to achieve a test score equal to or above the pass/fail standard, the candidate may retest during the next examination period. Candidates will remain eligible to sit for the examination for one year after being notified of eligibility. There are no limitations on the number of times candidates may take the examination as long as the candidate remains qualified.

News Releases

ICSC issues news releases on successful candidates to national and local media. Please indicate on your application whether you and your company give ICSC permission to include your name in its release.

Auxillary Aids

Any disabled individual desiring an auxiliary aid for this examination should notify ICSC at least six weeks prior to the examination.