

## **Residential Construction Superintendent (RCS) Designation**

### **Self-Study Frequently Asked Questions**

**Q: What is the RCS Self-Study?**

**A:** the RCS Self-Study is an alternative method of job site superintendent training that allows students to earn a professional designation independently and at their own pace. The classroom and instructor components have been eliminated so that state and local builders associations can offer the courses without a required minimum number of attendees.

**Q: Does this replace the traditional, instructor-led teaching method for the RCS courses?**

**A:** No. We still highly encourage instructor-led coursework. The Self-Study is simply an alternative whose intent is to help reach out to smaller HBAs where it is not feasible to host the RCS courses for only a handful of students.

**Q: How does it work?**

**A:** State and local HBAs will simply purchase the course workbook from HBI and sell them to the individual students. The student, in turn, takes the workbook home and studies at his/her own pace. The student returns to HBA office to take the course's final exam. Exams are sent to HBI for scoring and Designations are awarded accordingly.

**Q: How many classes are there?**

**A:** The RCS Designation consists of eight courses. All eight courses must be successfully completed in order to achieve the Designation.

**Q: What are the topics covered?**

**A:** Topics include: General Project Management; Planning & Scheduling; Budget Management & Cost Control; Customer Service & Homeowner Relations; Safety &

Security, Codes & Quality Control; Hiring, Training & Supervision; Office & Trade Contractor Relations

**Q: How many manuals come per packet and are the final exams included with the packets? Are they ordered separately or as one?**

**A:** Each course comes with its own packet and test, so there are eight course packets (or manuals) and eight tests involved. They are all ordered separately.

**Q: When should the student schedule and take the test?**

**A:** It is highly recommended that the student signs up for the final exam at time of purchasing the course manual. That way, he/she has a deadline to work towards. However, the date of the exam is strictly up to the HBA to determine and should be flexible with the student's schedule.

**Q: How many books do I have to order at one time?**

**A:** There is no minimum order.

**Q: Is the Self-Study format available for the Advanced RCS (ARCS) or the Concrete Specialization courses?**

**A:** Currently, Self-Study is only available for the original RCS Designation. The ARCS and Concrete courses are only available in the traditional, instructor-led format.

**Q: Can previous students enroll in the Self-Study to complete the Designation?**

**A:** Absolutely! This serves as an excellent opportunity for HBAs to capitalize on the thousands of superintendents who have taken several RCS courses in the past but still need to complete the full series of eight in order to achieve their Designation.

**Q: Can the student take the test home to take on his/her own? Can the test be open book?**

**A:** We strongly discourage tests be removed from HBA office. Tests are intended to be closed-book, proctored by an HBA staff member.

**Q: Do the students need any special equipment for these courses?**

**A:** None, aside from perhaps a calculator.

**Q: What's the price breakdown for manuals and shipping?**

**A:** Please contact Kevin Thorn at HBI ([kthorn@hbi.org](mailto:kthorn@hbi.org)) for details.

**Q: Are these courses available online?**

**A:** Unfortunately, HBI's course content is not currently available online.

**Q: How long does it take to receive test results from HBI?**

**A:** While this will vary based on time of year and amount of tests to be scored, the average return time is within two weeks, or ten business days.