Knowledge Areas

<table>
<thead>
<tr>
<th>Professional and Business Practice</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Scope of practice</td>
<td>8%</td>
</tr>
<tr>
<td>• Proposals e.g., time and fee estimation, RFP process, project scope)</td>
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<tr>
<td>• Budgeting principles and practices (project specific)</td>
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<td>• Contracts</td>
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<tr>
<td>• Phases of a project</td>
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<tr>
<td>• Business licenses (e.g., sales and use tax, resale certificates)</td>
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<tr>
<td>• Accounting principles (office/business)</td>
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<td>• Legal considerations (e.g., liabilities and forms of business)</td>
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<tr>
<td>• Insurance</td>
<td></td>
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<tr>
<td>• Professional licensure, certification, registration</td>
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<tr>
<td>• Economic factors</td>
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<table>
<thead>
<tr>
<th>Project Coordination</th>
<th>10%</th>
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<tbody>
<tr>
<td>• Critical path (i.e., design milestones, sequencing)</td>
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<tr>
<td>• Project team dynamics</td>
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<tr>
<td>• Project budgeting/tracking during design phases</td>
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<tr>
<td>• Architects</td>
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<tr>
<td>• Engineers (e.g., electrical, structural, mechanical, civil)</td>
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<tr>
<td>• Specialty consultants (e.g., landscape, lighting A/V, acoustical, food service, graphics/signage)</td>
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<tr>
<td>• Contractors/construction managers</td>
<td></td>
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<tr>
<td>• Real estate professionals (e.g., realtor, landlord, leasing agent, developer, property owner)</td>
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<table>
<thead>
<tr>
<th>Product and Material Coordination</th>
<th>14%</th>
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<tbody>
<tr>
<td>• Professional Business Practice</td>
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<tr>
<td>• Project Coordination</td>
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<tr>
<td>• Product and Material Coordination</td>
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<tr>
<td>• Building Systems and Integration</td>
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<tr>
<td>• Contract Documents</td>
<td></td>
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<tr>
<td>• Codes and Standards</td>
<td></td>
</tr>
<tr>
<td>• Contract Administration</td>
<td></td>
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</tbody>
</table>
- Cost estimating
- Product components (e.g., types, assembly, methods)
- Material detail drawings (e.g., custom products)
- Lead time (e.g., manufacturing time, delivery)
- Installation
- Life safety (e.g., flammability, toxicity, slip resistance)
- Technical specifications
- Maintenance documents (e.g., warranties, manuals)
- Existing FF&E inventory documentation
- Procurement procedures (e.g., purchase orders, prepayment requirements)

### Building Systems and Integration*

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>16%</td>
<td>Building construction types (e.g., wood, steel, concrete)</td>
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<tr>
<td></td>
<td>Building components (e.g., doors, windows, wall assemblies)</td>
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<td></td>
<td>Mechanical systems</td>
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<td></td>
<td>Electrical systems</td>
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<td></td>
<td>Lighting systems (e.g., zoning, sensors, daylighting)</td>
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<td></td>
<td>Plumbing systems</td>
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<td></td>
<td>Structural systems</td>
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<td></td>
<td>Fire protection systems</td>
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<td></td>
<td>Low voltage systems (e.g., data and communication, security, A/V)</td>
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<td></td>
<td>Acoustical systems</td>
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<td></td>
<td>Sequencing of work (e.g., plumbing before drywall)</td>
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<td>Permit Requirements</td>
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### Contract Documents*

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Description</th>
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<tbody>
<tr>
<td>16%</td>
<td>Cover sheet (e.g., General Conditions and Notes, drawing index)</td>
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<tr>
<td></td>
<td>Code required plans (e.g., egress, accessibility, specialty codes)</td>
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<tr>
<td></td>
<td>Elevations, sections and details (e.g., partition types, millwork)</td>
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<tr>
<td></td>
<td>Consultant drawings (e.g., MEP, structural, security, specialty consultants)</td>
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<tr>
<td></td>
<td>Specification types (e.g., prescriptive, performance, and proprietary)</td>
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<td>Specification formats (e.g., divisions)</td>
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### Codes and Standards*

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Description</th>
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<tbody>
<tr>
<td>18%</td>
<td>Universal/accessible design</td>
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<td></td>
<td>Life safety (e.g., egress, fire separation)</td>
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<td></td>
<td>Zoning and building use</td>
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<tr>
<td></td>
<td>Environmental regulations (e.g., indoor air quality, energy conservation, renewable resources, water conservation)</td>
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<td></td>
<td>Square footage standards (e.g., code, BOMA, lease)</td>
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### Contract Administration

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Description</th>
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<tbody>
<tr>
<td>18%</td>
<td>Project management (e.g., schedule, budget, quality control)</td>
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<tr>
<td></td>
<td>Forms (e.g., transmittals, change orders, bid/tender, addenda, bulletin, purchase orders)</td>
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<tr>
<td></td>
<td>Punch list/deficiency lists</td>
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<td></td>
<td>Site visits and field reports</td>
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<td></td>
<td>Project meetings/meeting management/meeting protocol and minutes</td>
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<td></td>
<td>Shop drawings and submittals</td>
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<td>Construction mock-ups</td>
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<td>Value engineering</td>
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<td>Project accounting (e.g., payment schedules, invoices)</td>
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<td>Contractor pay applications</td>
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<td>Project close-out</td>
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<td>Post-occupancy evaluation</td>
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