

# FOR THE SCHOOL DISTRICT

#DSAcertified



## CERTIFICATION STARTS when CONSTRUCTION BEGINS

Through teamwork, open communication, and transparency, the Division of the State Architect (DSA) is committed to making the school construction certification process a success for all parties involved.

The following features of the certification process have been developed to ensure success.

### ROLE OF SCHOOL DISTRICTS IN THE SCHOOL CONSTRUCTION CERTIFICATION PROCESS

#### PRIOR TO CONSTRUCTION

- Select an inspector and submit form [DSA 5-PI: Project Inspector Qualification and Approval](#).
- Submit form [DSA 102-IC: Construction Start Notice/Inspection Card Request](#).

#### DURING CONSTRUCTION

- During the initial 60 days after a project is completed, ensure the project team has submitted documents to DSA for certification.
- On day 60, if the project is not certified, form DSA 301-N will be posted to DSAbbox outlining the deficiencies for project certification and the party responsible for each deficiency. Ensure that each responsible party promptly resolves any deficiencies for which they are responsible. Complete and submit form [DSA 168: Statement of Final Actual Project Cost](#), if not already submitted.
- On day 120, if the project is still not certified, form DSA 301-P will be posted online to DSAbbox and the Certification Box located on DSA's website, outlining all the deficiencies for project certification and the party responsible for each deficiency. This document will be made available to the public through the Certification Box. Ensure that each responsible party promptly resolves any deficiencies for which they are responsible. Complete and submit form DSA 168, if not already submitted.

### BENEFITS OF THE NEW SCHOOL CONSTRUCTION CERTIFICATION PROCESS TO SCHOOL DISTRICTS

- The new form DSA 152 allows inspectors to sign-off on specific elements of a project during construction rather than waiting until the end of the project to report on such elements. *This means fewer hold-ups at the end of the project!*
- During construction, DSAbbox allows your project team to upload, view, and share documents at any time. *No more worrying about misfiled papers!*
- Once a project is complete, all parties have up to 120 days to submit documents and resolve deficiencies to certify the project before it is placed in the public Certification Box.

- If a project is not certified and is placed in the Certification Box, form DSA 301-P will identify who is responsible for the remaining deficiencies.
- In response to form DSA 301-P, the school district may submit form DSA 302 outlining its efforts to resolve identified deficiencies.
- The transparent process allows DSA, the school district, parents, and stakeholders the opportunity to clearly identify why a project is uncertified.
- This process provides additional time for certification, enhances communication and, through certification, formally conveys the project's safety and code compliance to students, parents, teachers, and other interested parties.

#### RESOURCES

DSAbbox Information: [www.dgs.ca.gov/dsa/Programs/progProject/dsabox.aspx](http://www.dgs.ca.gov/dsa/Programs/progProject/dsabox.aspx)

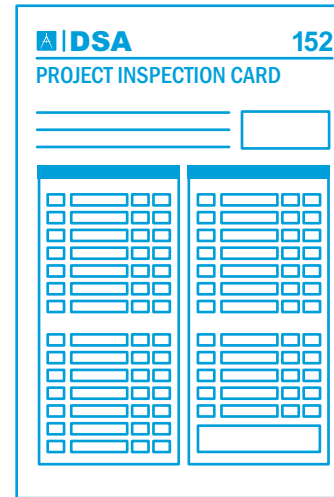
Certification Box: [www.dgs.ca.gov/dsa/Programs/progProject/dsabox/certbox.aspx](http://www.dgs.ca.gov/dsa/Programs/progProject/dsabox/certbox.aspx)



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#### PROJECT INSPECTION CARD

Rather than waiting until the end of construction to verify certain aspects of the project are complete, as work progresses the project inspector signs off the applicable blocks and sections of form [DSA 152: Project Inspection Card](#), in compliance with DSA procedure [PR 13-01: Construction Oversight Process](#). A stop work order may be issued for failure to complete a section of form DSA 152.

#### POST-CONSTRUCTION

As outlined in DSA procedure [PR 13-02: Project Certification Process](#), once aware that a project is fully constructed, occupied, or otherwise in use, DSA works with the design/construction team collaboratively to finalize all certification requirements/documents.

On day 60 following the construction/occupation/use of the project, if the project is not certified, DSA will issue form [DSA 301-N: Notification of Requirement for Certification](#) to all parties associated with the project. Form DSA 301-N lists project deficiencies and the parties responsible for those deficiencies.

The parties have an additional 60 days to resolve deficiencies identified on form DSA 301-N in order to certify the project. At the end of the second 60-day period (day 120 following the construction/occupation/use of the project), if the project is not certified, DSA issues a form [DSA 301-P: Notification of Requirements for Certification](#) to all parties associated with the project.



#### ELECTRONIC DOCUMENT SUBMITTAL

DSA launched a secure, cloud-based tool that allows stakeholders to submit and collaborate on documents in real time in [DSAbbox](#). Stakeholders can see when a document was submitted to DSA and can access that document at any time.

Like form DSA 301-N, form DSA 301-P is a list of deficiencies for the project and the parties responsible for those deficiencies.

Form DSA 301-P is posted in the publicly viewable Certification Box (see below). Any party responsible for a deficiency may submit the missing documentation to the Certification Box. School districts and design professionals may also submit form [DSA 302: Response to 301-P](#), a document used to identify how they've attempted to resolve deficiencies.



#### CERTIFICATION BOX

Projects that are occupied without certification are placed in the [Certification Box](#). Unlike DSAbbox, which is a place for stakeholders to access project documents, the Certification Box is open to the public. Available documents include form DSA 301-P; form [DSA 102-IC: Construction Start Notice/Inspection Card Request](#), which identifies all parties associated with the project; and any submitted DSA 302 forms.

Even after being placed in the Certification Box, a project may be certified after all deficiencies have been resolved.

# SCHOOL DISTRICT READY TO START CONSTRUCTION

# CERTIFICATION!

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