

# RForm Launches Contract Administration Essentials for Architects Program

*Most Canadian provinces have approved the "Contract Administration Essentials" course for 1 hour of Continuing Education credit.*

CHARLOTTETOWN, PRINCE EDWARD ISLAND, CANADA, September 4, 2024 /EINPresswire.com/ -- [RForm](#), a leader in innovative solutions for the construction industry, is proud to announce the launch of its new Continuing Education (Con-Ed) program, "Contract Administration Essentials for Architects: Mastering Key Forms & Processes." This comprehensive one-hour course is designed to empower architects with the knowledge and tools to navigate the complexities of contract administration during the construction phase.

The course will delve into the critical forms and processes that underpin successful project management, including change orders, change directives, cash allowances, schedules of values, and certificates for payment. By understanding the interplay of these documents, architects can proactively mitigate risks, avoid costly delays, and ensure smoother project execution.

"Contract administration is often perceived as a daunting task, fraught with paperwork and potential pitfalls," said David Lopes, Founder at RForm. "Our Con-Ed program aims to demystify this process, providing architects with practical skills and insights to manage their projects from



The Following Associations Have Pre-Approved This Course

OAA  
Ontario Association of Architects

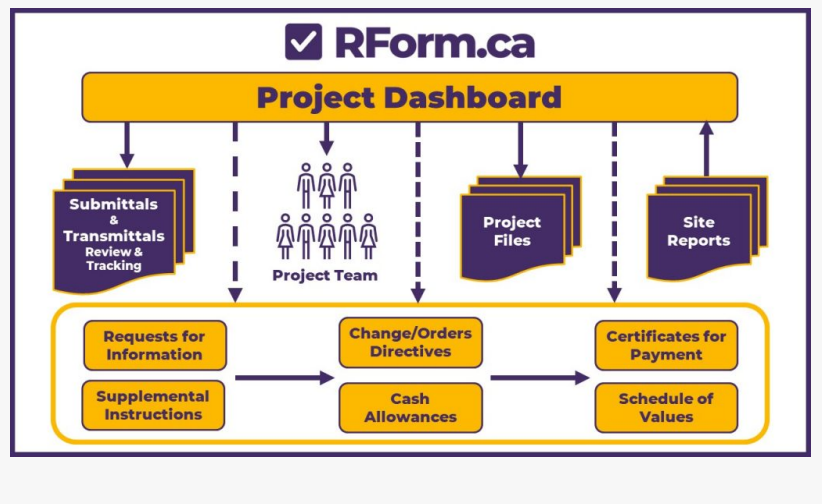
Architects' Association of New Brunswick  
Association des architectes du Nouveau-Brunswick

Architects Association of Prince Edward Island

AIBC  
ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

NOVA SCOTIA ASSOCIATION OF ARCHITECTS

The Alberta Association of Architects  
Architects and Licensed Interior Designers



concept to completion."

The "Contract Administration Essentials" course is tailored specifically for architects, intern architects, architectural technologists, and project managers. It offers a unique blend of theoretical knowledge and real-world application, equipping participants with the expertise to:

- Identify and understand the purpose of essential contract administration forms.
- Master the creation, submission, and approval process for change orders and directives.
- Effectively manage cash allowances and track their utilization.
- Utilize the Schedule of Values to monitor project costs and prepare accurate payment certificates.
- Implement a submittal logging system and streamline the submittal review process.

Most Canadian provinces have approved the "Contract Administration Essentials" course for 1 hour of Continuing Education or Structured Learning credits, making it a valuable opportunity for architects to maintain their professional development and stay ahead of industry best practices.

#### Course Outline:

1. Introduction to Contract Administration (5 minutes):
  - Overview of the architect's role during the construction phase
  - Importance of effective CCA in project success
2. Key Forms in Contract Administration (20 minutes):
  - Change Orders: Purpose, content, approval process, best practices
  - Change Directives: When to use, differences from change orders
  - Cash Allowances: Definition, documentation, tracking, closeout procedures
  - Schedule of Values: Purpose, creation, updates, relation to payment applications
  - Certificates for Payment: Preparation, content, architect's role in review and approval
3. Submittal Logging and Reviews (15 minutes):
  - Importance of a submittal log
  - Setting up a logging system (manual or digital)
  - Tracking deadlines and ensuring timely reviews
  - Architect's role in submittal review: What to look for, common issues
4. Q&A Session (15 minutes):
  - Open forum for questions and discussion

The course underscores that effective contract administration management requires clear communication and meticulous documentation. The interconnected documents involved in the process orchestrate the flow of information, ensuring all stakeholders remain aligned. From RFIs (Requests for Information) that clarify project details to Change Orders that manage inevitable modifications, each document plays a crucial role in maintaining project momentum and ensuring successful delivery. The course equips architects with the skills to navigate this intricate documentation web, fostering transparency, collaboration, and project success.

Effective communication is crucial for several reasons:

1. It promotes transparency and accountability among all parties involved, reducing the likelihood of misunderstandings or disputes.
2. It facilitates the timely exchange of information, enabling prompt decision-making and problem-solving.
3. It fosters a collaborative environment, encouraging input and feedback from all stakeholders, ultimately leading to better project outcomes.

RForm's Con-Ed program is a testament to its commitment to supporting architects throughout their professional journey. By offering accessible and impactful learning opportunities, RForm is helping to elevate the standards of practice and drive greater efficiency in the construction industry.

Supporting Content: [Navigating the Contract Administration Document Chain](#)

RForm is designed to streamline and standardize contract administration, transforming it from a maze of paperwork into a seamless, automated process. RForm alleviates the burdens of manual tracking, allowing architects to focus on the artistry and execution of their design. The software system simplifies the administration of vital construction documents, from change orders to payment certifications. The centralization of project documents within the system enhances collaboration among all stakeholders and mitigates risks by providing a singular, up-to-date repository for all contractual information. Contract administration is more than a convenience; it is a strategic advantage in the highly competitive construction field.

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