

Chief Architect® Certification Testing

COMPETENCY AREA	USER INTERFACE	
Category	Matrix #	Knowledge
Startup Options	100	Familiar with interface and use
Menus		Familiar with Menu organization
		Knowledge of info available in menus
		Awareness of tool families (submenus)
		Paste - Special Functions
Toolbars		Familiar with parent-child buttons
		Familiar with drop-down tools
		Understand what a toolbar configuration is
		Know how configs can affect work flow
		Ability to customize toolbars
		Edit toolbar changes based on object
Checks		Plan Check Use
		Spell Check Use
Templates		How to change default template
		How to create a new template
		Saving and using custom templates
File Management		Save and Retrieve Plans
		Knowledge of the Chief folder paths
		Data folder path and contents
		Effective Folder Structure for plans and layouts
Reset To Defaults		Understanding of scope and use
Delete Objects		Understanding of scope and use
Preferences		Understanding that Preferences are global
		Appearance
		Contextual Menus disabled effect
		Toolbars - ability to change from dropdown
		Colors
		Adjust colors to enhance interface
		Font
		Library Browser
		Text and page setup
		General
		Folders
		New plans
		Layers
		Unit conversions
		Time Tracker
		Architectural
		Select Room Before Wall in 3D effect
		Edit
		Marquee select differences
		Cross Hair Settings
		Behaviors
		Snap Properties
		material list
	Report Style	
	Master list	
	Categories	
	Render	
	Texture Filter	
	Reset Options	
View and Zoom Tools		Use of Zoom Tools and scroll wheel
		How to Pan the display
		Swapping views
		Tiling Windows
		Aerial view
		Closing active windows
Edit Behaviors		Default Behavior
		Alternate Behavior
		Move
		Resize
		Concentric
		Fillet
		Edit Object Parts
		Rotate / Resize about Current Point
Selecting Objects		How To click on an object to select
		Shift click, ctrl click and shift click drag
		ctrl + A to select all
		Select Next Object
		Edit Area
Snap Settings		Select Same Type
		Object Snaps
		Angle Snaps
		Grid Snaps
		Bumping / Pushing
Special Use Tools		Extensions
		Plans Database
Help		Time Tracker
		Familiar with Contents and Use

Chief Architect® Certification Testing

COMPETENCY AREA		DEFAULT SETTINGS	
Category	Matrix #	Knowledge	
General	200	Understanding Defaults are plan specific	
Dynamic Defaults		Understanding what object specifications are affected	
Floor Defaults		Understanding use and availability	
Plan Defaults		General Settings	
		Grid Settings	
		Allowed Angles	
COMPETENCY AREA		LIBRARY/PROJECT BROWSER	
Category	Matrix #	Knowledge	
	300		
Library Browser		Adding Library Objects	
		Adding Materials, images and Plant images	
		Managing User Library	
		Library Search	
		Adding new libraries	
		Copying items to new libraries	
Project Browser		Locating Saved Items in Project Browser	
Symbol Importing		Symbol Wizard and Import 3D Symbol	
Library Preferences		Reset Library Browser Settings	
		Adjusting appearance and placement	
Special Use Tools		Color Chooser	
		Images (Build Menu)	
		pasting images as backdrop, image, material, or picture	
		Plant Chooser	
		Material Painter - Modes	
COMPETENCY AREA		WALLS	
Category	Matrix #	Knowledge	
Wall Defaults	400	Resize about	
		Show Wall length when editing	
		Auto Rebuild attic walls	
		Default wall type thicknesses	
		Selecting default interior and exterior wall types	
		Default thickness for fence, railing, wood frame and invisible walls	
		Selecting default pony wall components	
		setting pony wall alignment	
		Height of lower pony wall	
		showing lower pony wall in plan	
Wall Specifications		Adjusting wall angle and length	
		specifying a wall as foundation or railing	
		effects of selecting various Options	
		double wall options	
		specifying radius of curved walls	
		adding wall coverings	
		adjusting materials	
Wall Types		Defining Wall Types	
		Editing Wall types	
		Creating New Wall Types	
		Main Layer	
		Dimension To	
		Alignment of pony walls	
		Insert and delete layers	
		Build platform to	
Wall Editing		Edit in 3D	
		Wall Edit tools	
		Change line/arc	
		Reverse Layers	
		Connect Walls	
		Input Wall length	
		Continuous Wall Drawing	
		Make arc tangent	
		Positioning with dimensions	
		Hatch Wall	
		Edit handles	
	Same wall type		
	Correct Direction to draw		
Special Walls		Curved Walls	
		Pony Walls	
		Railings	
		Attic Walls	
		Invisible Walls	
Trim Tools		Corner boards	
		Quoins	
		Molding line and molding polyline	
		3D molding line and 3D molding polyline	

Chief Architect® Certification Testing

COMPETENCY AREA		WINDOWS / DOORS	
Category	Matrix #	Knowledge	
Door Defaults and Specification	500	Editing Style, appearance and shape	
		door types	
		Door library	
		opening indicators	
		swing and handing	
		Double Wall options	
		Radial Casing	
		Labels	
Window Defaults and Specification		Editing Style, appearance and shape	
		window types	
		window library	
		opening indicators	
		Double Wall options	
		Default Level - level	
		Radial and parallel Casing	
		Labels	
Special Applications		Bay-bow-box Windows	
		Corner windows - ignore casing	
		pass-through / niche	
Placing		Moving Using Dimensions	
		Centering on Object	
Editing		Custom Muntins	
		Mulled Units	
		Automatic	
		Manual	
		Select Same Type	
		Replace from Library	
		Add to library	
COMPETENCY AREA		CABINETS	
Category	Matrix #	Knowledge	
Cabinet defaults and specifications	600	Editing Style, Components, Shape and Materials	
		Special (Cabinet Types)	
		Cabinet Library	
		Cabinet Labels	
Cabinet Tools		Base Cabinet	
		Wall Cabinets	
		Full Height Cabinets	
		Soffits	
		Shelves	
		Partitions	
		Custom Countertops	
		Holes in Custom Countertops	
Adding Library Objects to Cabinets		Appliances	
		Plumbing	
		Lighting	
COMPETENCY AREA		ROOMS	
Category	Matrix #	Knowledge	
Material Defaults and Materials	700	Settings and effect	
Room Definition		Settings and effect	
		Room Types	
		Floor and Ceiling height	
		Room labels - area vs. dimension	
		No Ceiling	
		Tray Ceilings	
		Room polylines	
		Floor Structure	
		Moldings	
		Wall Coverings	
		Polvaon shaped room	
Stair Specification and settings		Adjusting riser height	
		winders	
		Adjusting appearance and structure (Style tab)	
		Adjusting balusters and newels (Newels/Balusters Tab)	
		Changing handrail profile	
Stair Editing Tools		creating automatic stairwell	
		manually created stairwell	
		flaring stairs	
		adding starter treads	
		Walk line and subsection boundaries	
		room underneath a stair	
Stair Tools		curved stairs	
		one click	
		manually curving	
		wrapped stairs	
		click stairs	
		adding landings - locked / unlocked	
		Custom shaped landings	
		stair sections	
House Wizard		Ability to use the wizard	
		Use of room boxes	
Fireplaces		In Wall	
		Freestanding	
		Library	

Chief Architect® Certification Testing

COMPETENCY AREA		FOUNDATIONS	
Category	Matrix #	Knowledge	
Foundation Defaults	800	Settings and effect	
		Derive from first floor	
		stem wall with footing	
		Monolithic Slab	
		Piers	
		Drawing manually	
		Stem wall and footing alignment	
		Room specification effects on foundations	
		slabs and slab tools	
		editing piers and pads	
COMPETENCY AREA		DIMENSIONS	
Category	Matrix #	Knowledge	
Dimension Defaults	900	"Show" setting effects	
		Inaccurate Dimension uses	
		Height and sizing	
		Reach and Separation settings	
		Locate Object Settings	
		Extension Settings	
Dimension Tools		Font and Layer Settings	
		Manual Dimension	
		End To End Dimension	
		Angular Dimension	
		Interior Dimension	
		Point to Point Dimension	
		Baseline Dimension	
Auto Exterior Dimension			
Temporary Dimensions		Displaying	
		Setting Preferences	
COMPETENCY AREA		FRAMING	
Category	Matrix #	Knowledge	
Framing Defaults	1000	Sub floor rim joist	
		lap or butt	
		Blocking / bridging	
		Use Framing reference	
		Use Wall Framing Material	
		Build wall framing details from exterior	
		Top Plates	
		Mitre ends of angled walls	
		Rough Openings	
		Trimmers	
		Sills	
		Header designations	
		Initial Post and Beam values	
		Roof material settings	
		Angled dormer hole	
		Defining Trusses	
		Manual Framing tools	
Truss			
Kingpost			
End Truss			
Drop hip truss			
Energy Heel			
Reduce Gable			
Attic Truss			
Force Rebuild			
Lock truss envelope			
No special snapping			
Roof Beam			
Joists			
Floor/Ceiling Truss			
Floor/Ceiling Beam			
Post with footing - without footing			
Framing reference marker			
Bearing line			
Joist direction line			
Framing Tool (CAD Box tools)			
Wall Bridging tool			
Cross Block and insulation detail tools			
Editing Framing		Wall detail and editing members	
		Mitering ends with filet tool	
		Effect of retain framing setting	
		editing framing members in 3D	
		Extend, trim and make fence	
COMPETENCY AREA		MULTIPLE FLOORS	
Category	Matrix #	Knowledge	
Floor Defaults and adding Floors	1100	Setting Default for subsequent floors	
		Adding floors	
		inserting floors	
		exchanging floors	
		deleting floors	
		copying floors to another floor	
		Reference display	
COMPETENCY AREA		DECKS	
Category	Matrix #	Knowledge	
Deck Specifications and settings	1200	Deck Railings	
		Deck Edges	
		Deck Planking	
		Deck Structure	
		Advanced Deck Framing	
		Polygon shaped decks	
		Multi Level	

Chief Architect® Certification Testing

COMPETENCY AREA		ROOFS	
Category	Matrix #	Knowledge	
Build Roof Settings and Options	1300	Rebuild walls/floors/ceilings	
		Make roof baseline polylines	
		Build Fascia, gutter, frieze	
		allow low roof planes	
		Auto rebuild roofs	
		lock roof planes	
		retain manually drawn roof planed	
		retain edited roof planes	
		ignore top floor	
		trusses (no birds mouth)	
		Raise off plate	
		Same roof height at exterior walls	
		Same height eaves	
		Segment angle at curved wall	
		Minimum alcove	
		Show all ridges	
		Boxed Eaves	
		Square vs. Plumb cut rafters	
		Fascia Widths	
		Supply (items)	
		Changing Gutter	
		Changing Frieze	
Roof Plane Settings		Baseline angle	
		Display one floor up/down	
		Fix Roofs function	
		roof returns	
		Locating roof plane intersections	
		Editing Roof Baseline polylines	
Setting Roof Directives in walls		Baseline calculation	
		Birds mouth depth	
		Curved roof planes	
		second pitch for upper roof plane	
		Lower wall type if split by butting roof	
Roof Tools		manually drawn roof plane	
		manually drawn ceiling planes	
		Truss base	
		Gable roof line	
		join roof planes	
		move to be coplanar	
		break line	
		Transform replicate	
		skylights	
		roof hole	
		Gable over door or window	
Dormer Defaults and Dormers		Auto Floating Dormer vs. Auto Dormer	
		Manually drawn dormer	
COMPETENCY AREA		CAD TOOLS	
Category	Matrix #	Knowledge	
CAD Defaults	1400	Line length and angle display format	
		Show arc centers and ends	
		Fill framing members	
		use line for framing	
		line label height	
CAD Properties		CAD	
		Line Properties	
		Sun Angle	
CAD Tools		Points - input point - delete temp points	
		Lines - input line - with arrow - Sun angle - north pointer	
		Continuous line drawing	
		drawing by entering coordinates	
		Input CAD Line, End point location - Start Point and Num Style	
		Arcs - with arrow, input arc	
		Arc creation modes	
		Input Arc, Direction, Radius, Extension and Num Style	
		Circle - Oval - Ellipse	
		Boxes/Framing	
		Spline	
		Plan Footprint	
		Auto detail	
		CAD Block Management	
		CAD Detail Management	
CAD detail from view			
CAD to walls			

Chief Architect® Certification Testing

CAD edit tools	Copy/Paste
	Sticky Mode
	Reflect About Object
	Copy/Paste in place
	Transform Replicate
	Multiple copy
	Setting Primary and secondary offset
	Evenly distribute copies
	Accurate Move
	Make Parallel
	Selected edge or entire polyline
	Point to point move
	Add to library
	Center Object
	Reflect about object
	Move To Front of Group
	Break Line
	Single Click vs double click
	Trim Objects
	Extend Objects
	Convert to Spline
	Polyline Union, Intersection and Subtraction
	Convert Polyline
	Change Line/Arc
	Make Fence
	Record Walkthrough Along Path
	Fillet Two Lines
	Setting Radius
	Chamfer line
	Convert Curve to Polyline
	Convert Spline to Polyline
	Advanced Splines
	Coordinate System
CAD Object Specification	Line Style
	Layer
	Line Color
	Line Style
	Line Weight
	Drawing Group
	Bumping
	Display options
	Arrow
	Fill Style
	Custom Patterns
	Polyline
	Marker
	Text above line
	Marker types
	Marker Attributes
	Spline - New Segment Angle
Text Defaults and specification settings	Text size and scaling
	Inserting a text macro
	rotate text with plan
	preview appearance
	Tabs - box - grid
	Alignment
	Sizing bounding box
	bounding box margins
	Creating Hyperlinks
	Spell check
Text Tools	Text Line with arrow
	Leader Line
	Callouts
	label
	Options
	Markers
	text
Marker Types	
Pasting Text and tables From other applications	
Snaps	Object Snaps
	Angle Snaps
	Grid Snaps
	Bumping / Pushing
	Extensions
COMPETENCY AREA	TERRAIN
Category	Matrix # Knowledge
Terrain Perimeter	15800 creating automatically and manually Terrain Specifications
Road, Sidewalk and Driveway	Settings and effect
Terrain Tools	Building and clearing Terrain
	Elevation data
	Terrain Modifiers
	Terrain Features
	Garden Beds
	Water Features
	Stepping Stones
	Walls and Curbs
	Roads and Sidewalks
	Plants
Sprinklers	

Chief Architect® Certification Testing

COMPETENCY AREA		CAMERAS AND 3D SETTINGS	
Category	Matrix #	Knowledge	
Camera Defaults	1600	Settings and effect	
		General Options	
		Render view options	
		Vector view options	
		Backdrops	
3D Settings			
		Full and Floor Camera	
		Overview Cameras	
		Cross Section and Elevation Cameras	
		Framing Overview	
Vector View Tools			
		Full and Floor Cameras	
		Overview Cameras	
		Render View Options	
		Adjusting Lighting	
		Raytrace view settings	
Render View Tools			
		Mouse, Keyboard and slider tools	
		Walkthrough along Path	
Camera Navigation tools			
COMPETENCY AREA		LAYERS / LAYER SETS	
Category	Matrix #	Knowledge	
Layer Set Defaults and Management	1700	Layer Set Defaults	
		Active layer set control	
		Layer set management	
		Layer Display Options	
		Export / Import layer sets	
		Layer Painter	
		Active CAD Layer	
		Creating New layers and layer sets	
COMPETENCY AREA		LAYOUT	
Category	Matrix #	Knowledge	
Layout Templates	1800	Creating Layout Template	
		Navigation In layout	
		Modifying layout pages	
		Managing Layout Files	
Layout Tools			
		Scaling	
		View and layer set options	
		Sending Camera Views	
Sending Views To Layout			
		Project Information	
		Using CAD and Text in Layout	
Editing Layouts			
COMPETENCY AREA		PRINTING	
Category	Matrix #	Knowledge	
Page Setup	1900	printer paper and drawing sheet relationship	
		default printer setup	
		correct drawing scale - layout vs. plan	
		line weight scaling function	
		Changing and config of printers	
		create custom drawing sheet	
Scale to fit		Scaling a drawing to fit on specific sheet	
Center Sheet		centering a drawing on a specific sheet	
Print Preview		using print preview	
		using print range	
		using scaling	
		using check plot	
		printing an image	
		printing a model	
Print Dialog			
COMPETENCY AREA		ELECTRICAL	
Category	Matrix #	Knowledge	
Electrical Defaults	2000	Setting Default items for each tool/location	
		Outlets	
		Lights	
		Switches	
		Electrical Connections	
		Auto Place Outlets	
Electrical Tools			
		Editing Symbol Data	
		Creating and editing 2D blocks	
		Editing Stretch Zones	
		Editing Component Information	
Electrical Library			

Chief Architect® Certification Testing

COMPETENCY AREA		IMPORT / EXPORT			
Category	Matrix #	Knowledge			
Import	2100	Drawing			
		Selecting file, objects, CAD blocks and Hatch entities			
		Selecting layers to import			
		Mapping layers			
		Drawing unit			
		Unit conversions (Preferences)			
		Pictures, Metafiles and Backdrops			
		Wall Definitions			
		Line Style Definitions			
		Layer Sets			
		Terrain Data			
		GPS Data			
		Exporting		Entire Plan	
Current View					
Selecting AutoCAD compatible version					
Selecting Options					
All Floors					
3D Model - DWG, DXF					
VRML					
POV-RAY					
Pictures, Metafiles					
Wall Definitions					
Layer Sets					
Special Use Tools				Screen Capture - 3D views	
				Copy Region as Picture - 2D views	
COMPETENCY AREA		MATERIALS LIST			
Category	Matrix #	Knowledge			
Material List Types	2200	Calculate from all floors			
		Calculate from Area			
		Calculate From Room			
		Materials Polyline			
Material List Tools		Update To Master			
		Update From Master			
		Export Material List			
Schedule Defaults		Setup columns and objects to include			
		Labels			
COMPETENCY AREA		TROUBLESHOOTING USER ERRORS			
Category	Matrix #	Knowledge			
Walls	2300	Main layer effect on framing			
CAD Blocks		X Y Scaling			
Windows/doors		Changing the Default level effect			
CAD		Layer effect on lines in a polyline			