

Appendix A
American Institute of Constructors
Constructor Certification Commission Policy and Procedure

Definitions

Policy - Specific terminology used in the Commission Policies and Procedures will adhere to consistent definitions.

Responsibility – Commission

Procedures - The following definitions will apply for the noted terms utilized throughout the Commission Policies and Procedures.

Academic Program Director – The current administrative head of the construction or construction-related education program or in the case of non-construction education programs the educational institutions Registrar

Acceptable Construction Experience Equivalencies – Number of years of practical experience in the field of construction that can, as determined by the Commission be used to qualify to take the Level One Certification Examination. Experiential credits are awarded based on the type of experience as noted in the Commission Policy and Procedures for Educational and/or Experiential Criteria to Take Certification Examinations.

Accredited Construction Program – a post-secondary construction education degree program accredited by the American Council for Construction Education (ACCE), the Accreditation Board for Engineering and Technology (ABET) or any others approved by the Constructor Certification Commission (refer to Commission Document No. 85). Refer to www.acce-hq.org/accredited-degree-programs or www.abet.org/accreditation/find-programs/ for ACCE and ABET accredited post-secondary education construction degree programs.

Accredited Construction-Related Program – a post-secondary construction-related degree program accredited by any of the construction-related Council for Higher Education Accreditation (CHEA) Programmatic Accreditation Organizations, or any others approved by the Constructor Certification Commission (refer to Commission Document 85). Refer to www.chea.org/programmatic-accrediting-organizations for CHEA accredited organizations.

AIC – American Institute of Constructors – Parent organization of the Constructor Certification Commission.

Appeals Panel – Five qualified individuals appointed by the Chair of the Commission to consider an appeal to an adverse decision of the Commission. To be qualified the individual must be a CPC in good standing and be familiar with the Commission's Policies and Procedures as determined by the Commission's Chair. The Chair of the Commission will designate the person who will chair the Panel.

Appellant – An individual appealing an adverse decision of the Commission.

Applicant – An individual who is submitting an application to take either of the certification examination.

Board of Advisors - Composed of representatives of construction-affiliate associations, baccalaureate construction education programs and other individual practitioners that wish to serve on the Commission to promote individual professionalism in the construction industry. All members of the Board of Advisors shall be professional educators or practitioners in the industry. Membership on the Board of Advisors shall be by invitation of the Board of Governors. The Board of Governors shall review and approve all individuals nominated to the Board of Advisors.

Board of Governors – Consists of nine members of which four are elected by Certified Professional Constructors, four are appointed by the AIC, and one Public member selected by the eight (8) Board of Governor’s members. The Commission is the sole authority responsible for governing, maintaining and promoting Constructor Certification.

Commission - Constructor Certification Commission - a semi-autonomous unit of the American Institute of Constructors charged with managing and directing the Constructor Certification program and its Certified Associate Constructor (CAC) and Certified Professional Constructor (CPC) certifications. The Commission is composed of a nine member Board of Governors and a twelve member Board of Advisors.

Candidate – An individual who has passed the respective certification examination but has not provided all required information or documentation necessary to complete the certification process associated with the examination.

Certificant – A person who has completed all requirements necessary for either the CAC or CPC certifications, including the examination associated with that certification.

Certification Manager - The Constructor Certification Commission main administrator.

Certification Number – A unique number assigned to each CAC and CPC certification issued by the Constructor Certification Commission.

Examination Proctor (Proctor) – The individual or individuals who have been identified as the proctor(s) for the certification examination(s).

Examination Site Administrator (Administrator) – The person who has been named as the administrator of a specific approved examination site.

Fee Schedule – A list of all fees charged by the Commission.

Inactive Certification Status – A category a certificant is placed when not meeting specific requirements as noted in Commission Policy 4.2.

National Office – The Constructor Certification Commission’s physical offices where the Certification Manager and staff are located.

Management Contractor – A firm retained by the Commission to provide general business management services on behalf of the Commission.

Qualificant – An individual who has applied for and has been determined to be qualified to take either of the certification examinations.

Revoked Certification Status – A category in which a certificant is placed when not meeting all recertification requirements in Commission Policy 4.2 or for misusing the CAC or CPC designation.

Revision History:

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