

**Appendix B**  
**American Institute of Constructors**  
**Constructor Certification Commission**

**List of Formal Documents**

Policy – The Commission will maintain a formal list of all standard documents utilized in the constructor certification process.

Responsibility – Certification Manager

Procedure – The following is a list of the standard documents utilized by the Commission in the constructor certification process. Those marked “Invalid” are no longer in use and thus not available to the public and those marked “Confidential” are only available for Commission training and also not available to the public.

Document No. 1 – Constructor Certification Commission Operating Procedures

Document No. 2 – AC and CPC Examination Application Forms

Document No. 3 – Examination Admission Notice

Document No. 4 - Examination Education and Experience Eligibility Evaluation Form

Document No. 5 – Certification Certificates

Document No. 6 – Certification Wallet Card - **Invalid**

Document No. 7 – Continuing Professional Development Requirements

Document No. 8 – Commission Code of Conduct - **Invalid**

Document No. 9 – Commission Multiple-Choice Item Writing Guidelines. – **Invalid**

Document No. 10 - Examination Committee Item Reviewing Subcommittee Operations Manual - **Invalid**

Document No. 11 - Commission Examination Administration Policies and Procedures.

Document No. 12 - Personal Data Sheet

Document No. 13 – Problem Based Scenarios Item Writing Guide - **Invalid**

Document No. 14 – Non-Disclosure Statement for the Writing and/or Reviewing of Certification Examination Questions

Document No. 15 – Examination Committee Operations Manual

Document No. 16 – Examination Committee Item Writing Subcommittee Operations Manual

Document No. 17 – Qualitative and Quantitative Evidence Collected for Validation of the Constructor Certification Process - **Invalid**

Document No. 18 – Examination Item Writing Form

Document No. 19 – Conflict of Interest Form

Document No. 20 – Appeal Request Form

Document No. 21 – Examination Committee Writing Skills Scoring Subcommittee Operations Manual - **Invalid**

Document No. 22 – Skills and Knowledge Committee Application Vetting Subcommittee Operations Manual

Document No. 23 – Skills and Knowledge Committee Continuing Professional Development Audit Subcommittee Operations Manual

Document No. 24 – Certificant Agreement

Document No. 25 – Confidentiality Statement

Document No. 26 – Examination Site Application Form

Document No. 27 – AC Candidate Handbook

Document No. 28 – Body of Knowledge for the Level I (AC) and Level II Certification Examinations

Document No. 29 – Specifications for Level I (AC) and Level II (CPC) Certification Examinations

Document No. 30 – Continuing Professional Development Audit Form

Document No. 31 – Certification Examination Administrator and/or Proctor Agreement

Document No. 32 – Non-Disclosure Statement for the Scoring of Level I (AC) Certification Examination Writing Skills Questions - **Invalid**

Document No. 33 – Instructions to Score Level I (AC) Writing Skills Examination Questions - **Invalid**

Document No. 34 – Writing Assignment Score Submission Form - **Invalid**

Document No. 35 – Examination Item Writing and Submittal of Certification Examination Questions Non-Disclosure Statement

Document No. 36 – Examination Site Policy and Training Log - **Invalid**

Document No. 37 – Constructor Certification Commission Training Session Participant Evaluation

Document No. 38 – Commission Chair Evaluation of Commission Members

Document No. 39 – Commission Chair Evaluation of Commission Committee, Subcommittee, Panel and Task Force Chairs

Document No. 40 – Member Evaluation of Commission Committee, Subcommittee, Panel and Task Force Chairs

Document No. 41 – Chair Evaluation of Commission Committee, Subcommittee, Panel and Task Force Members.

Document No. 42 – Examinee Satisfaction Survey

Document No. 43 – Scoring Session Leader Training Assessment Form - **Invalid**

Document No. 44 – AIC Constructor Certification Commission Member Evaluation of Talley Management Group

Document No. 45 – AIC Constructor Certification Commission Member Evaluation of Professional Testing Corporation - **Invalid**

Document No. 46 - Talley Management Group Evaluation of the AIC Constructor Certification Commission

Document No. 47 – Professional Testing Corporation Evaluation of the AIC Constructor Certification Commission - **Invalid**

Document No. 48 – Talley Management Group Evaluation of Professional Testing Services - **Invalid**

Document No. 49 – Professional Testing Corporation Evaluation of Talley Management Group. **Invalid**

Document No. 50 – Examination Site Administrator and Proctor(s) Satisfaction Survey

Document No. 51 - Meeting Minutes Template

Document No. 52 – Certification Reinstatement Form

Document No. 53 – Information Request Form

Document No. 54 – Document Disposal Log

Document No. 55 – Internal Audit Guidelines and Template

Document No. 56 – Training Record - **Invalid**

Document No. 57 – Examination Site Administrator and Proctor Training Verification Form

Document No. 58 – Mapping of the Body of Knowledge to Examination Specifications

Document No. 59 – AIC Constructor Certification Examination History

Document No. 60 – Training for Commission Members, Officers, Committee Chairs and Contractor Employees - **Confidential**

Document No. 61 – Training for Examination Committee Members - **ConfidentialL**

Document No. 62 – Training for Finance Committee Members – **Confidential**

Document No. 63 – Training for Skills and Knowledge Committee Members - **Confidential**

Document No. 64 – Training for Skills and Knowledge Committee Application Vetting Subcommittee Members - **Confidential**

Document No. 65 – Training for Skills and Knowledge Committee Continuing Professional Development Audit Subcommittee Members - **Confidential**

Document No. 66 – Training for Examination Committee Item Writing Subcommittee Members - **Confidential**

Document No. 67 – Training for Examination Committee Item Review Subcommittee Members - **Invalid**

Document No. 68 – Training of Scoring Session Leaders for the Writing Skills Portion of the Level I Certification Examination - **Invalid**

Document No. 69 - Training for Scorers of the Writing Skills Portion of the Level I Certification Examination - **Invalid**

Document No. 70 – Training for New AC Examination Site Administrators and Proctors - **Confidential**

Document No. 71 – Commission Member, Officer, Committee Chair and Contractor Employee Training Assessment - **Confidential**

Document No. 72 – Examination Committee Member Training Assessment - **Confidential**

Document No. 73 – Finance Committee Member Training Assessment - **Confidential**

Document No. 74 – Skills and Knowledge Committee Member Training Assessment - **Confidential**

Document No. 75 – Application Vetting Subcommittee Member Training Assessment - **Confidential**

Document No. 76 – CPD Audit Subcommittee Member Training Assessment - **Confidential**

Document No. 77 – Item Writing Subcommittee Member Training Assessment - **Confidential**

Document No. 78 – Item Review Subcommittee Member Training Assessment - **Invalid**

Document No. 79 – Real and/or Perceived Issues Impacting Impartiality Checklist

Document No. 80 – Information Release Form

Document No. 81 – Examination Site Audit Form

Document No. 82 – CPC Candidate Handbook

Document No. 83 – Commission Leadership Guidance Document

Document No. 84 – Skills and Knowledge Committee Operations Manual

### **Revision History**

Last Revised: 07/22/2022