Appendix C

American Institute of Constructors

Constructor Certification Commission Policy and Procedures

Fee Schedule

Policy – The Commission will maintain a schedule of all of its fees.

Responsibility – Board of Governors

Procedures – The following are the fees associated with applying and taking the Level I and Level II certification examinations and the maintenance of certification.

Application Fees

Level I Examination:
      Online University Proctored - $200.00
      Online 3rd Party Test Site - $235.00

Level II Examination:
      AIC Members with CAC - $575.00
      AIC Members without CAC - $675.00
      Non-AIC Members with CAC - $875.00
      Non-AIC Members without CAC - $900.00

Late Fees

Late submittal of application for both examinations - $25.00
Late CPD Maintenance fee for both Certificant Classifications - $25.00

Application Refunds

Level I Examination - $90.00
Level II Examination - $190.00
Level II Examination Exempt from Level I Examination - $310.00

Reexamination Fees

Level I Examination - $ 155.00 (Paper/Pencil)
Level II Examination - $500.00

Rescheduling Fee

Either Examination - $110.00

Examination Preparation Study Guides

One electronic copy of the examination preparation study guide for the respective certification test is provided as part of the application fee.

Certification Maintenance Fees

AIC Member CAC – $25.00
Non-AIC Member CAC – $175.00
AIC Member CPC – $50.00
Non-AIC Member CPC - $350.00

Reinstatement Fee

Both levels of certificants - $50.00 per year plus $25.00 a year late fee.

Appeals

Denial of admission to take examination:
- Level I Examination - $40.00
- Level II Examination - $50.00

Failure of Certification Examination
- Level I Examination - $30.00
- Level II Examination - $60.00

Denial of initial certification:
- Level I Examination - $30.00
- Level II Examination - $60.00

Denial of renewal of certification:
- Level I Examination - $25.00
- Level II Examination - $50.00

Revocation of active certification status
- Level I Examination - $50.00
- Level II Examination - $100

Revision History
Last Revised: 04/08/2024