

## **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 - \$165.00

Level I Examination Online University - \$200.00

Level I Examination 3<sup>rd</sup> Party Testing Site - \$235.00

Level II Examination - \$575.00

Level II Examination Exempt from Level I Examination - \$675.00

##### **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

CAC Annual Fee - \$75.00

CPC Annual Fee - \$75.00

This fee is waived if the certificant is a member of AIC.

## 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: 09/10/2022