

**American Institute of Constructors
Constructor Certification Commission**

List of Formal Policies

Policy Number	Policy Name
1.1	Applying to Take Certification Examinations
1.2	Educational and/or Experiential Criteria to Take Certification Examinations
1.3	Determining Eligibility to Take Certification Examinations
1.4	Scoring of Writing Skills Portion of Level I AC Certification Examination - Invalid
1.5	Rescheduling Certification Examinations
1.6	Informing Examinees of Their Performance on the Examination
1.7	Appeals
1.8	Scoring of Certification Examinations
2.1	Writing Examination Questions
2.2	Developing Level I and II Certification Examinations
3.1	Identification, Selection and Maintenance of Certification Examination Sites
3.2	Examination Site Activities
3.3	Administration of Certification Examinations
3.4	Examination Site Audits
4.1	Assigning Certification Numbers
4.2	Certification Maintenance
4.3	Use and Surveillance of the AC and CPC Credential

- 4.4 Validation of Certification Body of Knowledge
- 4.5 Responding to Communications
- 4.6 Review of Acceptability of Required CPD Documentation
- 4.7 Certification Reinstatement
- 5.1 Commission, Committees, Subcommittees, Panels and Task Forces Member's Qualifications and Responsibilities
- 5.2 Documentation and Document Control
- 5.3 Commission Contractor Responsibilities and Their Employee Job Descriptions
- 5.4 Joint Association Chapter – Certification Commission Taskforces
- 5.5 Conflict of Interest
- 5.6 Ethical Conduct of Commission Member, Volunteers and Contractor Staff
- 5.7 Ethical Conduct of Certificants
- 5.8 Confidentiality
- 5.9 Selection, Training and Assessing Commission Members, Volunteers and Contractor Staff
- 5.10 Making Changes to Commission Organization, Operations and Certification Schemes
- 5.11 Internal Audits
- 5.12 Whistleblowing
- 5.13 Document Security
- 5.14 Signature Authorization
- 5.15 National Construction Company Award of Excellence
- 5.16 Stephen P. Bryne Industry Achievement Award

- 5.17 Constructor Certification Commission Management System
- 5.18 Constructor Certification Commission Annual Planning Activities and Calendar

Revision History:

Last Revision: 05/10/2022