AIC
Accelerating Constructor Excellence

CAC 20xx Spring/Fall Exam Application Form

Please complete this application to determine your eligibility to sit for the Associate Constructor Examination.

The 20xx Spring Examination is an Online Computer Based & Paper Based Examination. Once your application is approved you will be given instruction to select your examination date, time and location. The Testing Window for the Computer based is XXX, 2023 and the Examination date for the Paper Based is XXX 2023.

Online examinations are given at hundreds of Testing Centers across the country.

A list of the 2023 Spring/Fall CAC Exam Testing Locations:
https://www.kryteriononline.com/locate-test-center

The Paper Based AC examination is administered at many universities across the United States. Most conduct the examination on the twice-annual national examination date, however some may have an alternate date. To review a current list of examination sites please check https://aic-builds.org/partners/university-partnership/

The Deadline to Apply is XXX, 2023.

Please complete all required fields. Incomplete applications will not be reviewed or approved. Progress on incomplete applications are not saved and a new application will need to be started if left incomplete.

Candidate Contact Information

Name *

First	Last

Title

Company

Email *

Confirm Email *

Phone Number *

☐ – ☐ – ☐

####

Mailing Address

Your exam results will be sent to this address.

Address

Address 2

City

State

[▼]

Postal Code

Please select one option below. *

○ I am not currently an Associate Constructor

○ I am re-applying for the AC Examination

How many times have you taken this exam? *

Did you take a practice course in preparation for this examination? *

Do you require special accomodations? *

Please describe what accommodation you require

Qualifications Notice:

You must have at least 4 years of Qualifying Education, Qualifying Experience or a combination to take this examination. If you are qualifying to take this examination by educational credits ONLY, please only complete the Qualifying Education section of this application. If you are qualifying to take this examination using both education and experience, please complete BOTH the Qualifying Education and Qualifying Experience sections of this application. And if you are qualifying to take this examination using experience only, please ONLY complete the Qualifying Experience section of this application.

Next Page

(1)   (2)   (3)   (4)   (5)

Candidate Contact   **Qualifying Education**   Qualifying   Experience   Registration
Information   Experience   References   Information
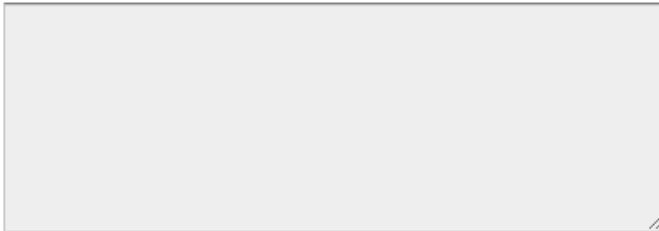
Qualifying Education

It is the responsibility of the applicant to ensure their construction-related degree(s) are from an acceptable accredited program in order to be accepted as qualifying education to take the examination. If awarded degrees are being used to qualify to take the examination, proof of graduation must be submitted with this application in the form of an official educational institutional transcript or other document issued by the respective institution. Please upload a PDF for each proof of graduation.

Undergraduate Education *

○ Currently Enrolled in an Accredited Bachelor of Science Construction Degree Program and will Graduate within 12 months of the examination date.

○ Awarded a Bachelor of Science Degree from an Accredited Construction Program

○ Awarded a Bachelor of Science Degree from an Accredited Construction-Related Program
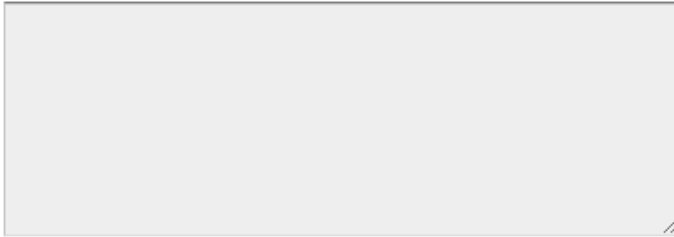
◉ No Accredited Bachelor Degree(s) Awarded

Please list the name of the College or University, Major, Title of Degree, Date of Graduation or Anticipated Graduation for any Accredited Bachelor's Degree(s) Earned or to be Earned.

Advanced Degree Information *

○ Awarded an Accredited Master's Degree related to Construction or Management

○ Awarded an Accredited Doctorate Degree related to Construction or Management

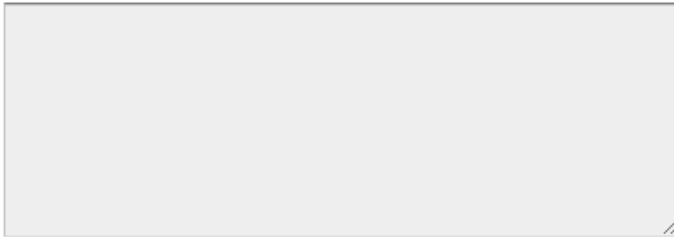◉ No Accredited Graduate Degree(s) Awarded

Please list the name of the College or University, Major, Title of Degree, Date of Graduation for any Accredited Graduate Degree(s) Earned.

Associates Degree Information *

○ Awarded an Accredited Associate Degree from a Program with a Concentration in Construction

○ Awarded an Accredited Associate Degree from a Program not Related to Construction

● No Accredited Associate Degree(s) Awarded

Please list the name of the College or University, Major, Title of Degree, Date of Graduation for any Accredited Associate Degree(s) Earned.

Next Page Previous

Qualifying Experience

Please enter the NUMBER OF ACTUAL YEARS for each type of experience in the appropriate spaces below. Please note each full year of Executive, Supervisory and Project Management, Technical and Teaching/Research type experience counts as 1 year of qualifying experience. All other experience types count as ¾ of year for each year of qualifying experience. You cannot claim the same experience for more than one type.

Please complete one Experience Verification Form for each type of experience you are claiming even if it is with the same company. For example, if you worked for Company X for 12 years, 6 as a Project Manager and 6 in an administrative role, you would complete two forms, one for each type of experience. Please consult the qualifying experience requirements for details on this: (suggest you link the CAC Handbook instead of the AIC website because the website contains so much other information).

You will likely need multiple forms and these should be combined into a single PDF and uploaded. Click here to download the Experience Verification Form. (Provide them the link as in the current application)

https://cdn.ymaws.com/member.aic-builds.org/resource/collection/7E04C2B6-4A57-4F62-B556-5A1EB71BB9C6/CONSTRUCTION_EXPERIENCE_VERIFICIATION_FORM.pdf

Years of Executive, Supervisory or Project Management Experience. *

Years of Technical Experience *

Years of Administrative Work Experience *

Years of Teaching and Research Experience *

Years of Supervision of Specialty Trades Experience *

Please Upload a Copy of your Resume *

Choose File No file chosen

Next Page   Previous   3 / 6

1   2   3   **4**   5

Candidate Contact   Qualifying Education   Qualifying   **Experience**   Registration
Information   Experience   **References**   Information

Experience References

Please provide information on any experience that you are using as qualifying experience for your application.

Experience #1

Company

Your Job Title

Supervisor Name

Supervisor Email or Phone Number

Start Date of Employment

[ ] / [ ] / [   ]

MM   DD   YYYY

End Date of Employment

[ ] / [ ] / [   ]

MM   DD   YYYY

Experience #2

Company

Your Job Title

Supervisor Name

Supervisor Email or Phone Number

[   ]

Start Date of Employment

[   ] / [   ] / [   ] 🗓
MM   DD   YYYY

End Date of Employment

[   ] / [   ] / [   ] 🗓
MM   DD   YYYY

Experience #3

Company

[   ]

Job Title

[   ]

Supervisor Name

[   ]

Supervisor Email or Phone Number

[   ]

Start Date of Employment

[   ] / [   ] / [   ] 🗓
MM   DD   YYYY

End Date of Employment

[   ] / [   ] / [   ] 🗓
MM   DD   YYYY

[Next Page]   Previous   4 / 6

Optional Information

The following questions are optional. Information related to race, age, and gender is requested only to comply with general guidelines pertaining to equal opportunity. Data is only used in statistical analysis summary in aggregate and do not affect test results.

Race

Prefer Not to Answer ▾

Age

Prefer Not to Answer ▾

Gender

Prefer Not to Answer ▾

Candidate Statement *

☑ I affirm that the information provided in this application is true and accurate to the best of my knowledge. I understand that any false information

Submit   Previous

I affirm that the information provided in thie application is true and accurate to the best of my knowledge.

I understand that any false information is grounds for disqualification or revocation of my certification. I have read and understand the candidate handbook and certify that I have completed this application in accordance with it's instructions.

CPC Spring/Fall 2023 Examination Application Form

Please complete this application to determine your eligibility to sit for the Certified Professional Constructor Examination.

The 2023 Spring/Fall Examination is a Computer Based Examination. Once your application is approved you will be given instruction to select your examination date, time and location. The Testing Window is XXX, 2023 and examinations are given at hundreds of Testing Centers across the country.

The Deadline to Apply is XXX , 2023.

A list of the 2023 Spring/Fall CPC Exam Testing Locations: https://www.kryteriononline.com/locate-test-center

Please complete all required fields. Incomplete applications will not be reviewed or approved. Progress on incomplete applications are not saved and a new application will need to be started if left incomplete.

American Institute of Constructors
Constructor Certification Commission Document No. 84
CPC Examination Application Form
Revision History:
Last Revised 12/1/2023

1	2	3	4	5	6	...
Candidate Contact Information	Qualifying Education	Qualifying Experience	Experience References	Optional Information	Registration Information	

Candidate Contact Information

Name *

First	Last

Title

Company

Email *

Confirm Email *

Phone Number *

	–		–	
###		###		####

Mailing Address

Your exam results will be sent to this address.

Address *

Address 2

City *

State *

Postal Code *

Please select one option below. *

○ I am currently an Associate Constructor

○ I am not currently an Associate Constructor

○ I am re-applying for the CPC Examination

How many times have you taken this exam? *

[ ]

Did you take a practice course in preparation for this examination? *

[⌄]

Do you require special accomodations? *

[⌄]

Please describe what accommodation you require

[ ]

Qualifications Notice:

You must have a CAC qualification in good standing and 4 years of Qualifying Education, Qualifying Experience or a combination or 8 years of Qualifying Education, Qualifying Experience or a combination and at least 2 years of the Qualifying Experience must be managing a project or substantial portion of a construction project.

If you are qualifying to take this examination using both Qualifying Education and Qualifying Experience, please complete BOTH the Qualifying Education and Qualifying Experience sections of this application. And if you are qualifying to take this examination using only Qualifying Experience, please ONLY complete the Qualifying Experience section of this application.

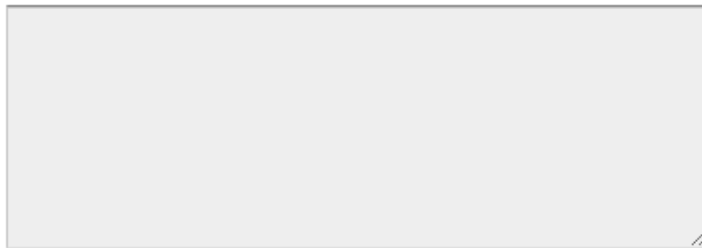[Next Page]   1 / 7

Qualifying Education

It is the responsibility of the applicant to ensure their construction-related degree(s) are from an acceptable accredited program in order to be accepted as qualifying education to take the examination. If awarded degrees are being used to qualify to take the examination, proof of graduation must be submitted with this application in the form of an official educational institutional transcript or other document issued by the respective institution. Please upload a PDF for each proof of graduation.

Undergraduate Education *

○ Currently Enrolled in an Accredited Bachelor of Science Construction Degree Program and will Graduate within 12 months of the examination date.

○ Awarded a Bachelor of Science Degree from an Accredited Construction Program

○ Awarded a Bachelor of Science Degree from an Accredited Construction-Related Program

◉ No No Accredited Bachelor Degree(s) AwardedDegree Earned

Please list the name of the College or University, Major, Title of Degree, Date of Graduation or Anticipated Graduation for any Accredited Bachelor's Degree(s) Earned or to be Earned.

Advanced Degree Information *

○ Awarded an Accredited Master's Degree related to Construction or Management

○ Awarded an Accredited Doctorate Degree related to Construction or Management

● No Accredited Graduate Degree(s) Awarded

Please list the name of the College or University, Major, Title of Degree, Date of Graduation for any Accredited Graduate Degree(s) Earned.

Associates Degree Information *

○ Awarded an Accredited Associate Degree from a Program with a Concentration in Construction

○ Awarded an Accredited Associate Degree from a Program not Related to Construction

● No Accredited Associate Degree(s) Awarded

Please list the name of the College or University, Major, Title of Degree, Date of Graduation for any Accredited Associate Degree(s) Earned.

Next Page   Previous

Qualifying Experience

Please enter the NUMBER OF ACTUAL YEARS for each type of experience. Please note each full year of Executive, Supervisory and Project Management, Technical and Teaching/Research type experience counts as 1 year of qualifying experience. All other experience types count as ¾ of year for each year of qualifying experience. You cannot claim the same experience for more than one type.

Please complete one Experience Verification Form for each type of experience you are claiming even if it is with the same company. For example, if you worked for Company X for 12 years, 6 as a Project Manager and 6 in an administrative role, you would complete two forms, one for each type of experience. Please consult the qualifying experience requirements for details on this: (suggest you link the CPC Handbook instead of the AIC website because the website contains so much other information).

You will likely need multiple forms and these should be combined into a single PDF and uploaded. Click here to download the Experience Verification Form. (Provide them the link as in the current application)

https://cdn.ymaws.com/member.aic-builds.org/resource/collection/7E04C2B6-4A57-4F62-B556-5A1EB71BB9C6/CONSTRUCTION_EXPERIENCE_VERIFICIATION_FORM.pdf

Years of Executive, Supervisory or Project Management Experience. *

Years of Technical Experience *

Years of Administrative Work Experience *

Years of Teaching and Research Experience *

Years of Supervision of Specialty Trades Experience *

Please Upload a Copy of your Resume *

Choose File   No file chosen

Next Page   Previous   3 / 7

Experience References

Please provide information on any experience that you are using as qualifying experience for your application.

Experience #1

Company

Your Job Title

Supervisor Name

Supervisor Email or Phone Number

Start Date of Employment

[ ] / [ ] / [ ]
MM   DD   YYYY

End Date of Employment

[ ] / [ ] / [ ]
MM   DD   YYYY

Experience #2

Company

Your Job Title

Supervisor Name

Supervisor Email or Phone Number

[   ]

Start Date of Employment

[ ] / [ ] / [   ] 📅
MM   DD   YYYY

End Date of Employment

[ ] / [ ] / [   ] 📅
MM   DD   YYYY

Experience #3

Company

[   ]

Job Title

[   ]

Supervisor Name

[   ]

Supervisor Email or Phone Number

[   ]

Start Date of Employment

[ ] / [ ] / [   ] 📅
MM   DD   YYYY

End Date of Employment

[ ] / [ ] / [   ] 📅
MM   DD   YYYY

Next Page   Previous

Optional Information

The following questions are optional. Information related to race, age, and gender is requested only to comply with general guidelines pertaining to equal opportunity. Data is only used in statistical analysis summary in aggregate and do not affect test results.

Race

Prefer Not to Answer ▾

Age

Prefer Not to Answer ▾

Gender

Prefer Not to Answer ▾

Candidate Statement *

☐ I have read and agree with the Candidate Statement

Next Page   Previous   5 / 7

Registration Options

If you were referred by a current CPC, enter their name:

[   ]

Registration Options *

- ○ Regular Registration | $575
- ○ Exempt Registration | $675
- ○ Re-Examination Registration | $500

Have a Promo Code?

- ☐ Yes!

Submit   Previous   6 / 7