

American Institute of Constructors

Constructor Certification Commission Document No. 22

Skills and Knowledge Committee Application Vetting Subcommittee Operations Manual

Introduction

The following is an overview of the American Institute of Constructors Constructor Certification Commission (Commission) Skills and Knowledge Committee Application Vetting Subcommittee's duties, functions and operations.

Responsibilities of the Subcommittee

The Application Vetting Subcommittee is responsible for ensuring that applicants who apply to take the Level 1 (CAC) examination based on solely professional experience or on a combination of education and professional experience meet the Commission criteria to take it. In addition, to ensure that applicants for the Level 2 (CPC) examination meet the eligibility requirements for education and professional experience.

Application Vetting Subcommittee Composition, Terms of Appointment and Responsibilities of Members

The Application Vetting Subcommittee shall have as many members as may be required to carry out its assigned responsibilities. All members shall be practicing construction professionals or educators who have been trained to carry out their responsibilities. Because of the nature of the Subcommittee's responsibilities, there is no need for a Chair and Vice Chair.

Membership on the Subcommittee will be for two-year renewable terms. All renewable terms are to be approved by the Commission.

Authority and Policy

Constructor Certification Commission Policy 1.3 is the basis of the responsibility and authority delegated to the Application Vetting Subcommittee.

Meetings

The Application Vetting Subcommittee does not have regularly scheduled meetings, nor are its members required to travel to other meetings of the Commission. Because of this, the committee does not have formal votes or deliberations.

Overview of Application Review and Evaluation Process

Twice per year, during each application period, subcommittee members evaluate applications to take the certification examinations. One or more applications and any required supporting materials are sent to one subcommittee member along with a copy of the Commission Examination Education and Experience Evaluation Eligibility Form (Document No. 4). If the decision of that member is not to approve the application, the Certification Manager will send it to a second member of the subcommittee for review without the recommendation of the first member. If the second member of the subcommittee does not approve the application, the Commission will notify the respective applicant of the negative outcome which can be appealed in accordance with Commission Policy 1.6. In the event the second subcommittee member approves the application, it will go to the Commission Chair for his or her review and action. If the Chair does not approve the application, the respective applicant will be so notified and can appeal the decision.

Members of the Application Vetting Subcommittee submit their approval or denial of applications directly to the Certification Manager by designated dates.

Qualifications required to take the CAC and CPC Certification Examinations

In order to effectively review and evaluate an examination application, one must first understand how one qualifies to take the CAC and CPC examinations.

Qualifying to take the Level I (CAC) Constructor Certification Examination

To take the CAC examination, one must have met at least one of the following requirements at the time of application:

- Four (4) years of Qualifying Experience, Qualifying Education, or some combination of the two. Please see below for definitions of Qualifying Education and Experience, or
- Be within 12 months of graduating from a four-year accredited bachelor's degree construction program. While, one may take the examination before graduating, he or she will not be certified if passing the examination until receiving one's degree.

Qualifying to take the Level II (CPC) Constructor Certification Examination

To qualify to sit for the Level II certification examination the individual must at the time of application have:

- At least four years of Qualifying Experience, Qualifying Education or some combination of the two since receiving the CAC qualification, and at least two years of Qualifying Experience must be at the Executive, Supervisory or Project Management level, or

- Have met the below noted Exemption from Level I Examination criteria.

Exemption from Level I Examination

To be eligible for this exemption, the applicant must have met all of the following requirements at the time of application:

- At least eight years of Qualifying Education, Qualifying Experience or some combination of the two, and
- Of the Qualifying Experience at least two years must be at the Executive, Supervisory and/or Project Management level.

Definitions of Qualifying Education and Qualifying Experience

Subcommittee members also need to understand the definitions of Qualifying Education and Qualifying Experience to effectively conduct their review and evaluation of examination applications.

Qualifying Education

Qualifying Education is formal education one acquires that can count toward one's qualification requirements to take the respective examination. The requirement to take the CAC examination does not have a minimum educational requirement, so one may take the examination even if one does not have any academic degrees. However, if one does not have sufficient Qualifying Education then one must make up the difference with Qualifying Experience.

Years of Qualifying Education are counted as follows:

- 2 Years – Graduate degree from an accredited construction or management program, such as MS, MBA, PhD, etc. (Note that the Bachelor's Degree that preceded the award of the graduate degree may count for additional years of qualifying education)
- 4 Years – Bachelor of Science degree from an accredited construction program, such as Construction Management
- 3 Years - Bachelor of Science degree from an accredited construction-related program, such as Architecture or Civil Engineering
- 2 Years – Any other 4-year degree
- 2 Years - Associate degree from an accredited program with a concentration in construction
- 1 Year – Associate degree from a program not related to construction
- No Credit – High School and Vocational Schools

As noted above, qualified individuals anticipating graduation from an accredited BS construction program may apply to sit for the certification examination no sooner than twelve (12) months prior to graduation. Such applicants must certify their qualification

status by signing the application form.

Qualifying Experience

The following are considered Acceptable Experience Equivalencies at the rate noted in consideration for a year's work experience or education. One year of work is defined as 2000 hours of construction work performed. Additional hours worked in a single calendar year may not be counted towards another work year. However, an individual may accumulate hours from several calendar years to meet the definition of "a year of work."

- Executive, Supervisory and/or Project Management (one year of experience credit per year of actual experience) - Direct and/or executive level supervision of any of the following areas: estimating, quality control, project engineering, scheduling, project management, operations management, operations executive (excluding accounting, marketing, and other support areas not in the direct line of the construction process).
- Technical/ Engineering Experience (1 qualifying year of experience credit per one year of actual experience) – Construction related work such as estimating, quality control, scheduling, project engineering.
- Administrative (3/4 qualifying year of experience credit for per year of actual experience) - Management level work in areas supporting the construction process, including purchasing, safety, and marketing.
- Teaching/Research (1 qualifying year of experience credit per year of actual experience) - Teaching construction coursework at an accredited post-secondary institution or conducting construction research within a governmental agency or accredited university setting.
- Supervision of Specialty Trades (3/4 qualifying year of experience credit per year of actual experience) - Direct, first-line management of craft persons, including foremen, general foremen, and craft superintendents.

Evaluation of Certification Examination Applications

Applications for both certification examinations are first reviewed by the Certification Manager to ensure that they have been correctly completed and include all required supporting documents.

As noted above, applicants for the CAC examination can qualify with only educational credits or a combination of education and experience. In the case of the former, the Certification Manager will assess whether or not the applicant has met the minimum Qualifying Education requirements to take the examination and work directly with the applicant to correct any deficiencies. In other words, these applications will not be sent to a member of the Application Vetting Subcommittee.

Applications for the CAC examination qualifying with both education and experience are first reviewed by the Certification Manager to ensure that they have been completed correctly and that all required supporting documentation has been provided. If any deficiencies exist at this stage in the review process, the Certification Manager will work with the applicant to alleviate them before sending the application and supporting documents to a member of the Application Vetting Subcommittee. If qualifying by any educational credits, the applicant must submit proof of graduation from a Commission acceptable accredited degree program. It is up to the Certification Manager, to determine if the degree programs are accredited by a Commission approved accreditation agency prior to sending any materials to a member of the Application Vetting Subcommittee.

In the case of applying to take the CAC examination with any amount and type of experience, the applicant must provide a Construction Experience Verification Form for each type of experience listed in the application that the applicant wants to be considered to qualify to take the examination.

As for applying to take the CPC examination, the same process is followed as described above for the CAC applicant applying with education and experience or experience only.

Subcommittee members will only receive CAC and CPC applications qualifying with education and experience or only with experience. A copy of the Commission Examination Education and Experience Evaluation Eligibility Form will be sent out with each application to be reviewed and evaluated.

The Subcommittee member is to complete an Eligibility Form for each application as described below and return to the Certification Manager by the designated date. If for any reason the Subcommittee member feels that he or she cannot evaluate an applicant by the designated date, please inform the Certification Manager so that other arrangements can be made. This also applies if the Subcommittee member has a professional or personal relationship with the applicant, or other potential conflict of interest.

For each application, the three items that need to be verified are:

- **Sufficiency:** There are enough years of valid professional experience and/or education to meet the Commission criteria to take the respective certification examination. Refer to the sections above on Qualifying Education and Qualifying Experience.
- **Validity:** The experience is applicable to the construction profession. And the education has resulted in the award of an accredited post-secondary education degree.
- **Accuracy:** The experience and education is documented correctly to evaluate the validity of the application information.

All of these points are inherently subjective, but applications must be evaluated as fairly as possible with regard to the applicants' overall qualifications. If at any time during the review and evaluation process, the subcommittee member has questions, he or she should

contact the Certification Manager.

Recommended Application Vetting Subcommittee Member Review Process

For applications using education and experience, begin with the review and evaluation of educational credits. Referring to the section of Qualifying Education above, review the section of the application and supporting proof of graduation documents on educational degrees awarded and complete the second half of the Examination Education and Experience Evaluation Eligibility Form including documenting the total number of Qualifying Years. Be sure **only** to count Qualifying Education for which proof of graduation is provided. Any educational qualifications noted on the applicant's resume does not count as proper verification. In addition, the subcommittee member is not responsible to ensure that any educational qualifications listed in the application are consistent with those in the resume and vice versa. However, the information on the resume may be helpful in the entire Qualifying Experience review and evaluation process.

Next, review and evaluate acceptability of Qualifying Experience for each Construction Experience Verification Form using the following process.

- Determine if the Verification Form has been completed correctly and signed and dated by the certifier. It is important to note that only one circle (type of experience) be filled in for anyone Form.
- If the Verification Form has not been completed correctly, the subcommittee member must so notify the Certification Manager to rectify the problem. It is then up to the Certification Manager to contact the applicant to alleviate the deficiencies.
- Upon receipt of corrected Verification Forms, the Certification Manager will forward them to the respective subcommittee member so that he or she can continue with the review and evaluation process. If no deficiencies are observed, continue to the next step in the process.
- For each correctly completed Verification Form, using the information provided above in the Qualifying Experience section of this manual, review the description of the job responsibilities and determine if you agree with the Type of Experience noted in the filled in circle on the Form.

Next, utilizing the Eligibility Form and your above determination from review of the completed Verification Form, record values of Actual Years column on the Eligibility Form.

- If in agreement, then record the actual number of years (to the month or decimal of a year) opposite the appropriate Experience Type.
- If the described experience more appropriately falls into another Experience Type

category, than record the actual number of years (to month or decimal of a year) in the correct in the corresponding location.

- If the described experience does not fall under any of the Experience Type categories, than do not accept it as Qualifying Education.

Next complete the second column of the Experience Qualification Table.

- After each equal sign in the second column, record the mathematical result of the value from actual year column multiplied by the corresponding factor shown.
- Complete the sum of the number of years and place the number opposite the Total Years box.

Finally sum the total number of years of qualifying education and experience and place the amount in the appropriate space on the Eligibility Form.

The next step in the review and evaluation process depends on the level of certification.

- CAC examination applicants qualifying by education and experience must have at least a total of four years of Qualifying Education and Experience.
- CAC examination applicants qualifying by only using experience must have at least four years of Qualifying Experience Years.
- CPC examination applicants upgrading from a CAC qualification in good standing must have at least four years of Qualifying Education, Qualifying Experience or a combination since attaining the CAC. And of the four years, at least two years must be in the Executive, Supervisory and/or Project Management Work Experience category on the Eligibility Form.
- CPC examination applicants not having a CAC qualification in good standing and qualifying by education and experience must have a total of eight years of Qualifying Education, Qualifying Experience or combination. And of the eight years, at least two years of the eight Qualifying Experience Years must be in the Executive, Supervisory, and/or Project Management Work Experience category on the Eligibility Form.
- For CPC examination applicants not having a CAC qualification in good standing and qualifying by only experience must have at least eight of Qualifying Experience. And of the eight years, at least two years of the eight Qualifying Experience Years must be in the Executive, Supervisory, and/or Management Work Experience category on the Eligibility Form.

Qualifying Education and Experience Examples:

- Qualifying Education Example A: An applicant has provided proper verification of graduating from a Commission approved accredited Civil Engineering BS Degree program.

The Subcommittee member would document 3 years of Qualifying Education opposite Accredited BS Degree from Construction Related Program on the above-mentioned Eligibility Form and 3 years in the Total Years box.

- Qualifying Education Example B: An applicant has provided proper verification of graduating with a Commission approved associate degree in construction and a Commission approved BA degree in general Business.

The Subcommittee member would document 2 years of Qualifying Education opposite Accredited Associate Degree from Construction Program and 2 years of Qualifying Education opposite Any other Accredited 4-year Degree on the Eligibility Form and a total of 4 years in the Total Years box.

- Qualifying Experience Example A: A CPC applicant who does not have a CAC qualification and is applying using only experience (which requires at least eight years of acceptable Qualifying Experience) has provided proper verification 5 years' experience as a construction safety director for ABC General Contractors, and 3 years' experience as a project manager for XYZ construction, Inc. The 5 actual years of safety experience is worth 3.75 years of experience credit (since estimating falls under "Administrative" and is worth $\frac{3}{4}$ of a year) and the 3 years as a project manager are worth 3 years (since Project Management falls under "Executive, Supervisory and/or Project Management" and is worth full credit). The 3.75 years of credit from safety, plus the 3 years from project management add up to 6.75 years, which is short of the requirement. The applicant is not qualified to take the examination.
- Qualifying Experience Example B: A CAC applicant applying using only experience (which requires at least four years of Qualifying Experience) has provided proper verification of 3 years' experience working as an estimator and three years in construction safety for ABC Construction Company. The 3 years of estimating experience falls under the Technical category and thus is worth 3 years of Qualifying Experience. The 3 years of safety experience falls under the Administration category and thus is worth 2.25 years of Qualifying Experience. The Total Years of Qualifying Experience is 5.25 and since it exceeds the minimum of 4 years of Qualifying Experience the application is approved.
- Comprehensive Example: A CPC applicant who does not have a CAC qualification and is applying with both construction education and experience (which requires at least a total of 8 years of Qualifying Education and/or Qualifying Experience and of the 8 years, at least 4 years must consist of Qualifying Experience 2 years of which must be in the Executive, Supervisory, and/or Project Management Work Experience

category) has provided proper documentation for both his education and experience. Based on the correctly completed Verification Forms and proof of graduation, the applicant has a BS Degree in Architecture from a Commission approved accredited program. In addition, he has 8 years working in construction quality control, 2 years of which has been as Director of the Quality Assurance Department.

Based on the provided documents and the definitions of Qualifying Education and Experience, the applicant is awarded 3 years of Qualifying Education and, 6 years ($3/4 \times 8$ years) of Qualifying Experience for a Total Years of 9 years. But since the applicant does not have at least 2 years managing a project or substantial portion of a project, he does not meet all of the requirement to take the CPC examination.

Revision History:

Latest Revision: 12/01/2022