

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 (AC) 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.

Subcommittee Member Duties

Twice per year, during each application period, subcommittee members evaluate applications to take the certification examinations. Each application and any supplementary materials is 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 the requested dates.

How to Evaluate Applications

Level I and Level II certification examinations are held every spring and fall nationwide, usually in early April and early November. The deadlines for these applications are typically February 1 for the spring exams and September 1 for the fall exams. As the deadline for each examination cycle approaches, Subcommittee members receive a number of applications including any supporting materials and are asked to evaluate to determine if the individuals are qualified to sit for the respective examination. These applications may arrive one at a time, or in groups, depending on how quickly these applications are submitted to the Commission's National Office.

A copy of the Commission Examination Education and Experience Evaluation Eligibility Form will be sent out with each application to be reviewed. The Subcommittee member is to fill out the Form by the deadline specified by the Certification Manager. If a Subcommittee member feels they are unable to conduct the evaluation by the designated deadline or have a conflict of interest, he or she should immediately notify the Certification Manager so that alternate arrangements can be made.

In 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 below 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 for any reason the Subcommittee member feels that he or she cannot evaluate an applicant fairly, 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.

This manual is intended to provide all the information the Subcommittee member needs to review examination applications. For additional information about any part of the process, contact the Certification Manager.

Level I Constructor Certification Examination

To take the AC examination, one must have met at least one of the following requirements by the time of applying:

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 sit for the examination before graduating, he or she will not be certified if passing the examination until receiving one's degree.

Qualifying Education

Qualifying Education is formal education one acquires that can count toward one's qualification requirements to sit for the examination. The requirement to take the AC 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 any 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 accredited degree

2 Years - Associate degree from an accredited program with a concentration in construction

1 Year – Associate degree from an accredited 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.

When an applicant is applying to take the AC or CPC examination using education as part of the requirement to qualify, the member of the Application Vetting Subcommittee, will review the acceptability education-related information presented in the application along with any supporting materials, and complete the Education Qualifications section of the above mentioned Evaluation Form. As part of the review, the Application Vetting Subcommittee member will need to verify that the degrees being used to support the completion of the education presented in the application are accredited using the definitions below. If the reviewer needs help in this analysis he or she should contact the Certification Manager

Accredited Construction Program – a post-secondary construction education degree program accredited by the American Council for Construction Education (ACCE), the Accreditation Board for Engineering and Technology (ABET) or any others approved by the Constructor Certification Commission. Refer to www.acce-hq.org/accredited-degree-programs or www.abet.org/accreditation/find-programs/ for ACCE and ABET accredited post-secondary education construction degree programs.

Accredited Construction-Related Program – a postsecondary construction-related degree program accredited by one of the Council for Higher Education Accreditation (CHEA) Programmatic Accreditation Organizations, Mexican Accreditation Council for Engineering Education (CACEI) or any others approved by the Constructor Certification Commission. Refer to www.chea.org/programmatic-accrediting-organizations or <http://cacei.org.mx/indexe.php> for CHEA and CACEI accredited post-secondary degree programs.

Accredited Degree – any other post-secondary degree accredited by one of the Council for Higher Education Accreditation Programmatic Accreditation (CHEA) Organizations or any others approved by the Constructor Certification Commission. Refer to www.chea.org/programmatic-accrediting-organizations for CHEA accredited post-secondary degree programs.

If it is found that the degree or degree program(s) are not accredited in accordance with the above definitions, the education cannot be accepted as meeting the qualifications to take either certification examination. And this should be noted on the above mentioned Evaluation Form.

Qualifying Experience

The following are considered Acceptable Construction 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 (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 (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.

The member of the Application Vetting Subcommittee, will review the acceptability of the experience-related of the information presented in the application along with any supporting materials, and complete the Experience Qualifications section of the above mentioned Evaluation Form.

Level II Constructor Certification Examination

To qualify to sit for the Level II certification examination the individual must have:

An AC certification in good standing or have met the below noted Exemption from Level I Examination criteria, and four years of additional acceptable qualifying construction-related experience at the time of application beyond that required to take the Level I examination. The acceptable experience must include a minimum of two years managing the execution of construction work.

Exemption from Level I Examination

To be eligible for this exemption, the applicant must meet at the time of application at

least one of the educational and/or experiential criteria to take the Level I certification examination and have four (4) years of additional acceptable qualifying construction-related experience. The experience and education used to qualify for Level I and II must be fully documented the same as if the applicant were applying for each examination level separately. If the applicant fails the Level II Examination, Associate Constructor status will not be granted based on the exemption.

The member of the Application Vetting Subcommittee, will review the acceptability of the education-related and experience-related information presented in the application along with any supporting materials, and using the information presented above under the sections Qualifying Education and Qualifying Experience for the Level I examination, complete the Education and Experience Qualifications sections of the above mentioned Evaluation Form.

When assessing whether the applicant has met the requirement for a minimum of two years of managing the execution of construction work, he or she must demonstrate through the information presented in their application and supporting materials that he or she has had at least two years of overall responsibility for delivery of a project or a substantial portion of a project, including concurrent management of a combination of financial, engineering, scheduling, quality control, safety, human resources, subcontracting, or contractual matters.

Example:

An applicant for the CPC exam who does not have an AC certification and is applying using only experience (which requires at least eight years of acceptable professional experience) has 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 is work 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.

Revision History:

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