

American Institute of Constructors

Constructor Certification Commission Document No. 26

Examination Site Agreement Form

Instructions:

- Please fill out all fields in Section 1
- Read the information in Section 2 carefully, as it describes your obligations as an examination site
- Sign and date your understanding of the terms at the end of Section 3, and return the completed form to the CCC National Office at the location listed at the end of the document.

Section One: Verify Contact Information

ORGANIZATION CONTACT :

(Name and address of person to receive general information on the certification program.)

CONTACT NAME	_____
ORGANIZATION NAME	_____
ADDRESS	_____
PHONE FAX	_____
EMAIL	_____

EXAMINATION ADMINISTRATOR

(Name and address of person to receive test materials and information)

ADMINISTRATOR NAME	_____
ORGANIZATION	_____
ADDRESS	_____
PHONE FAX	_____
EMAIL	_____

Step Two: Obligations

Please review this information carefully, as it describes what will be expected of your organization as an examination site.

- Your organization will be a Certification Examination site for a period of one full year, with yearly renewals until either you or the Commission elects to terminate your participation.
- You agree and can provide at least one examination site administrator for each examination, and at least one proctor for each 30 students for the examination at your location.
- You agree and can and secure and quiet examination facilities on the examination dates.

- You guarantee that you will make every reasonable effort to ensure that at least two applicants will apply to take the examination the first time your site will administrator the examination(s).
- You agree to host the examination even in the case that none of your students or employees from your organization taking the exam during a particular session.
- You acknowledge and understand that the Commission cannot provide financial compensation for yourself or your proctors.
- You agree that, should there be circumstances in which you will not be able to meet any of the obligations listed above, you will inform the Commission in writing within 45 days of the next scheduled exam.
- You agree to inform the Commission of any changes to the information provided in this document and to support the Commission examination administrator and proctor training and assessment policies

Signatures

Our organization will be a Certification Examination test site until further notice, and I agree to all of the terms listed in section two above. I additional certify that I have the authority to obligate my organization to these terms.

 Printed Name

 Signature

 (Date)

Return the completed form to:

Email: info@professionalconstructors.org
 AIC Constructor Certification Commission
 Talley Management Group
 19 Mantua Road
 Mount Royal, NJ 08061

Revision History :

Lastest Revision : 02/08/2022