

American Institute of Constructors

Constructor Certification Commission Document No. 31

Examination Site Administrator and/or Proctor Agreement

I _____ (Print Name) agree to the following:

2. Not to disclose any test questions to candidates, third parties or anyone in the construction industry. Security of the examination questions is of the greatest importance to the integrity of the examination process. If examination questions were to become known to candidates, the purpose of the examination would be defeated.
3. Keep all examination materials secure prior to, during and after administering the respective examination(s).
4. Adhere to the Examination Administration instructions as well as all designated dates associated with the process.
5. Not to sit for either of the Certified Associated Constructor (CAC) or Certified Professional Constructor (CPC) examination for a period of three (3) years beginning from the date noted below.
6. Adhere to Commission policies governing conflict of interest and complete Commission Document No. 19 prior to Participating in any examination site administration or proctoring.

My signature to this agreement commits me to maintaining the confidentiality and security of the examinations by adhering to the above items in accordance with Commission Policy 1.1.

Signature _____ Date _____

Primary Occupation: _____ CPC#: _____ or ___3rd Party Independent

Role (Select Only One) _____ Administrator _____ Proctor _____ Both

Name of Examination Site _____

Please make copies of this form for every administrator and/or proctor. Please return this signed and dated form with the examination answer sheets and other materials.

Revision History:

Last Revision: 10/27/2024