

American Institute of Constructors

Constructor Certification Commission Document No. 79

Real and/or Perceived Issues Impacting Impartiality Checklist

Before taking any official action on any issue that comes before the Constructor Certification Commission, the Commission must formally consider any issues that may result in a decision that may be perceived as impartial by utilizing this document. When a threat to impartiality is identified as real or perceived, the Commission must include this in any deliberations concerning the respective issue, in accordance with its Policies and associated Documents, with the goal of mitigating the respective threat. The deliberations must be documented in the respective meeting minutes including how the real or perceived threat was identified and mitigated.

Threats to impartiality include, but may not be limited to the following:

Self-interest threats – threats that arise from a person or body acting in its own interest to benefit itself.

Subjectivity threats – threats that arise when personnel bias overrules objective evidence.

Familiarity threats – threats that arise from a person being familiar with or trusting of another person, e.g. an examiner or certification body personnel developing a relationship with a candidate that affects the ability to reach an objective judgment.

Intimidation threats – threats that prevent a certification body or its personnel from acting objectively due to fear of a candidate or other interested party.

Financial threats – sources of revenue for a certification body.

Real or Perceived Threat Log

To track and understand real or perceived threats, the Commission has developed the log below to relate to the possible identified types of threats more effectively. It should be noted that those threats shown are not limited to others that may arise as identified in the list of threats to impartiality noted above.

Decision or Action	Threat Type	Impact	Mitigation Strategy
Test site to cease testing based on an action of the Commission.	Intimidation	Loss of a testing site, revenue, and credibility to other test sites.	All decisions or actions potentially impacting test sites will be communicated in accordance with CCC Policy 5.10 which includes a schedule for notice and an open comment period

Threat of a contractor to increase fees.	Financial	Increase expenses	Contracted services and fees with Talley Management Group are negotiated annually in concert with the development of the CCC operating budget
Competing organization develops a competing certification	Financial	Loss of market space and revenue.	Business meeting agendas will include a standing item for marketplace analysis
Advancement of competing certification	Financial	Lack of revenue and market share	Business meeting agendas will include a standing item for marketplace analysis
Conflict within an exam site	Lack of standards	Credibility lost	Refer to CCC Policy 3.1 regarding maintenance of exam sites and Policy 4.5 which manages procedures for complaints, incident reports, and open comments/feedback
Managing examination sites	Lack of standards	Credibility lost	Refer to CCC Policy 3.1 regarding maintenance of exam sites and Policy 4.5 which manages procedures for complaints, incident reports, and open comments/feedback
Loss of subject matter experts to competing Organizations	Subjectivity	Loss of knowledge	Annual volunteer leader pipeline development initiatives
Loss of support from academia	Financial	Loss of revenue and support from university sites	Semi-annual development communications with existing and potential university exam sites to understand the testing outlook
Auditing diverse examination sites each year	Financial	Loss of diversity of examination site audits	Refer to CCC Policy 5.11 which includes an internal audit timeline to influence the maintenance of site diversity
Officer of parent organization serving as officer of Commission	Subjectivity	Non-adherence to established Commission Policies and Procedures	BOG and BOA adhere to all Commission Operating Procedures (Document No. 1) and associated Policies and Procedures

Revision History:

Last Revision: 03/24/2023