

## American Institute of Constructors

### Constructor Certification Commission Document No. 84

#### Skills and Knowledge Committee Operations Manual

##### **Introduction**

The following is an overview of the Constructor Certification Commission (Commission) Skills and Knowledge Committee's purpose, duties, functions and operations.

##### **Names and Terminology:**

The formal names of the examinations are:

Constructor Qualification Examination - Level I, which leads to the Certified Associate Constructor (CAC) certification, and;

Constructor Qualification Examination – Level II, which leads to the Certified Professional Constructor (CPC) certification.

##### **Responsibilities of the Skills and Knowledge Committee**

The Skills and Knowledge Committee shall be responsible for maintaining and revalidating once every five years the constructor certification body of knowledge, the specifications for the certification examinations including the percent of questions on the respective examination by the major division of the specifications, and the minimum qualifications to take the CAC and CPC examinations. In addition, the Committee, with the approval of the Constructor Certification Commission, will provide the Examination Committee with any changes for incorporation into the development of future certification examinations. Finally, the Committee shall review the applications to take the certification examinations for compliance with certification criteria; prepare and maintain the criteria for evaluating continuing professional development requirements; review the acceptability of required continuing professional development documentation to maintain certification and such other duties as the Commission may assign.

The Skills and Knowledge Committee shall also be responsible for maintenance and oversight of the Application Vetting and CPD Audit Subcommittees and other subcommittees or task forces as may be necessary and approved by the Commission to carry out its responsibilities.

In carrying out their responsibilities, the Committee is also charged with maintaining and keeping current the following Commission Policies and Documents. The following Commission Policies and Documents shall be reviewed on an annual basis and any recommended changes to them must be sent to the Commission for their review and approval prior to their adoption.

Commission Polices: 1.2 – Educational and/or Experiential Criteria to Take Certification Examinations; 1.3 – Determining Eligibility to Take Certification Examinations; 4.2 – Certification Maintenance; 4.4 – Validation of Certification Body of Knowledge; 4.6 – Review of Acceptability of Required CPD Documents.

Commission Documents: 4 – Examination Education and Experience Evaluation Eligibility Form; 7 – Continuing Professional Development Requirements; 22 – Skills and Knowledge Committee Application Vetting Subcommittee Operations Manual; 23 – Skills and Knowledge Committee Continuing Professional Development Audit Subcommittee Operations Manual; 28 – Body of Knowledge for the Level I (CAC) and Level II (CPC) Certification Examinations; 29 – Specifications for Level I (CAC) and Level II (CPC) Certification Examinations; 30 – Continuing Professional Development Audit Form; 58 – Mapping of the Body of Knowledge to Examination Specifications; 63 – Training for Skills and Knowledge Committee Members; 64 – Training for Skills and Knowledge Committee Application Vetting Subcommittee Members; 65 – Training for Skills and Knowledge Committee Continuing Professional Development Audit Subcommittee Members; 74 – Skills and Knowledge Committee Member Training Assessment; 75 – Application Vetting Subcommittee Member Training ; 76 – CPD Audit Subcommittee Member Training Assessment; 84 – Skills and Knowledge Committee Operations Handbook.

### **Authority and Policy**

Article III of the Operating Procedures of the AIC Constructor Certification Commission Section 1 requires that certain standing committees be formed by the Commission including the Skills and Knowledge Committee. The duties of the Skills and Knowledge Committee e are established in Article III Section 3.A.

### **Skills and Knowledge Committee Composition, Terms of Appointment and Responsibilities of Members**

The Committee shall have a Chair and Vice Chair (Officers), and as many members as are required to carry out its duties. The Committee members shall nominate and elect the Chair and Vice Chair for the Committee. The results of the Committee election shall be recorded in the Committee Minutes and the Commission shall approve Committee Officers and members at the Commission’s January meeting. The Chair and Vice Chair shall serve for two-year terms.

All voting members on the Skills and Knowledge Committee shall be either practicing construction professionals or construction educators. Membership on the Committee will be for two-year terms renewable as agreed by member and Chair.

In addition to the Chair and Vice Chair, and other qualified voting members, a representative of the Management Contractor shall also serve on the Committee as a non-

voting member. This person's term of service is on a year-by-year bases and is renewable.

In the event that these positions cannot be filled from within the Committee the Commission can appoint and nominate otherwise qualified persons to these positions.

The Chair may be a member of either the Board of Governors or the Board of Advisors and must attend all Commission meetings. The Committee shall report directly to the Commission. The Chair of the Skills and Knowledge Committee may serve as an advisor to the Skills and Knowledge Committee Application Vetting and CPD Audit Subcommittees but will not be required to attend any of their meetings.

### **Meetings**

The Skills and Knowledge Committee shall meet as often as necessary to conduct its business. Minutes of all meetings shall be recorded using Commission Document No. 51. Committee members are required to attend any meetings of the Committee.

### **Travel Expenses**

Some travel expenses may be reimbursed or paid for by the Commission, as it may deem appropriate.

### **Revision History:**

Last Revised: 09/10/2022