

## **American Institute of Constructors**

### **Constructor Certification Commission Policy and Procedures No. 1.1**

#### **Applying to Take Certification Examinations**

Policy – All qualified individuals are encouraged to make application to sit for the Commission’s Level I and/or Level II Constructor Certification Examinations. Employees of the Commission are not qualified to take either certification examination.

Responsibility – Applicant

Reference Commission Documents – Commission Policy 1.2 – Education and/or Experiential Criteria to Take Certification Examinations, Commission Document No. 2 – AC and CPC Examination Application Forms, Commission Document No. 27 – Candidate Handbook to Take Associate Constructor Certification Examination; Commission Document No.82 – Candidate Handbook to Take Certified Professional Constructor Certification Examination, Commission Policies Appendix C – Commission Fee Schedule

Procedures – The following procedures will be followed in making application for consideration to sit for the Level I (AC) and Level II (CPC) constructor certification examinations.

1. Individuals interested in taking either certification examination determine if they meet the requirements noted in Commission Policy 1.2. Employees of the Commission are not qualified to take either certification examination.
2. Information on requirements to take either examination can be found on the Commission’s website or by contacting the Certification Manager. Questions that cannot be answered will be forwarded to the Commission Chair for review and response through the Certification Manager.
3. Interested persons meeting the above referred to requirements can apply to sit for a specific examination (Level I or Level II), examination date and location by completing the appropriate Examination Application Form (Commission Document No. 2 or Commission Document No. 84) online and submitting it along with other required documentation and application fee (Commission Fee Schedule – Appendix C) to the National Office by a predetermined date. This date will be communicated by the Certification Manager within 4 to 5 weeks prior to the spring and fall Level I and Level II examinations. Examinations are typically conducted on the first Saturday in April and November of each year. Exceptions to this policy must be applied for at least 30 days in advance of the examination by the entity administering the certification examination(s) and approved by the Commission.
4. If applications are requested to be submitted after the predetermined communicated date, a late fee will be charged to the applicant in the amount noted in the Fee Schedule by the National Office. Applications received 15 days after the deadline will be held for the next application cycle.
5. When the application and correct fee is received by the National Office an email or US

mail notification is sent to the applicant acknowledging receipt of the application and once reviewed in accordance with Commission Policy 1.3 the applicant will be so notified of the outcome.

6. An individual can take either certification examination as often as desired upon filing a new application and correct fee. There is no limit on the number of times an examination may be retaken.
7. Special testing arrangements may be made for qualificants with special needs when applying to sit for the examination by completing the “Special Accommodations” text box. If additional information is needed to verify and insure that the requested special arrangements can be made, the Certification Manager will contact the respective qualificant and the designated examination site administrator.
8. Individuals may not sit for any of the examinations if they either have served as a Commission examination administrator or proctor within the past 3 years from the date of the examination.
9. Copies of all documents, including the application and related correspondence, generated in complying with this policy will be placed by the Certification Manager in the respective applicant’s secured Commission file.

**Revision History:**

Last Revision: 07/22/2022