

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 – CAC Examination Application Form, Commission Document No. 27 – Candidate Handbook to Take Certified Associate Constructor Certification Examination; Commission Document No.83 – Candidate Handbook to Take Certified Professional Constructor Certification Examination, Commission Document No. 84 – CPC Examination Application Form

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

1. Individuals interested in taking either certification examination determine if they meet the Commission’s requirements noted in the above referred to list of Commission Documents. 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 (CAC or CPC), examination date and location by completing the Examination Application Form (Commission Document No. 2 or No. 84) online and submitting it along with other required documentation and application fee (Commission Fee Schedule – Appendix C) to the National Office by February 1 for both spring Level I and II examinations; September 1 for the fall Level I examination when qualifying with experiential qualifications and for the fall Level II examination; and September 5 for the fall Level I examination when qualifying solely with educational credits. Examinations are typically conducted on the first Saturday of April and November of each year. Exceptions to this policy must be applied for by the Academic Program Director of programs administering the examinations and by other entities conducting examinations under agreements with the Commission and approved in advance of the examination by the Commission.
4. If applications are postmarked or submitted online after February 1 for the spring Level I and II examinations; September 1 for the fall Level I examination when qualifying with

experiential credits and fall Level II examinations; and September 15 for the fall Level I examination when qualifying solely with educational credits, 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 Needs” 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 have either served as a Commission examination administrator or proctor within the past 3 years.
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: 09/10/2022