

## **American Institute of Constructors**

### **Constructor Certification Commission Policy and Procedures No. 1.2**

#### **Educational and/or Experiential Criteria to Take Certification Examinations**

Policy – Individuals desiring to take either of the certification examinations must meet specific educational and/or experiential criteria.

Responsibility – Constructor Certification Commission

Reference Commission Documents – Commission Document No. 1 – Operating Procedures;  
Commission Appendix A - Definitions

#### **Level I Constructor Certification Examination**

To take the CAC examination, one must have met at least one of the following requirements by the time of applying:

Four (4) years of Qualifying Experience, Qualifying Education, or some combination of the two. Please see below for definitions of Qualifying Education and Experience, or

Be within 12 months of graduating from a four-year accredited construction management-related bachelor's degree program. While, one may sit for the examination before graduating, he or she will not be certified if passing the examination until receiving one's degree.

#### **Qualifying Education**

Qualifying Education is formal education one acquires that can count toward one's qualification requirements to sit for the examination. The requirement to take the CAC examination does not have a minimum educational requirement, so one may take the examination even if one does not have any academic degrees. However, if one does not have any Qualifying Education then one must make up the difference with Qualifying Experience.

Years of Qualifying Education are counted as follows:

- 2 Years – Graduate degree in an accredited construction or management program, such as MS, MBA, PhD, etc. (Note that the Bachelor's Degree that preceded the award of the graduate degree may count for additional years of qualifying education)
- 4 Years – Bachelor of Science degree from an accredited construction education program, such as Construction Management
- 3 Years - Bachelor of Science degree from an accredited construction-related program, such as Architecture or Civil Engineering
- 2 Years – Any other 4-year degree

- 2 Years - Associate degree from an accredited program with a concentration in construction
- 1 Year – Associate degree from a program not related to construction
- No Credit – High School and Vocational Schools

As noted above, qualified individuals anticipating graduation may apply to sit for the certification examination no sooner than twelve (12) months prior to graduation. Such applicants must certify their qualification status by signing the application form. Refer to the Commission Policy and Procedures List of Definitions (Appendix A) for the definition of an accredited educational program.

Construction programs accredited by bodies other than those recognized by the Commission as per its definition of accredited will be considered in accordance with the Commission's Operating Procedures (Commission Document No. 1) upon written request to be included with the application to sit for the respective certification examination. In addition, the Commission reserves the right to add to or remove from its list of acceptable accreditation organizations following its Operating Procedures.

### Qualifying Experience

The following are considered Acceptable Construction Experience Equivalencies at the rate noted in consideration for a year's work experience or education. One year of work is defined as 2000 hours of construction work performed. Additional hours worked in a single calendar year may not be counted towards another work year. However, an individual may accumulate hours from several calendar years to meet the definition of "a year of work."

- Executive/Supervisory (one year of experience credit per year of actual experience) - direct and/or executive level supervision of any of the following areas: estimating, quality control, project engineering, scheduling, project management, operations management, operations executive (excluding accounting, marketing, and other support areas not in the direct line of the construction process)
- Technical (1 qualifying year of experience credit per one year of actual experience) – construction related work such as estimating, quality control, scheduling, project engineering
- Administrative (3/4 qualifying year of experience credit for per year of actual experience) -management level work in areas supporting the construction process, including purchasing, safety, and marketing
- Teaching/Research (1 qualifying year of experience credit per year of actual experience) - teaching construction coursework at an accredited post-secondary institution or conducting construction research within a governmental agency or accredited university setting
- Supervision of Specialty Trades (3/4 qualifying year of experience credit per year of actual experience) - direct, first-line management of craft persons, including foremen, general foremen, and craft superintendents

## **Level II Constructor Certification Examination**

To qualify to sit for the Level II certification examination the individual must have:

- Have a CAC certification in good standing or have met the below noted Exemption from Level I Examination criteria, and
- Have four years of additional acceptable qualifying construction-related experience at the time of application beyond that required to take the Level I examination. The acceptable experience must include a minimum of two years managing the execution of construction work.

### Exemption from Level I Examination

To be eligible for this exemption, the applicant must meet at the time of application at least one of the educational and/or experiential criteria to take the Level I certification examination and have four (4) years of additional acceptable qualifying construction-related experience. The experience and education used to qualify for Level I and II must be fully documented the same as if the applicant were applying for each examination level separately. If the applicant fails the Level II Examination, Certified Associate Constructor status will not be granted based on the exemption.

### Qualifying Experience

The following are considered Acceptable Construction Experience Equivalencies at the rate noted in consideration for a year's work experience or education. One year of work is defined as 2000 hours of construction work performed. Additional hours worked in a single calendar year may not be counted towards another work year. However, an individual may accumulate hours from several calendar years to meet the definition of "a year of work."

- Executive/Supervisory (one year of experience credit per year of actual experience) - direct and/or executive level supervision of any of the following areas: estimating, quality control, project engineering, scheduling, project management, operations management, operations executive (excluding accounting, marketing, and other support areas not in the direct line of the construction process)
- Technical (1 qualifying year of experience credit per one year of actual experience) – construction related work such as estimating, quality control, scheduling, project engineering
- Administrative (3/4 qualifying year of experience credit for per year of actual experience) -management level work in areas supporting the construction process, including purchasing, safety, and marketing
- Teaching/Research (1 qualifying year of experience credit per year of actual experience) - teaching construction coursework at an accredited post-secondary institution or conducting construction research within a governmental agency or accredited university setting
- Supervision of Specialty Trades (3/4 qualifying year of experience credit per year of actual experience) - direct, first-line management of craft persons, including foremen,

general foremen, and craft superintendents

The required minimum of two years of managing the execution of construction work is defines as having overall responsibility for delivery of a project or a substantial portion of a project, including concurrent management of a combination of financial, engineering, scheduling, quality control, safety, human resources, subcontracting, or contractual matters.

**Revision History:**

Last Revision: 12/01/2022