

American Institute of Constructors

Constructor Certification Commission Policy and Procedures No. 1.3

Determining Eligibility to Take Certification Examinations

Policy – The Certification Manager will provide the initial review of all examination applications to ensure they are correctly completed, required supplementary documentation provided and required fees paid. In addition, the Certification Manager will make the final determination if applicants qualifying by Education only are approved to take the Level I examination. All other applications qualifying in whole or part by Experience to take the Level I or Level II examinations will be reviewed and evaluated by the Skills and Knowledge Committee Application Vetting Subcommittee to determine eligibility of applicants to sit for the respective certification examination.

Responsibility – Certification Manager and/or Skills and Knowledge Committee Application Vetting Subcommittee

Reference Commission Documents – Commission Document No. 3 - Examination Admission Slip, Commission Document No. 4 - Examination Education and Experience Eligibility Evaluation Form, Commission Document No. 22 –Skills and Knowledge Committee Application Vetting Subcommittee Operations Manual, Commission Policy 1.5 – Rescheduling Certification Examinations, Commission Policy 1.7 - Appeals, Commission Policies Appendix A - Definitions and Appendix C – Fee Schedule.

Procedures - The following procedures will be followed to determine eligibility of applicants to sit for either of the certification examinations.

Level I Examination – Qualifying by Only Educational Credits

1. The Certification Manager will review each application to ensure the following:
 - a. All appropriate sections of the application are completed correctly and the application is signed.
 - b. All examination fees (Appendix C – Fee Schedule) have been submitted.
 - c. Official transcripts or other proof of graduation have been provided from each accredited educational institution for which educational credit is being requested. The exception being when an applicant is within 12 months of receiving his or her Bachelor of Science degree from an Constructor Certification Commission approved accredited construction program in which case educational credit can be accepted to take the examination but no certification awarded until the Commission receives official notification from said educational institution that the applicant has been awarded a degree.
 - d. Verify that all listed post-secondary degrees are accredited in accordance with the Commission’s approved accreditation-related definitions contained in Appendix A – Definitions. If not accredited in accordance to the definitions, the education cannot be accepted toward meeting the qualifications to take the AC examination. In this case

the Certification Manager will notify the applicant of the findings as part of carrying out item 4 below including informing the applicant that he or she can appeal the decision.

2. If an applicant has satisfied all of the criteria to take the Level I certification examination, he or she is so notified by the Certification Manager by email or US mail. Whenever possible this notification should be included with the notification of receipt of application. Once an applicant has been approved to take the examination, he or she is placed in the qualificant category.
3. The Certification Manager will notify each qualificant by email or US mail of the exact date and specific location of the examination, the name and contact information of the examination proctor and provide him or her (where appropriate) with an Examination Admission Slip (Commission Document No. 3) to be given to the examination proctor to verify that he/she is qualified to take the examination. Candidates must have an Examination Admission Slip to be able to take the examination at Commission approved college and university proctored examination sites.
4. An applicant who has not satisfied all of the criteria is notified in writing and provided the following options:
 - a. Submittal of the missing information by the designated date, or
 - b. Reschedule the examination in accordance with the Commission Policy 1.5 - Rescheduling Certification Examinations as much as one year in advance, or
 - c. Do not take the examination and be refunded the respective application fee minus an administration charge in the amount noted in the Fee Schedule.In the case that an applicant chooses to submit the missing information by the designated date and does not, his or her application will be held until the next examination cycle.
5. Applicants can choose to file an appeal on the adverse decision in accordance with Commission Policy 1.7.

Level I Examination – Qualifying by Educational and/or Only Experiential Credits

1. The Certification Manager will review each application to insure the following:
 - a. All appropriate sections of the application are completed correctly and the application is signed.
 - b. All examination fees (Appendix C – Fee Schedule) have been submitted.
 - c. Official transcripts or other proof of graduation have been provided from each accredited educational institution for which educational qualifying credit is being requested.
 - d. Verify experiential information in terms of names of employers and years and type of experience with each.
 - e. A current resume has been submitted.
2. The balance of the process will be identical to that for the review of applications to take Level II examination beginning with item two (2) below.

Level II Examination

1. The Certification Manager will review each application to insure the following:
 - a. All appropriate sections of the application are completed correctly and the application is signed.
 - b. All examination fees (Appendix C – Fee Schedule) have been submitted.
 - c. Official transcripts or other proof of graduation have been provided from each accredited educational institution for which educational credit is being requested.
 - d. Verify experiential information in terms of names of employers and years and type of experience with each.
 - e. A current resume has been submitted.
2. In the event that the Certification Manager’s review is positive, the application and supplementary supporting materials, a copy of the Commission’s Skills and Knowledge Committee Application Vetting Subcommittee Operations Manual (Commission Document 22) and the Examination Education and Experience Eligibility Evaluation Form (Commission Document No. 4) will be transmitted to one (1) member of the Application Vetting Subcommittee for review of educational and experiential qualifications. In the event of an adverse Certification Manager review, the applicant will be so notified and provided one of the following options:
 - a. Submittal of the missing information by designated date, or
 - b. Reschedule the examination in accordance with the Commission Policy 1.5 - Rescheduling Certification Examinations for as much as one year in advance, or
 - c. Decide not to take the examination and be refunded the respective application fee minus an administration charge in the amount noted in the Appendix C - Fee Schedule.

In the case that an applicant chooses to submit the missing information by the designated date and does not, his or her application will be held until the next examination cycle. To expedite the application review, the Certification Manager will submit what information he or she has to a member of the Application Vetting Subcommittee and provide any missing information to the Subcommittee member once received.

3. Utilizing the Skills and Knowledge Committee Application Vetting Subcommittee Operations Manual and the Examination Education and Experience Eligibility Requirements Evaluation Form the member of the Application Vetting Subcommittee will review each application and document his or her findings on the above mentioned Evaluation Form as to
 - a. the number of acceptable qualifying years of education by category which includes verifying that all listed post-secondary degrees are accredited in accordance with the Commission’s approved accreditation-related definitions contained in Appendix A – Definitions
 - b. number of acceptable qualifying years of experience by category, and total qualifying years of education and experience, and
 - c. total number of qualifying years of education and experience.
4. If in his or her review the Vetting Subcommittee member requires any further documentation or clarification of documentation submitted by the Certification Manager, he or she will

request that the Certification Manager provide it. If the Certification Manager has the needed information, he or she will provide it as soon as possible. If not, the applicant will be so notified and provided one of the following options:

- a. Submittal of the missing information by designated date, or
- b. Reschedule the examination in accordance with the Commission Policy 1.5 - Rescheduling Certification Examinations for as much as one year in advance, or
- c. Decide not to take the examination and be refunded the respective application fee minus an administration charge in the amount noted in the Appendix C - Fee Schedule.

In the case that an applicant chooses to submit the missing information by the designated date and does not, his or her application will be held until the next examination cycle.

5. Once the Application Vetting Subcommittee member has all of the needed missing information and/or documentation, he or she determines based on the total number of qualifying years of education and/or experience whether or not the applicant qualifies to take the respective certification examination.
4. The member of the Application Vetting Subcommittee returns the completed above-mentioned Form to the Certification Manager for compilation and final determination of eligibility to take the examination. To become eligible to take the examination, a positive evaluation must be received from the Application Vetting Subcommittee member. In the case where a negative evaluation is received from the Application Vetting Subcommittee member, the same above-mentioned Form, application and supplementary materials will be sent to a different member of the Application Vetting Subcommittee for his or her evaluation. If the second Application Vetting Subcommittee member provides a negative evaluation, the applicant will be ineligible to sit for the examination. If the recommendation from the second Application Vetting Subcommittee member is positive, the above mentioned Form, application and supplementary materials is sent to the Commission Chair for his or her assessment. The Commission Chair will make the final determination of eligibility to sit for the examination and notify the Certification Manager of it.
5. The Certification Manager will inform the applicant by email or US mail as to their eligibility to take the examination. Once becoming eligible to take the Level I or II examination the applicant will be placed in the qualificant category.
6. The Certification Manager will notify each qualificant by email or US mail informing them of the exact date and specific location of the examination, the name and contact information of the examination proctor and provide the qualificant (where appropriate) with an Examination Admission Slip to be given to the examination proctor to verify that he or she is qualified to take the examination. Candidates must have an Examination Admission Slip to be able to take the examination at Commission approved college and university test sites.
7. If applicants have not satisfied all of the criteria, they are so notified in writing and provided the following options:
 - a. Reschedule the examination in accordance with the Commission Policy 1.5 - Rescheduling Certification Examinations for as much as one year in advance, or

- b. Decide not to take the examination and be refunded the respective application fee minus an administration charge in the amount noted in the Fee Schedule if requested in writing prior to the date of the examination for which the applicant registered.
- 8. Applicants can choose to file an appeal on the adverse decision in accordance with Commission Policy 1.7.
- 9. Copies of all documents 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: 07/12/2022