

American Institute of Constructors

Constructor Certification Commission Policy and Procedures No. 1.3

Determining Eligibility to Take Certification Examinations

Policy – The Certification Manager will review applications to ensure they are complete, include required supporting documentation and adhere to other Commission requirements depending on the certification examination and the basis of qualifying to take it. The Skills and Knowledge Committee Application Vetting Subcommittee will review applications to determine eligibility of applicants to take the Level I examination when qualifying in whole or in part utilizing experiential credits and all Level II examinations.

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

Reference Commission Documents – No. 3 - Examination Admission Slip, No. 4 - Examination Education and Experience Eligibility Evaluation Form, No. 22 –Skills and Knowledge Committee Application Vetting Subcommittee Operations Manual, Commission Document No. 86 – Construction Experience Verification Form, , Commission Policy 1.7 - Appeals, Commission Policies Appendices A and C.

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

Level I Examination – Qualifying by Educational Credits Only

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. Proof of awarded degree(s) have been provided from each educational institution for which educational credit is being requested. The exception being when an applicant is within 12 months from graduation from a Commission approved accredited construction program, in which case educational credit can be accepted but no certification awarded until the Commission receives official notification from said educational institution that the applicant has been awarded a degree. This can be the form of an official transcript, a copy of the awarded degree or a letter from a college or university official so indicating the award of the degree.
 - c. All examination fees (Appendix C) have been submitted.
 - d. The construction educational program(s) meets the Commission’s definition of accredited (Appendix A).
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. Once an applicant has satisfied all of the criteria, 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, when appropriate, provide him or her 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. If applicants have not satisfied all of the criteria, they are so 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 and Procedure for Rescheduling 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 in Whole or Part by 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. Proof of awarded degree(s) 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 from graduation from a Commission approved accredited construction management program, in which case educational credit can be accepted but no certification awarded until the Commission receives official notification from said educational institution that the applicant has been awarded a degree. This can be in the form of an official transcript, a copy of the awarded degree or a letter from a college or university official so indicting the award of the degree.
 - c. All examination fees (Appendix C) have been submitted.
 - d. The construction educational program(s) meets the Commission’s definition of accredited (Appendix A).
 - e. Signed and dated Construction Experience Verification Forms (Document No. 86) have been provided for all qualifying experience.
 - f. A current resume has been submitted.
2. The balance of the process will be identical to that for the review and evaluations 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) have been submitted.
 - c. If using education to apply to qualify to take the examination, proof of graduation has been provided from each educational institution for which educational credit is being requested. .
 - d. The construction educational program(s) meets the Commission's definition of accredited (Appendix A).
 - e. Signed and dated Construction Experience Verification Forms (Document No. 86) have been provided for all qualifying experience.
 - f. If using the CAC qualification to apply to take the examination, that it is current.
 - g. A current resume has been submitted.

2. In the event that the Certification Manager's review is positive, the application and any supporting documents, along with 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 a member of the Application Vetting Subcommittee for review and evaluation. 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 the designated date, or
 - b. Reschedule the examination in accordance with the Commission Policy and Procedure for Rescheduling 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 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.

3. Utilizing the Skills and Knowledge Committee Application Vetting Subcommittee Operations Manual and the Examination Education and Experience Eligibility Requirements Evaluation Form a member of the Application Vetting Subcommittee will review and evaluate each application and supporting documents, complete the Eligibility Form and return it to the Certification Manager.

4. 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, a copy of the Eligibility Form, examination application and supporting documents will be sent to a different member of the Application Vetting Subcommittee for his or her review and evaluation

and return of the completed Eligibility Form to the Certification Manager. If the second Application Vetting Subcommittee member provides a negative evaluation, the applicant will be ineligible to take the examination. If the recommendation from the second Application Vetting Subcommittee member is positive, a copy of the Eligibility Form, examination application and supporting documents will be sent to the Commission Chair for his or her assessment. The Commission Chair will make the final determination of eligibility to take the examination and notify the Certification Manager of his or her decision along with a completed copy of the Eligibility Form.

5. The Certification Manager will inform the applicants by email or US mail as to their eligibility to take the examination. Once becoming eligible to take the 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 and the name and contact information of the examination proctor and, when appropriate, provide him or her 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 and Procedure for Rescheduling 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: 12/01/2022