

American Institute of Constructors

Constructor Certification Commission Policy and Procedures No. 1.5

Rescheduling Certification Examinations

Policy – Qualificants may reschedule to take either of the certification examinations a maximum of two times within a two year period before having to reapply in accordance with the Commission’s Policy and Procedures.

Responsibility – Certification Manager

Reference Commission Documents - None

Procedure – The following procedures will be followed in rescheduling to take the Level 1 and Level 2 certification examinations.

1. Qualificants not able to take the respective examination on the date or location for which registered must contact the Certification Manager by email or US mail at least 30 days prior to the date of the examination requesting to reschedule their examination.
2. Qualificants may reschedule examinations a maximum of two times before forfeiting all fees and having to re-apply and pay the full application fee in accordance with Commission Policy 1.1.
3. A refund of the application fee less administrative costs listed in the Commission Fee Schedule (Appendix C) will be issued if requested by email or US mail 30 days before the application deadline (except for medical or other emergencies).
4. Except for medical or other emergencies, a rescheduling fee in the amount noted in the Fee Schedule will be charged to the applicant in the event he/she does not request to reschedule to take the respective certification examination 30 days prior to the date of the examination.
5. Once notified the Certification Manager will make the necessary arrangements for the applicant to take the respective examination and so communicate same to him/her with the same type of information as covered in Commission Policy 1.1. In addition, the Certification Manager will notify the appropriate person at the Examination Contractor.
6. 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: 04/25/2022