

## **American Institute of Constructors**

### **Constructor Certification Commission Policy and Procedures No. 1.6**

#### **Informing Examinees of Their Performance on the Examination**

Policy – Qualificants will be notified by the Certification Manager within 60 days of the examination whether they have passed or failed the respective certification examination.

Responsibility – Certification Manager

Reference Commission Documents – Commission Document No. 5 - Certification Certificate ,  
Commission Document No. 7 - Continuing Professional Development Requirements ,  
Commission Document No. 24 - Certificant Agreement ,

Procedure – The following procedures are to be followed in notifying qualificants on their performance on the certification examination.

1. The total score as well as the scores on the major parts of the examination will be provided to the National Office for all those taking the examination within three (3) weeks of the administration of the examinations by the Examination Contractor. The overall passing score for each examination is determined by the Commission Examination Committee with the assistance of the Examination Contractor.
2. The Certification Manager will develop a letter to each qualificant informing them of whether or not they passed the examination as well as providing a report on their performance on the various major parts of the respective exam. Once a qualificant passes the respective examination he or she is classified as a candidate.
3. Candidates for the CAC certification who at the time that scores are mailed have already met all qualifications for the CAC certification and all candidates for the CPC certification will, at the same time, be sent a Certificant Agreement (Commission Document No. 24) and informed that once they sign and return it they will be immediately assigned a certification number, upgraded to certificant status and will be sent the below materials or be instructed on how to obtain them on the Commission's website. CAC candidates will also be notified that they can only retain their certification for up to ten (10) years of becoming certified and provided information on how to achieve CPC certification.

Certification Certificate (Commission Document No. 5)

Continuing Professional Development Requirements (Commission Document No. 7)

AIC Code of Ethics

Candidates will also be informed in the same communication that they have 60 days to return the signed Certificant Agreement and in the event they do

not they will have to reapply to sit for the respective examination. In cases of extenuating circumstances, candidates can submit a written request to the Commission Certification Manager within thirty days of receiving notification of their performance on the respective examination for an extension. Within five (5) business days of receiving the request, the Commission will consider the request and send their decision to the individual making the request. The decision is final and cannot be appealed.

4. Candidates for the CAC certification who have not yet met all qualifications for the CAC certification will be sent a Certificant Agreement and informed that once they sign and return it with a copy of an official university transcript indicating they have graduated from their respective program that they will be immediately assigned a certification number, upgraded to certificant status and will be sent the following materials:

Certification Certificate (Commission Document No. 5)

Continuing Professional Development Requirements (Commission Document No. 7)

AIC Code of Ethics

The candidate will also be informed that the signed Certification Agreement and official university transcript must be received by the National Office within one year following the date of the examination they took and if not received that they will be removed from candidate status and will have to reapply to take to the examination in accordance with Commission Policy 1.1. CAC candidates will also be notified that they can only retain their certification for up to ten (10) years of becoming certified and provided information on how to achieve CPC certification.

In cases of extenuating circumstances, CAC candidates can submit a written request to the Commission Certification Manager within thirty days of receiving notification of their performance on the respective examination for an extension. Within five (5) business days of receiving the request, the Commission will consider the request and send their decision to the individual making the request. The decision is final and cannot be appealed.

5. If the applicant did not pass the examination, he/she is informed that they can appeal the outcome in accordance with Commission Policy 1.7 or apply to retake the respective examination.
6. If the qualificant did not show up at the examination site based on information (report) received from the respective test site, he/she will receive the opportunity to re-apply to take examination.
7. If the qualificant desires to re-apply for the examination in accordance with Commission Policy 1.1 prior to the next examination he/she will only need to pay a reexamination fee noted in the Fee Schedule and update all contact information in the original application form. Otherwise the qualificant must re-apply to take the respective examination in accordance with Commission Policy 1.1 and pay the full fee.

8. Once all requirements to be awarded the respective certification are complete, the certificant's name and information is entered into the Commission's Certificant database maintained by the Management Contractor. In addition, their name is placed on the Commission's website which is accessible to the public.
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/qualificant's secured Commission file.

**Revision History**

Last Revision: 09/10/2022