

American Institute of Constructors

Constructor Certification Commission Policy No. 1.9

Processing Requests for the Approval of US and Non-US Post-Secondary Degree Program Accreditations

Policy – US and Non-US agencies accrediting post-secondary degree programs must be approved by the Constructor Certification Commission.

Responsibility – Constructor Certification Commission

Reference Commission Documents – Commission Document No. 85 – Evaluating the Acceptability of US and Non-US Post-Secondary Degree Program Accreditations

Procedures – The following procedures will be followed to process any requests to accept US and Non-US post-secondary degree program accreditations.

1. All requests to approve US and Non-US post-secondary degree program accreditations are submitted to the Certification Manager. The request must include the name and contact information of the person making the request, the name of the degree, the name and contact information of the academic institution awarding the degree, the type of post-secondary degree program associated with the accreditation, and the name and contact information of the accrediting agency. If the information provided is incomplete, the person making the request is so notified and asked to submit it within a designated date.
2. Once all of the required information has been received by the Certification Manager, he or she sends it to the Chair of the Commission. The Chair reviews the request and assigns it to the Chair of the Commission's Skills and Knowledge Committee.
3. The Skills and Knowledge Committee Chair will review the request and appoint a Task Force of three Committee members to determine the acceptability of the accreditation agency requested to be approved by the Commission. He or she will also appoint the Chair of the Task Force and provide a date by when the review must be completed.
4. The Task Force will conduct the review using Commission Document No. 85 – Evaluating the Acceptability of US and Non-US Post-Secondary Degree Program Accreditations and make a recommendation to the Chair of the Commission's Skills and Knowledge Committee. The Chair will review it and have any concerns or questions cleared up with the Task Force. Once approved the Chair will submit it to the Chair of the Constructor Certification Commission.
5. The Commission Chair will review it and have any concerns or questions cleared up with the Skills and Knowledge Committee Chair. Once approved by the Commission Chair the recommendation will be submitted to the Commission members for review and action at the next monthly meeting.

6. Once any concerns and/or questions from the Commission members are resolved, the Commission will take action on the recommendation.
7. The Certification Manager will send a response to the person making the request with any reasons why the request was not approved along with information on how to appeal the Commission decision.
8. 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:

Latest Revision: 09/16/2022