

American Institute of Constructors

Constructor Certification Commission Policy and Procedures No. 3.1

Identification, Selection and Maintenance of Certification Examination Sites

Policy – The administration of certification examinations will occur at Commission approved examination sites.

Responsibility – Constructor Certification Commission

Reference Commission Documents – Commission Document No. 1 – Operating Procedures, Commission Document No. 26 - Examination Site Application Form, Commission Document No. 31 - Administrator-Proctor Agreement Document, Commission Document No. 70 – Training for New Examination Site Administrators and Proctors.

Procedure – The following procedures will be followed for the identification, selection and maintenance of certification examination sites.

1. The National Office shall maintain a current list of all approved certification examination sites (Appendix D). There are two categories of certification examination sites. The first are Kryterion Testing Centers and the second are those at educational institutions and other entities approved by the Commission. For the first category, the identification and selection of examination sites is conducted by the Management Contractor through its formal agreement with Kryterion. The maintenance of these sites are presented in the Kryterion Global Testing Solutions manual entitled “Kryterion Testing Network Kyterion Testing Standards” reviewed and approved by the Constructor Certification Commission as meeting its Policies on testing. The procedures and associated Commission documents contained in this Policy are for those sites that fall into the second category.
2. To become qualified as a certification examination site an Examination Site Application Form (Commission Document No. 26) answering to the following criteria must be signed and submitted to the Commission at least 60 days prior to administering an examination.
 - a. An examination administrator and one or more proctors will be available to conduct all of the responsibilities associated with the administration of the certification examinations in accordance with Commission Policies 3.2 and 3.3. The examination administrator may also serve as one of the proctors. The individual(s) serving as the administrator and/or proctor(s) shall be individuals who have educational and/or experiential qualifications in the proctoring of examinations and who are approved by the Commission. These are to be qualified individuals who do not have regular contact with the qualiflicants which include educators/trainers, administrators of academic units in which qualiflicants are enrolled, co-workers, and others not approved by the Commission. In addition the Administrator and all Proctors must participate in the Commission’s Training For New Examination Site Administrators and Proctors (Commission Document No. 70) Furthermore, the Commission will obtain a signed Certification

Examination Administrator and/or Proctor Statement (Commission Document No. 31) from all administrators and/or proctors to this effect for each testing, file these and on an annual basis review them for continuing adherence to the policy. The Commission will also compile and maintain a complete list of the names of all administrators and proctors at all test sites for every exam administration.

- b. Commitment that there will be one proctor for every 30 applicants taking the examination.
 - c. Guarantee that there will be at least two applicants taking the examination the first time the new site will administer the examination(s).
 - d. In the case of educational institutions serving as approved examination sites, agreement that even if there are no students from the respective institution taking the test that it still will be administered if there are qualiflicants to sit for it
 - e. Acknowledgment the there is no remuneration from the Commission for services rendered.
 - f. Agree to inform the Commission within 45 days of the scheduled examination of the inability to host the examination in any given test period.
3. The completed and signed Examination Site Application Form must be presented to the Commission for approval. If approved, the administrator at the examination site will be notified and the new site will be added to the above mentioned list. If not approved, the person submitting the request to become a site will be so notified as to the reason(s) and provided the opportunity to take corrective actions. New certification examination sites must be approved at least 45 days before the next examination date.
 4. Once approved the site will retain its status on a year-to-year basis unless said approval is removed from the Commission. In addition, the Commission will provide a list of individuals who have applied to take the examination at the designated site administrator no later than one week prior to the examination administration.
 5. In accordance with Article VII, Section One of the Commission's Operating Procedures (Commission Document No. 1), the Certification Manager will prepare a report to the Commission on the performance of the administrator and/or proctors at the various sites relative to fulfilling their responsibilities in a timely and quality manner. The report also should include the productivities of each site in terms of number of examinations administered by certification level for each examination site and any recommendations such as the need for more sites in specific areas of the United States.
 6. In the event that negative feedback is received concerning the performance of any examination site it shall be submitted to the Commission for review. Once the all the needed information is received, the Commission will arrive at a decision following its Operating Policies. The decision could be to remove the site from the list of approved ones, to continue recognizing the site as approved with the condition of making needed improvements in a noted time frame or continue to recognize the site as approved without needed conditions of improvement. For any adverse decisions, the Commission Chair will communicate their action to the respective examination site within 10 days following its decision. The Commission Chair will also communicate on at least an annual basis with those sites receiving positive performance evaluations.
 7. The security and integrity of the certification examination booklets and information is of the highest concern to the Commission. Failure to properly safeguard the confidentiality

of the examination materials and process will be grounds for the removal of the site as an approved one.

8. Copies of all documents and related correspondence, generated in complying with this policy will be placed by the Certification Manager in the respective examination sites' secured Commission file.

Revision History

Last Revision: 04/01/2022