

American Institute of Constructors

Constructor Certification Commission Policy No. 3.4

Examinations Site Audits

Policy – A random sample of 10% of the examination sites administering either or both of the certification examinations will be audited by a Certified Professional Constructor selected by the Certification Manager.

Reference Commission Documents – Commission Policy 3.2 – Examination Site Activities, Commission Document No. 81 – Examination Site Visit Report

Procedure – The following procedure will be followed for the auditing of the physical environment in which either or both of the certification examinations are administered:

1. On an annual basis, using the list of Commission approved examination sites, the Certification Manager will identify, using a nationally recognized random sampling method, six (6) sites administering the AC examination and four (4) sites administering the CPC examination for an audit. The selected sites are not to be notified of the visit prior to it actually taking place.
2. The examination site audits will be conducted by CPC's in good standing who have successfully completed the Commission training for site auditors. The only exception is that educators who are CPCs cannot serve as an auditor at examination sites administering the AC examination.
3. The Certification Manager will communicate directly with each selected CPC and provide them instructions in how to carry out the audit including how to complete and return the Examination Site Visit Report and provide them with a letter addressed to the respective Examination Site Administrator, on Commission letterhead, that will be left with the examination proctor, explaining the purpose of the visit including a reference to Commission Policy 3.2 and that the results of the visit will be communicated to the respective Examination Site Administrator within 60 days following the administration of the examination. The instructions should cover the following:
 - a. The visit should take place during the actual administration of the examination and not at the very beginning or end of an examination period. The visit should be for a minimum of one hour and be conducted in such a manner as not to cause distractions to the examinees and proctors.
 - b. Upon arrival at the examination site, the individual conducting the audit, should introduce him or herself to the examination proctor(s), explain the purpose of their visit along with showing a government supplied identification and leaving the proctor with the above referred to letter.
 - c. The auditor should complete the Examination Site Visit Report before leaving the examination site and submit it to the Certification Manager within two business days following the visit. He or she shall not share the results of the visit with the examination proctor(s) and/or Examination Site Administrator. This is the

responsibility of the Certification Manager.

4. Upon receipt of all Examination Site Visit Reports, the Certification Manager will develop a summary report to be presented at the next monthly meeting of the Commission along with any Examiner's Reports received from the visited examination sites.
5. The Commission will review the report(s) and make any recommendations to the respective Examination Site Administrator(s) which will be communicated to them by the Certification Manager within 30 days following the Commission meeting
6. The Commission will review the report(s) and make any recommendations to the respective Examination Site Administrator(s) which will be communicated to them by the Certification Manager within 30 days following the Commission meeting for non-Examination Contractor examination sites.
7. In cases where recommendations for one or more improvements in the physical environment are needed, the respective Examination Site Administrator(s) will be asked to respond within 60 days as to how they plan to make the improvements that need to be in place for the next examination administration.
8. If the respective Examination Site Administrator(s) do not respond within 60 days, the Certification Manager will follow-up with them providing them an additional 30 days to present their plan. Furthermore, the Certification Manager will inform the respective Examination Site Administrator(s) that if a plan is not received by the designated date that their site may be removed by the Commission as an "approved examination site."
9. In the event a response is not received, the Certification Manager will bring the inaction to the attention of the Commission for discussion and consideration of the respective sites being removed from the approved Commission list of examination sites. In the event of removal, the Certification Manager will correspond with the respective Examination Site Administrator(s) informing them of the Commission's action along with providing them the opportunity of rectifying any problems and reapplying as an examination site.
10. Copies of all documents and related correspondence, generated in complying with this policy will be retained in secured files by the Certification Manager.

Revision History

Last Revised: 02/14/2022