

American Institute of Constructors

Constructor Certification Commission Policy and Procedures No. 4.1

Assigning Certification Numbers

Policy – Every certificant will be assigned a unique certification number consecutively following the last assigned number.

Responsibility – Certification Manager

Reference Commission Documents - None

Procedures – The following procedures will be followed in assigning certificants their own unique certification number.

1. Upon completion of the certification process at any level, the certificant shall be assigned a unique certificate number that will remain with him/her throughout the duration of the validity of their certification. The number assigned shall be the lowest number available that has never be assigned to any other certificate holder of either certification level at any point in time.
 - a. The certification numbers shall be purely unique identifiers and shall contain no information – explicit, encrypted or otherwise – about the applicant, their demographic, testing, scoring, personal or other such information.
 - b. If an existing CAC earns the CPC designation, he/she shall retain the same certificate number that was assigned as a CAC.
2. Upon the death or resignation of the certificant, revocation of a certificant's certification for any reason described in the Commission Policy 4.3 or any other action that nullifies the certificant's credential, the certificate number shall be voided. A voided number will never again be used or assigned by the Commission, except in the case of a successful appeal of the revocation or reinstatement.
3. Upon successful reapplication and prequalification of a candidate whose certification was previously revoked, the certificant shall be assigned a new number as described in item one (1) above, and shall never again have access to their original certification number, except in the case of a successful appeal of the original revocation or reinstatement.
4. In the event that a certificant whose certification was revoked, who has successfully reapplied and re-qualified for certification, said certificant will be assigned a new certification number. The number selected will be permanently retained for the duration of the certification and the number not retained shall be permanently discarded.
5. A candidate who formally resigns their certification in writing also permanently forfeits their existing number unless reinstated. Upon successful reapplication and requalification of a candidate whose certification was previously resigned, the certificant shall be assigned a new number as described in item one (1) above, and shall never again have access to their original certification number.
6. The Certification Manager shall maintain complete records of actions taken relevant to this policy.

Revision History

Last Revision: 09/10/2022