

## American Institute of Constructors

### Constructor Certification Commission Policy and Procedures No. 4.2

#### Certification Maintenance

Policy – To retain one's certification, he or she must complete and document, in accordance with the Commission's Continuing Education Development Requirements (Commission Document No. 7) either 32 credits of Continuing Professional Development (CPD) credits for the CPC certification or for the CAC certification submit a formal report within two (2) years from January 1<sup>st</sup> of the year following the year of becoming certified or recertified, submit an updated Personal Data Sheet and pay (or be exempt from paying) all designated certification maintenance fees.

For the CPC certification there are two ways of acquiring credit:

**Education:** All educational courses that pertain to the management of the construction process, from all reputable providers, can earn educational CPD credit. Educational credits are always earned at the rate of one credit for every one hour of educational content. There is no limit to the number of educational hours you may submit in any two-year period. You may complete the entire requirement solely through educational credits. In the event the Constructor Certification Commission has included new subject matter as the result of conducting a new Role Delineation Study resulting in additions to the CPC examination specifications since the certificant was last certified, he or she will be required, as part of meeting their minimum number of CPD Education credits to attain ones in the designated new subject matter. The certificant will be notified of this requirement two years prior to needing to satisfy the two-year CPD Commission requirement. A more detailed description of the requirements for educational credit is contained in Commission Document No. 7.

**Membership and Service:** Certificants can earn CPD credit for attending meetings and conferences of construction industry associations (e.g. AGC, CIOB, ASA, etc.), as well from performing community service for charitable organizations. These credits are typically worth one CPD credit per hour of attendance / service in the respective organization, though it is possible to earn additional credits by holding leadership positions. No more than 12 of the total 32 credit requirement can be claimed for Membership and Service activities. The remaining 20 credits must come from education. A more detailed description of the requirements for Membership and Service credit is contained in Commission Document No. 7.

For the AC certification, a report must be submitted in the format designated in Commission Document 7. AC certificants can retain their respective certification designation for up to ten (10) years.

Responsibility – Constructor Certification Commission

Reference Commission Documents – Commission Document No. 5 – Certification Certificate, Commission Document No. 7 – Continuing Professional Development Requirements, Commission Document No. 12 - Personal Data Sheet

Procedures – The following procedures are followed for the maintenance of the certification process including recertification.

1. Upon becoming certified, certificant's are notified of the Commission's requirements to retain their certification and provided with a copy of the Commission's Continuing Professional Development (CPD) Requirements (Commission Document No. 7) which provides details on the format and requirements for recording and maintaining the documentation needed to maintain their respective certification designation. As part of the notification of recertification, the Certification Manager must inform those who must meet the requirement to attain education CPD credits in specific subject matter that has been added to the CPC examination specifications after becoming last certified.

#### Payment of Certification Fee and Submittal of Personal Data Sheet

2. To retain one's certification a maintenance fee must be paid by the designated date or the certificant must be a member in good standing of AIC during their entire certification term. The amount of the fee can be found in the Commission's Fee Schedule Appendix C). In addition the Personal Data Sheet (Commission Document No. 12) and appropriate verification of completion of CPD requirements must also be completed and returned to the National Office by the designated date.
3. All certificants will be sent an invoice for their certification maintenance fee (or exemption thereof) and a copy of the Personal Data Sheet by the National Office in January of each year. Certificants will be notified that if they do not complete the Personal Data Sheet and pay the designated fee (if not exempt from doing so) within 60 days from the date of the invoice that a late fee will be charged as per the Commission Fee Schedule.
4. If the certificant does not comply with the conditions in item 3 above by the designated date, the Certification Manager will send by email or US mail an initial notice of failure to comply advising that the initial fee plus a late fee be paid within thirty (30) days.
5. If the delinquent fees are not paid and/or missing required documentation not submitted within the thirty (30) days, a second notice will be sent requesting payment of past due fees and/or the completed Personal Data Sheet along with informing the certificant that if not received within thirty (30) days, he or she will be placed in Inactive status and as a result will not be able to:
  - a. Use the AC or CPC designation in connection with their name.
  - b. Advertise that they have the respective designation.
  - c. Use the designation in conjunction with any consultancy or other work.
  - d. Display the respective certification certificate.
6. In the event a certificant is not able to comply within the designated time frame due to extenuating circumstances, he or she can submit a formal written request for an extension that must be received by the end of the second thirty (30) day period. Written requests for extension of time must be submitted to and approved by the Commission and their

decision communicated in writing to the respective certificant within five days by the Certification Manager.

7. If the requested fees are not paid and/or the completed Personal Data Sheet document not returned after the second thirty (30) day period, the certificant will be notified in writing that he or she has been placed in Inactive status and has until the end of the remainder of the current year to reimburse the balance due at the time of submittal of past fees including any accumulated annual late charges and/or the completion of the Personal Data Sheet. In the same notification, the Inactive certificant will be notified that if he or she does not fulfill all of the requirements by the end of the calendar year that their certification will be revoked in which case he or she will not be permitted to perform specific activities as noted in Commission Policy 4.3.
8. Within 60 days of the end of the calendar year, all inactive certificants will receive a letter indicating that if all certification maintenance fees and late charges are not paid and/or missing Personal Data Sheet not completed and returned to the National Office by the end of the calendar year that their certification will be revoked and if continual certification is desired he or she would have to re-apply and take the required examination.
9. If the certificant does not fulfill all of the requirements by the end of the calendar year, the individual's designation is revoked and the individual will be so notified that his or her certification has been revoked, their name removed from the Commission's list of certificants and they can no longer use the respective designation as per Commission Policy 4.3 and will be required to return their Certification Certificate to the National Office. Furthermore, the individual will also be informed that if they desire to become recertified in the future they must make formal application and take the respective certification examinations in accordance with current relevant Commission Policies and Procedures.
10. In the event that the certificant does not comply with the Commission request to cease the use of the AC or CPC designation and/or not return their Certification Certificate, the Certification Manager will so notify the Commission, who will in turn will take appropriate action in accordance with Policy 4.3.

#### Selection of Certificants for Submittal of Affidavit or Audit Documentation

11. All CPC certificants will be required to submit an Affidavit or Audit documentation every two years. All CAC certificants will be required to submit a CAC CPD Report every two years. The certification term begins on January 1<sup>st</sup> of the year following the year certification or re-certification was awarded.
12. For CPC certificants, during the last quarter of the last year of the certification term, the Skills and Knowledge Committee CPD Audit Subcommittee with the help of the Certification Manager will randomly select 10% of those CPC certificants whose certification is to expire for a formal Audit. These individuals will be sent formal notification of the requirement to participate in a formal audit along with needed instructions and deadlines.
13. Those CPC certificants not selected for a formal audit will be requested to complete an Affidavit and submit it in accordance with provided instructions and deadlines. AC

certificants will be requested to complete a CAC CPD Report in accordance with provided instructions and deadlines.

#### Submission of Required CPD Documentation

14. Notification requesting the completion of the required Commission CPD documents will be sent by the National Office in January of each year to all certificants whose certification terms have ended. For those CPC certificants who were previously informed of the requirement to obtain education CPD credits in designated new subject matter that was added to the CPC examination specifications prior to their last certification, said notification should include the requirement to include the education CPD credits in the Ledger of CPC CPD Requirements contained in Commission Document No. 7.
15. If the certificant fails to submit the designated required CPD documents within 60 days, a notice will be sent to him or her providing them an additional 30 days to do so along with informing him or her that if not received within the above mentioned thirty (30) days, that he or she will be placed in Inactive status and as a result will not be able to:
  - a. Use the AC or CPC designation in connection with their name.
  - b. Advertise that they have the respective designation.
  - c. Use the designation in conjunction with any consultancy or other work.
  - d. Display the respective certification certificate.\
16. In the event a certificant is not able to comply within the designated time frame due to extenuating circumstances, he or she can submit a formal written request for an extension. Written requests for extension of time must be submitted to and approved by the Commission and their decision communicated in writing to the respective certificant within five days by the Certification Manager.
17. If the completed CPD documents are not returned after the second thirty (30) day period, the certificant will be notified in writing that he or she has been placed in Inactive status and has until the end of the remainder of the current year to complete and submit the required CPD documents. In the same notification, the Inactive certificant will be notified that if he or she does not fulfill all of the requirements by the end of the calendar year that their certification will be revoked in which case he or she will not be permitted to perform specific activities as noted in Commission Policy 4.3 on the use of the AC and CPC designation.
18. Within 60 days of the end of the calendar year, all inactive certificants will receive a letter indicating that if the required CPD documentation is not received by the National Office by the end of the calendar year that their certification will be revoked and if continual certification is desired he or she would have to re-apply and take the required examination.
19. If the completed CPD documentation is not submitted to the National Office within the remaining calendar year, the individual's designation is revoked and the individual will be notified that his or her certification has been revoked and they can no longer use the respective designation as per Commission Policy 4.3 on the use of the AC and CPC designations and will be required to return their Certification Certificate to the National Office. Furthermore, the individual will also be informed that if they desire to become recertified in the future they must make formal application and take the respective

certification examinations in accordance with current relevant Commission Policies and Procedures.

20. In the event that the certificant does not comply with the Commission request to cease the use of the AC or CPC designation and/or not return their Certification Certificate, the Certification Manager will so notify the Commission who in turn will take appropriate action in accordance to Commission Policy 4.3.
21. On an annual basis the Certification Manager will compile a list of those completing their CPD requirements and send to the CPD Audit Subcommittee.

#### Notification of Pending Expiration of AC Certification

22. With the notification requesting the completion of the required Commission CPD documents that will be sent by the National Office in January of each year to all CAC certificants whose certification terms have ended, the Certification Manager will also remind the certificants of the Commission Policy that they can retain their current certification designation for up to ten (10) years and that only so many years remain for the respective certificant. In the same communication, the Certification Manager will provide information on how the CAC certificant can apply for and obtain the CPC certification.
23. One year prior to the end of the ten (10) year CAC certification period, the Certification Manager will communicate with the respective CAC certificants informing them that their certification will lapse in one year along with providing them information on how to gain CPC certification. The same communication will be sent to the respective remaining AC certificants within six (6) months of the lapse of their certification.
24. At the end of the ten (10) year period, the Certification Manager will send a written communication to those AC certificants whose certification has lapsed so notifying them of the fact and informing them on how they can gain CPC certification in the future.
25. Copies of all documents and related correspondence, generated in complying with this policy will be placed by the Certification Manager in the respective certificant's secured Commission file.

#### **Revision History**

Last Revision 10/27/2023