

American Institute of Constructors

Constructor Certification Commission Policy and Procedures No. 4.4

Validation of Certification Body of Knowledge

Policy – A comprehensible revalidation process of the Level I and II certification examination specifications is conducted once every five years.

Reference Commission Documents – Commission Policy 1.2 – Educational and/or Experiential Criteria to Take Certification Examinations, Commission Document No. 27 – AC Candidate Handbook, Commission Document No. 28 - Certification Body of Knowledge, Commission Document No. 29 – Examination Specifications for the Level I (AC) and Level II (CPC) Certification Examinations, Commission Document No. 58 – Mapping of Certification Body of Knowledge to Examination Specifications, Commission Document No. 82 – CPC Candidate Handbook

Procedure – The following procedures will be followed in conducting a comprehensive revalidation task analysis process for both the Level I and Level II certification examinations.

1. The Commission maintains a certification body of knowledge, specifications for both Level I and II certification examinations and the mapping of the body of knowledge to the examination specifications (Commission Documents No.28, No. 29 and No. 58) and educational and/or experiential criteria to take either examination (Commission Policy 1.2) on the Commission's web sites and in hard copy format.
2. Once every five years, the Commission's Skills and Knowledge Committee working with the Management Contractor and its psychometrician conducts a revalidation study of its most current body of knowledge, specifications for both examinations along with their assigned percent of relative importance, mapping of the body of knowledge to the examination specifications and prerequisite requirements to sit for both certification examinations.
3. The Management Contractor will present a proposal to the Commission to conduct a role delineation study utilizing a nationally acceptable and psychometrically valid process. Once the Board of Governors approves the proposal as presented with or without revisions, work will commence on the study.
4. Upon completion of the study and in accordance with the agreed upon dates contained in the approved proposal, the Management Contractor will submit a formal report to the Commission Skills and Knowledge Committee. Within 30 days of receiving the report, the Committee will review the report including any recommendations for changes and submit a recommendation to the Commission.
5. Within 30 days of receiving the recommendations from the Skills and Knowledge Committee, the Commission will review and approve or not approve them. If approved, the results of the role delineation study will be sent to the Commission's Examination Committee and Management Contractor for their use in developing future examinations and making any needed changes to any examination questions databases. In addition, the

Management Contractor will make any needed revisions to Commission Documents 27, 28, 29, 58, and 83.

6. If not approved by the Commission, the reasons are submitted to the Skills and Knowledge Committee for review and consideration. The results of the deliberations of the Skills and Knowledge Committee will be sent to the Commission for their review and action. The sequence of activities as describe above will continue until such time as the body of knowledge, specifications for both examinations along with their assigned percent of relative importance, mapping of the body of knowledge to the examination specifications and prerequisite requirements to sit for both certification examinations. are approved.
7. Within 30 days of the Commission approval of any additions of new subject matter to the CPC certification examination specifications resulting from the completion of a Role Delineation Study, the Certification Manager will add a note to the files for all CPC certificants in good standing who became certified prior to the approval of the new subject matter that they will be required to attain Education CPD credits in the new subjects within their next two-year certification cycle.
8. Copies of all documents and related correspondence, generated in complying with this policy will be placed by the Certification Manager in the appropriate secured Commission file.

Revision History:

Last Revision: 10/27/2023