

American Institute of Constructors

Constructor Certification Commission Policy and Procedures No. 4.6

Review of Acceptability of Required CPD Documentation

Policy – The Commission will review the acceptability of all required CPD documentation.

Responsibility – Certification Manager and Skills and Knowledge CPD Audit Subcommittee

Reference Commission Documents – Commission Document No. 5 - Certification Certificate , Commission Document No. 7 - Continuing Professional Development Requirements , Commission Document No. 23 - Skills and Knowledge Committee Continuing Professional Development Audit Sub-Committee Operations Manual , Commission Document No. 30 - Continuing Professional Development Audit Form

Procedure – The following procedures are to be followed in reviewing the acceptability of CPD documentation.

Review of CPC Certificant CPD Affidavits and AC CPD Reports

1. Utilizing the Commission's Continuing Professional Development (CPD) Requirements document (Commission Document No. 7), the Certification Manager will review the completed and signed CPC CPD affidavit or the completed and signed CPD Report to insure it meets the Commission's CPC certificant CPD requirements.
2. If the review results in a positive outcome, the Certification Manager will inform the respective certificant that he or she has been recertified for a two year term beginning January 1 of the current year. In addition, the certificant should be sent information on how to obtain a new Document No. 7 Continuing Professional Development Requirements.
3. If the review results in a negative outcome, the Certification Manager will communicate the results to the respective certificant requesting necessary follow up action and given thirty (30) days to do so.
4. If the corrected CPD documentation is not received within the thirty (30) days, a second notice will be sent requesting the corrected information along with notification that if not received within the above-mentioned thirty (30) days, the certificant 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.
5. If the corrected CPD documentation is not received after the second thirty (30) day period, the certificant will be notified by the Certification Manager that he or she has been placed in Inactive status and if the required CPD information is not submitted by the end of the calendar year he or she will have their certification revoked in which case he

or she will not be permitted to perform specific activities as noted in Commission Policy 4.3.

6. In the above communication Inactive certificants will be informed that 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.
7. If the completed CPD documentation is not submitted to the National Office by the end of the calendar year, the certificant's designation is revoked and the individual will be notified by the Certification Manager by January 15 of the following year of same and they can no longer use the respective designation as per Commission Policy 4.3 and will be required to return their Certification Certificate (Commission Document No. 5) 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 or be reinstated in accordance with Commission Policy 4.7.
8. 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.
9. 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.

Review of CPC CPD Audit Documentation

10. Submitted CPC CPD Audit documentation is submitted by the Certification Manager to a member of the Skills and Knowledge Continuing Professional Development Subcommittee along with a copy of the Commission's Skills and Knowledge Committee Continuing Professional Development Audit Subcommittee Operations Manual (Commission Document No. 23) and Continuing Professional Development Audit Form (Commission Document No. 30) for review for acceptance within five (5) days receipt. The member will conduct the review within fifteen (15) days and submit his or her findings to the Certification Manager on the signed Audit Form.
11. If the review results in a positive outcome, the Certification Manager will inform the respective certificant that he or she has been recertified for a two-year term beginning January 1 of the current year. In addition, the certificant will be sent a copy of the current CPD requirements and a copy of the AIC Code of Ethics.
12. If the review results in a negative outcome, the Certification Manager will communicate the results to the respective certificant requesting necessary follow up action and given thirty (30) days to do so.
13. If the corrected CPD documentation is not received within the thirty (30) days, a second notice will be sent requesting the corrected information along with notification that if not received within the above-mentioned thirty (30) days, the certificant will be placed in Inactive status and as a result will not be able to:

- a. Use the 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.
14. If the corrected CPD documentation is not received after the second thirty (30) day period, the certificant will be notified by the Certification Manager that he or she has been placed in Inactive status and if the required CPD information is not submitted by the end of the year he or she will have their certification revoked in which case he or she will not be permitted to perform specific activities as noted in Commission Policy 4.3.
15. In the above communication Inactive certificants should be informed that 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 Board of Governors and their decision communicated in writing to the respective certificant within five days by the Certification Manager.
16. If the completed CPD documentation is not submitted to the National Office within the current calendar year, the certificant's designation is revoked and the individual will be notified by January 15 of the following year of same 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 or be reinstated in accordance with Commission Policy 4.7.
17. 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 and wallet cad, the Certification Manager will so notify the Commission who in turn will take appropriate action in accordance to Commission Policy 4.3.
18. 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 02/03/2022