

American Institute of Constructors

Constructor Certification Commission Policy and Procedures No. 4.7

Certification Reinstatement

Policy – An individual can reinstate their certification up to three years from the date of revocation.

Responsibility – The Commission

Reference Commission Documents – None

Procedure – The following procedures are followed to reinstate a qualified individual's certification.

1. A list of revoked AC and CPC certificants are maintained by the Certification Manager. Any revoked certificant can request in writing to the Commission to be reinstated as a certificant in good standing up to three years from the date of his or her certification was revoked.
2. The written request must be received by the Commission no later than 30 days prior to the end of the three year grace period and must include all delinquent certification maintenance fees and outstanding CPD documentation.
3. Upon receipt of the written request, the Certification Manager will verify that all delinquent certification maintenance fees have been paid and the submitted CPD documentation is complete.
4. If all delinquent certification maintenance fees and CPD documentation is complete, the individual's certification will be reinstated and he or she will be so notified. The individual will retain their same certification number.
5. If the certification maintenance fees and/or CPD documentation is not up-to-date, the Certification Manager will notify the respective individual and provide him or her up to 30 days to provide the missing items.
6. If the missing items are not provided within the 30 day timeframe, the Certification Manager will send a letter to the respective individual informing him or her that their opportunity to reinstate their certification has lapsed and if they desire to become recertified that they will have to apply and sit for the respective certification examination in accordance with the appropriate Commission Policies.
7. Copies of all documents and related correspondence, generated in complying with this policy will be placed by the Certification Manager in the respective individual's secured Commission file.

Revision History

Last Revision 07/22/2013