

## American Institute of Constructors

### **Constructor Certification Commission Policy and Procedures No. 5.14**

#### **Signature Authorization**

Policy – Signing of Commission documents is limited to designated individuals.

Responsibility – Constructor Certification Commission

Reference Commission Documents – Commission Document No. 1 - Operating Procedures ;  
Commission Document No. 4 - Examination Experience Eligibility Evaluation Form ;  
Commission Document No. 7 - Continuing Professional Development Requirements ;  
Commission Document No. 51 - Meeting Minutes Template

Procedures – The following procedures will be utilized for signing Commission documents and verifying allowable electronic signatures.

1. The Commission is the sole body that is empowered to approve the authorization of all signatures no matter in what format to all Commission internal and external documents in accordance with its Operating Procedures (Commission Document No. 1).
2. The Commission has approved that the following documents can be signed electronically or otherwise:
  - a. Examination Experience Eligibility Evaluation Form - Commission Document No. 4
  - b. CPC Continuing Professional Development Affidavit - Commission Document No. 7
  - c. CAC Continuing Professional Development Verification document – Commission Document No. 7
  - d. Meeting Minutes Template – Commission Document No. 51
3. Minutes of all meetings of the Commission and its various organizational bodies including committees, subcommittees, task forces, and panels are to be signed and dated by the designated personnel contained on the Commission Meeting Minutes Template (Commission Document No. 51). The Certification Manager will keep a file of original signatures for use in verifying all of the electronic signatures when used.
4. The Examination Experience Eligibility Evaluation Forms (Commission Document No. 4) are only to be signed by the members on record of the Skills and Knowledge Committee Applications Vetting Subcommittee. The Certification Manager will keep a file of original signatures for use in verifying all of the electronic signatures when used.
5. A 10% random sample of electronic signatures on the CPC Continuing Professional Development Affidavit and the CAC Continuing Professional Development Verification document (both contained in Commission Document No. 7) will be verified annually as part of the Commission's Internal Audit by requesting those selected to submit a notarized copy of their signature via a PDF electronic file or by a hard copy of the notarized statement.

6. The Certification Manager may sign, electronically or otherwise, communications to Commission members, volunteers and/or contractor employees as requested and approved by the Commission Chair for the purpose of conducting business of the Commission.
7. The Commission Chair will sign all outgoing correspondence on Commission letterhead unless otherwise delegated to other Commission members, volunteers, or contractor staff.
8. The Commission Vice Chair, Commission Secretary or Commission Treasurer, with the approval of the Commission, may sign any Commission-generated documents for external distribution. The format of the signature must be as approved by the Commission Chair.
9. The Commission Treasurer will be a signatory on all financial accounts maintained by the Commission. The format of the signature must be as approved by the Commission Chair.
10. The Commission Chair and/or Commission Treasurer, as determined by the Commission Chair, will be signatory to all documents distributed externally and dealing with the management of financial responsibilities of the Commission. The format of the signature must be as approved by the Commission Chair. Checks issued by the Commission must be signed by the Commission Treasurer.
11. The following individuals have Commission authority to authorize payments as noted below with the exception of payments issued to the Talley Management Group in which case only the Commission Treasurer will authorize.
  - a. Less than \$5,000 – Single Authorization. Check runs will be sent via email to the Commission Treasurer for approval. Once approved the check will be issued.
  - b. Greater than \$5,000 – Dual Signature - Talley Management Group Secretary/Treasurer or Talley President and the Commission Treasurer

**Revision History**

Last Revision: 09/10/2022