

## American Institute of Constructors

### Constructor Certification Commission Policy and Procedures No. 5.15

#### National Construction Company Award of Excellence

Policy – To recognize and promote constructor certification, the Constructor Certification Commission has developed a national awards program to recognize those construction companies who are supporting certification at a high level.

Responsibility – Constructor Certification Commission

Reference Commission Documents - None

Procedures – The following procedures will be followed in recognizing construction companies that are supporting constructor certification at a high level.

1. The criteria to be used by the Commission to select the National Construction Company Award of Excellence winner(s) are as follows:
  - a. Promotes and rewards Constructor Certification within the organization in the personnel recruiting, hiring, evaluation and personnel development processes.
  - b. Has at least one CPC employed in the company.
  - c. The same company can only receive the award for no more than two consecutive years
2. The nomination process used by the Commission is as follows:
  - a. Request for nominations sent out no later than November 15. Each nomination is to consist of a signed letter limited to three double spaced word-processed pages with any supporting documentation by January 1. Any individual can nominate their own or someone else's company.
  - b. The letter must respond to the following two questions:
    - i. How does the company promote and reward Constructor Certification in their personnel recruitment, hiring, evaluation and personnel development processes? Provide details and include with the nomination letter any pertinent company documents that support the detailed description.
    - ii. How many certified ACs and CPCs are employed in the company?
3. The selection process used by the Commission to select the award winner(s) is as follows:
  - a. A Company Awards Taskforce consisting of two members of the Board of Governors and two members of the Board of Advisors along with the Vice Chair of the Commission serving as Taskforce Chair will be organized.
  - b. All Taskforce members shall receive all nominations and supporting materials on or before January 30. Each Taskforce members shall independently review the nominations, identify those that did not respond to the required criteria and rank order those that did based on the information contained in the nomination letters and the specified award criteria. Each Taskforce member will submit their recommendations to the Taskforce Chair by February 15.

- c. The Chair of the Taskforce shall compile the recommendations of the members and identify the highest ranking company and notify the Commission Chair and Certification Manager by February 28. In the case of a tie more than one award can result.
  - d. The Commission Chair shall notify the designated winning company or companies in writing by March 15 and invite a representative to the AIC Annual Meeting to receive the award. In addition, the Commission Chair will notify those individuals who nominated companies who did not win thanking them for their nomination and encouraging them to send in a nomination for the next year.
  - e. The award(s) will be conferred at the AIC Annual Meeting as part of the AIC national awards presentation function. In addition, the Certification Manager shall prepare and send out news releases to the appropriate sources along with posting the winners on the Commission website.
4. The Company Award of Excellence criteria, nomination and selection processes will be posted and maintained by the Certification Manager on the Commission website.
5. Copies of all documents, including the nominating letters and supporting documentation generated in complying with this policy will be placed by the Certification Manager in the respective applicant's secured Commission file.

#### **Revision History**

Last Revision: 02/04/2022