

## American Institute of Constructors

### Constructor Certification Commission Policy and Procedures No. 5.18

#### **Constructor Certification Commission Annual Planning Activities and Calendar**

Policy – This policy is to be followed in planning for and conducting all Constructor Certification Commission activities in accordance with its Policies and Documents.

Responsibility – Constructor Certification Commission

Reference Commission Documents – All Constructor Certification Commission Polices and Documents

Procedures – The following procedures will be followed in planning for and conducting all Constructor Certification Commission business.

1. In conducting its business, the Constructor Certification Commission will utilized a Planning Calendar found at the end of this Policy. The activities needing to be accomplished by the noted month and day must be included as agenda items in the appropriate Commission meeting and be so documented in the minutes of the respective meeting.
2. Each of the activities in the calendar is associated with a designated Commission Policy or Document, Furthermore, most of the Policies have their own timelines that need to be adhered to in completing the designated activity associated with the respective Policy.
3. It is the responsibility of those being assigned to the completion of the designated activity to adhere to the procedures and timelines noted in the respective Policy associated with the calendar activity.
4. Any deviations from the noted dates must be approved by the Commission Chair at the appropriate Commission meeting and so noted in the meeting minutes.
5. The Planning Calendar must be reviewed at the end of each year by the Commission Chair and Certification Manager and any needed revisions made prior to January 1 of the next year.

#### **Revision History**

Latest Revision: 02/05/2022

**AIC Constructor Certification Commission Annual Planning Calendar**

<b>Program</b>	<b>Task</b>	<b>Due Date</b>	<b>Policy</b>
Assessments	Semi-Annual Certification Manager Report	1/1	Doc. No. 1
Exam Site Activities	Examination Contractor Communication to Exam Sites - Spring	1/5	3.2
Internal Audit	Finalize Internal Audit Taskforce	1/15	5.11
CPD	Deadline to Submit CPD Fees and/or CPD Credit	1/15	4.2
Examinations	Deadline to return signed Certificant Agreement - Fall	1/30	1.6
Exam Site Activities	Exam Site Confirmation of Materials Received - Spring	1/31	3.2
Exam Site Activities	Prepare Exam Site Training Materials	2/1	3.2
Examinations	Deadline to submit Exam Application - Spring (AC and CPC)	2/1	1.1
Exam Site Activities	Exam Sites Return of Exam Materials - Spring	2/6	3.2
Internal Audit	All audit data delivered to Taskforce	2/10	5.11
Exam Site Activities	Release Exam Site Training Materials	2/15	3.2
CPD	Final Notice to Submit CPD Information	2/15	4.2
Exam Site Activities	Examination Contractor Shipment of Exam Materials To Sites - Spring	2/24	3.2
Document Control	Present List of Documents to be Destroyed to the Commission for Approval	2/24	5.2
Examinations	Deadline for Missing Information to Qualify for an Examination - Spring	2/25	1.3
Examinations	Deadline to Submit Exam Application - Spring (Late Fee Deadline)	2/28	1.1
Awards	Company Award Announced	3/1	5.15
Awards	Byrne Award Announced	3/1	5.16
Training	Commission Governor and Advisor Training Materials Sent	3/1	5.9
Training	Formal Training of New Commission Members	3/1	5.9
Exam Site Activities	Exam Site Training Results Due Back From Sites	3/15	3.2
CPD	Send Notice of Revocation to CPC and AC who Failed to submit CPD Information	3/15	4.2
Training	Examination Sites Sign New Examination Site Application Form	3/15	5.9
Examinations	Return of Examination Results - Spring	3/31	1.6
Training	Evaluation of Training of New Commission Members Due to Certification Manager	4/1	5.9
Internal Audit	Audit report due to the Commission	4/4	5.11
Training	Commission Governor and Advisor Training Due	4/4	5.9
Examinations	Deadline to return signed Certificant Agreement - Spring	5/31	1.6
Evaluations	Staff Prepares Evaluation Documentation	6/1	5.9
Evaluations	Staff sends Evaluation Documentation to Appropriate parties	6/15	5.9
Assessments	Semi-Annual Certification Manager Report	7/1	Doc. No. 1
Evaluations	Evaluation Documentation Due Back	7/15	5.9
Assessments	Distribution of Assessments to all parties	7/15	5.9
Assessments	Commission Chair Completes Assessment of Members (Doc 38)	8/15	5.9
Assessments	Commission Chair Completes Assessment of Chairs and Taskforces (Doc 39)	8/15	5.9
Assessments	Committee Members Complete Assessment of Committee Chairs	8/15	5.9
Assessments	Committee Chairs Complete Assessment of SubCommittee Chairs (Doc 39)	8/15	5.9
Assessments	Committee Chairs completed Assessment of Committee Members	8/15	5.9
Assessments	Signed Documentation Attesting to a formal assessment due back by Contractors	8/15	5.9
Assessments	Commission Members and Contractors Complete assessments of Each	8/15	5.9
Exam Site Activities	Examination Contractor Communication to Exam Sites - Fall	9/7	3.2
Elections	Release Call for Governor Nominations	9/15	5.1
Examinations	Deadline to submit Exam Application - Fall (AC and CPC)	9/15	1.1
Examinations	Deadline to Submit Exam Application - Fall (Late Fee Deadline)	9/30	1.1
Examinations	Deadline for Missing Information to Qualify for an Examination - Fall	10/10	1.3
Elections	Governor Nominations Close	10/15	5.1
CPD	Notify Cohort Due to Submit CPD Fees and/or CPD Credit	10/15	4.2
Training	Formal Training of Commission Members	10/23	5.9
Exam Site Activities	Examination Contractor Shipment of Exam Materials To Sites - Fall	10/28	3.2
Elections	Governor Elections Begin	11/1	5.1
Exam Site Activities	Exam Site Confirmation of Materials Received - Fall	11/2	3.2
Exam Site Activities	Exam Sites Return of Exam Materials - Fall	11/8	3.2
Awards	Company Award Nominations Announced	11/15	5.15
Awards	Steve Bryne Award Nominations Announced	11/15	5.16
Training	Evaluation of Training Due to Certification Manager	11/23	5.9
Examinations	Return of Examination Results - Fall	11/30	1.6
Elections	Governor Elections Close	12/1	5.1
Elections	Governor Elections Results Announced	12/15	5.1
Elections	AIC Governor Appointee Due	12/15	5.1
Document Control	Prepare list of documents to be destroyed according to Policy 5.2	12/15	5.2
Training	Training of New Employees or Contractor Staff	30 Days After Hiring	5.9
Training	Training of new Exam Site Administrators and Proctors	60 Days After Approval	5.9
Training	Training of new Commission or Subcommittee Chairs, or Committee or Subcommittee members	60 Days After Approval	5.9