

## American Institute of Constructors

### **Constructor Certification Commission Policy and Procedures No. 5.4**

#### **Joint Association Chapter – Certification Commission Taskforces**

Policy – A joint Association-Certification Taskforce will be established for every Memorandum of Agreement entered into between the Commission and the respective Association chapter.

Responsibility – Constructor Certification Commission

Reference Commission Documents - None

Procedures – The following procedures will be followed establishing and maintaining joint Association Chapter-Certification Taskforces:

1. For each Association Chapter with which the Commission has signed a Memorandum of Agreement a formal policy and procedure has been developed to insure a quality relationship between the entities through the fulfillment of the responsibilities contained in the MOU.
2. The responsibilities of both parties are contained as follows in the MOUs:

*Association Chapter will:*

- a. Promote the AIC Constructor Professional Certification (CPC) to its members on a regular basis in whatever manner possible.
- b. Serve as one of the Commission's approved Examination Sites and agree to abide by the Commission's Examination Site Policies and Procedures as attached to this document including the completion and submittal of the Examination Site Agreement.
- c. Appoint one or more Association Chapter representatives to serve on a joint Association Chapter-Commission Certification Taskforce that will serve to insure that the responsibilities of this MOU are attained and any needed improvements made in a timely manner. In addition, the Association Chapter is encouraged to offer Examination Preparation and other continuing education courses needed to maintain one's certification and retain all revenues received by the participants

*The Commission will:*

- a. Provide to the Association Chapter any of its standard certification promotional materials in the needed quantities for no cost.
- b. Work with the Association Chapter to establish additional examination dates beyond the nationally established ones, if desired.
- c. Provide Candidate Handbooks (application materials) in the needed quantities at no cost.

- d. Provide all administrative support necessary to receive and process applications; ship, receive and score all examinations; notify examinees of their performance; provide a test site strength and weakness report for each examination; manage the complete recertification (CDP) process; communicate with all certificants as needed; maintain all necessary documentation and conduct any other administrative tasks associated with the certification process. All of the above mentioned activities will be performed at no cost to the Association Chapter. The application and examination costs would be the same as those charged by Commission for the Level II (CPC) examination and be paid to the Commission by the examination applicant prior to the administration of the test. In addition, the Continued Professional Development (CPD) fees will be the same as charged to the Commission certificants for non AIC members and payable to the Commission or free if the certificant joins AIC as a Constructor member.
  - e. Assist the Association Chapter in identifying qualified individuals who could teach an Examination Preparation course and proctor the examinations.
  - f. Assist the Association Chapter by providing appropriate curriculum guides and/or materials as appropriate to utilize in the Examination Preparation course.
  - g. Pay the Association Chapter \$50.00 for each Level II (CPC) examination administered by the Association Chapter.
  - h. Appoint one or more Commission representatives to serve on a joint Association Chapter-Commission Certification Taskforce that will serve to insure that the responsibilities of this MOU are attained and any needed improvements made in a timely manner.
3. To comply with the above conditions the Commission Chair will appointment two individuals to serve on the above noted joint Association Chapter-Commission Taskforce for each Chapter. The first person will be one will be a CPC in good standing who resides in the respective chapter area and is willing to maintain an open line of communication with the designated Chapter representative and their respective liaison to the CCC and agree to serve as an examination proctor (or seek and identify another CPC in the area who will serve in his or her place). The second person is a member of the Commission and agrees to maintain an open line of communication with the local Commission appointee liaison to the designated Chapter along with the respective Chapter representative. In addition, each designated Commission member will be responsible to make a formal report on the status of the Commission's relationship with their respective Chapter following each of the two national examination periods and at other times as deemed necessary by the Commission and/or the designated Commission member.
  4. It will be the responsibility of the Certification Manager to keep a current record of the names and contact information for all of the above noted individuals and make the needed changes if and when they occur.
  5. In the event that any of the designated individuals do not or cannot perform their duties in a professional manner, the Commission Chair will take needed corrective action.

### **Revision History**

Last Revision: 12/11/2021