

# AIC Constructor Certification Commission

## Continuing Professional Development Requirements

### About the Continuing Professional Development (CPD) Program:

To ensure that certificate holders (certificants) maintain a high level of expertise both at the time of the examination and throughout their careers, each Associate or Certified Professional Constructor is required to maintain their certification status through a documented program of continuing education and service. This program is called the Continuing Professional Development (CPD) program.

### This Packet Includes:

- A description of the requirements of the CPD Program
- Forms and documents for use in the CPD process

### Means of Obtaining Credit:

Certificants must earn 32 CPD credits per two-year period. Credits are awarded on a contact hour basis. That is, one hour of CPD activities (described below) is worth exactly one CPD credit.

There are two ways of acquiring credit:

**Education:** All educational courses that pertain to the management of the construction process, from all reputable providers, can earn educational CPD credit. Educational credit is always earned at the rate of one credit for every one clock hour of educational content. There is no limit to the number of educational hours one may submit in any two-year period. One may complete the entire 32 credit CPD requirement solely through educational credits. A more detailed description of the requirements for educational credit is noted herein.

**Membership and Service:** Certificants can earn CPD credit for attending meetings and conferences of construction industry associations (e.g. AGC, CIOB, ASA, etc), as well as from performing community service for charitable organizations. These credits are typically worth one CPD credit per hour of attendance / service in the respective organization, though it is possible to earn additional credits by holding leadership positions. In addition, certificants can earn credits for writing and submitting questions in the Commission's designated format for possible use, as is or revised, in future certification examinations. One CPD credit can be earned for each four questions submitted online or in hard copy. No more than 12 of the total 32 credit requirement can be claimed for Membership and Service activities. The remaining 20 credits must come from education. A more detailed description of the requirements for Membership and Service credit is noted herein.



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[www.professionalconstructor.org](http://www.professionalconstructor.org)

### **Review Schedule:**

Certificants are reviewed every other year to verify that they have met the requirements of the CPD program. Within every two-year period, the certificant must obtain a minimum of 32 credits of CPD in areas specified by the AIC Constructor Certification Commission. The 2-year Certification period begins on the January 1<sup>st</sup> immediately following the date the initial certification is issued, and ends on the December 31<sup>st</sup> exactly two years later. For example, the review period of CPCs who receive their certification on April 1<sup>st</sup>, 2010 would begin on January 1<sup>st</sup> 2011 and end on December 31<sup>st</sup>, 2012. Credits from one two-year review period may not be carried forward to another succeeding two-year period.

### **Late Submissions and Deadline Extensions:**

Certificants may request deferrals and deadline extensions if they have experienced significant hardships that would reasonably prevent them from fulfilling the CPD requirements. Examples of hardships include but are not limited to: long-term military service overseas, medical concerns, and extremely rural construction project assignments. To request an extension, one must complete and submit a Deadline Extension Request form, which is included herein, at least 30 days before the deadline. Deadline extensions are evaluated by the Commission on a case-by-case basis and filling out a deadline extension request does not guarantee that the request will be honored.

### **Mandatory Audits:**

Ten percent of the ACs and CPCs completing each two-year certification period will be randomly chosen for an audit and required to submit the required CPD documentation to the Commission. Detailed instructions for the completion of the audit process will be provided to those selected to participate. The remaining 90% of certificant will be required to sign statements attesting that the CPD requirements have been met by returning the required documents. Notification of audit and statements for signatures will be sent to certificant no later than January 31 immediately preceding the end of their certification period and are due no later than March 15 of the same year.

### **Documentation of Credits:**

A Ledger has been provided to document your CPD credits as you earn them. You can also submit and manage this information online at [www.professionalconstructor.org](http://www.professionalconstructor.org). If done in hard copy, you are to retain this ledger for your records. If you are selected for a physical audit you will be required to make a photo copy of this ledger along with the required supporting documentation and submit it to the Commission when requested to do so. Do not send originals.

### **Documentation for Education Credits**

For each educational course or seminar attended have one of the enclosed Educational Program Attendance Confirmation forms signed by the course or seminar representative/instructor immediately after completion of the course or seminar. Other forms of documentation of your CPD Education credits will be accepted if they show, at a minimum, the date of the course or seminar was given, where it was given, the name of the instructor or speaker, the title of the course or seminar, subject covered in the



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course or seminar, sponsor of the course or seminar and some proof that you attended. Acceptable proof of your attendance would be your name on the class, course or seminar roster, receipt for payment for the course or seminar, Certificate of attendance awarded by the sponsor of the course or similar documentation.

### **Documentation for Service Credits**

For CPD credits claimed for Service and Leadership the documentation must show you were involved with the conference, committee or organization for the period claimed. Examples of acceptable documentation would be your name on the organizations list of members, receipt of payment for dues, a letter from the organization or other documentation attesting to your membership or involvement with the committee or organization during the period you are claiming credit for. To earn the additional credits for serving in a leadership role, the documentation must indicate that you held the office or position for the period claimed. In the case of earning CPD credits for submitting certification examination questions, the Commission will acknowledge the receipt of acceptable credits and you will need to maintain these acknowledgments for your records. If you are selected for a physical audit these acknowledgments will be part of the documentation you are required to submit to support your claimed CPD credits.

### **Description of CPD Requirements**

**Educational Credits:** (20 credits minimum. No maximum) - All educational courses that pertain to the management of the construction process, from all reputable providers, can earn educational CPD credit. Educational credits are always earned at the rate of one credit for every one clock hour of educational content. There is no limit to the number of educational hours one may submit in any two-year period: one may complete the entire 32 credit CPD requirement solely through educational credits.

- Courses are considered to meet the CPD requirement if they can reasonably be assumed to enhance a constructor's ability to manage the execution of construction projects. Educational sessions at construction-industry associations' conferences are an example of such courses, as are OSHA courses, university-level class work in construction, etc. However, a course does not need to be specifically targeted at constructors to be considered valid. For example, business administration and finance courses that are not exclusively meant for constructors (such as MBA courses, etc) would be worth credit in most cases. ACs and CPCs should be prepared to justify a course's relevance if its connection to construction is not obvious. For any questions about a particular course, please contact the Commission's National Office.
- Providers are considered reputable if they can be reasonably assumed to consistently provide quality educational content. The Commission trusts certificants to choose quality providers, and providers do not need to be pre-approved or otherwise reviewed by the Commission prior to being considered valid. However, certificants should include documentation and contact information for all of their course providers, so that they can be verified if there is any need to do so.



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**Membership and Service:** (No Minimum. 12 Credits Maximum) - Certificants can earn CPD credit for attending meetings and conferences of construction industry associations (e.g. AGC, CIOB, ASA, etc), as well from performing community service for charitable associations. These credits are typically worth one CPD credit per hour of attendance, though it is possible to earn additional credits by holding leadership positions. In addition, CPD credits can be earned for writing and submitting certification examination questions and being a member in good standing in AIC.

- **Attendance / Service:** Attending a conference or committee meeting as a member or guest, or doing volunteer service for a charitable organization, earns one credit per one hour of participation. A certificant may not claim Membership and Service credits for meetings in which they were financially compensated for their service, nor if one is claiming the same hours under the education segment.
- **AIC Membership:** Membership in the American Institute of Constructors (AIC) is worth an additional one credit per year of membership. This credit is earned regardless of the class of AIC membership, though one must be an AIC member in good standing for the entire two year certification maintenance period to qualify for this credit.
- **Leadership:** If one holds a titled leadership role, such as Chair, Director, President, Treasurers, etc with a construction industry association board or committee, then his/her service earns one and one quarter CPD credits (1.25) per hour of meetings in which you acted in that leadership capacity. This leadership “bonus” applies only to construction industry association work, and is not applicable to leadership service in charitable organizations.
- **Writing and Submitting Certification Examination Questions:** For every four (4) questions one submits in the required Commission format that could potentially be used as is or revised for anyone of the certification examinations, one earns one (1) CPD credit. The required format can be found online at [www.professionalconstructor.org](http://www.professionalconstructor.org) and submitted online or in hard copy to the Commission National Office.

Last Revised – February 15, 2011



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# Ledger of CPD Credits

## Instructions:

Record all CPD credits earned in the table below. This sheet, and the sheets following it, is what will be needed to submit to the Commission at the end of your two-year review cycle.

All courses and activities must have additional documentation as described on page two of the CPD folder. No additional documentation will be required unless selected for a mandatory audit.

## Section 1: Basic Information

<b>Full Name:</b>	
<b>Certificate Number</b>	
<b>Date Certified:</b>	
<b>Review Cycle:</b>	January 1 <sup>st</sup> , _____ through December 31 <sup>st</sup> , _____
<b>Address:</b>	
<b>Daytime Phone:</b>	
<b>Email Address:</b>	



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## Ledger of CPD Credits (cont.)

### Section 3: Membership and Service

(Make additional Copies as needed)

Membership and Service Credits: Page \_\_\_\_\_ of \_\_\_\_\_

Activity Date(s)	Activity	Organization	Service Hours	Credits Earned



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## Affidavit of Continuing Professional Development Activities

**Instructions** - Total all applicable Educational and Membership and Service credits from your Ledger of CPD Credits acquired during your two-year certification maintenance period and place them in the appropriate spaces below. Print your name on the line in the statement at the bottom of this form, sign and date it, and return it by post, fax or e-mail along with your Personal Information Form to the Commission National office. *Your affidavit is not valid unless it is signed.*

### Total of Education Credits

(Maximum of 32 credits, Minimum of 20 credits)

Please total the Educational Credits you have taken during your two-year certification maintenance period contained on the CPD Ledger Sheet. The Ledger Sheet is not required to be submitted with your signed Affidavit.

Total Educational Credits \_\_\_\_\_

### Total of Membership and Service Credits

(Maximum of 12, No Minimum)

Please total the Membership and Service Credits you have taken during your two-year certification maintenance period contained on the CPD Ledger Sheet. The Ledger Sheet is not required to be submitted with your signed Affidavit.

Total Membership and Service Credits \_\_\_\_\_

I, \_\_\_\_\_, hereby swear and affirm that I have satisfied the requirements of my certification designation as detailed above. I have notified the Commission of my personal contact information and have paid the certification maintenance fee or am exempt as an American Institute of Constructors member in good standing, abided by the Constructor Code of Conduct and earned the 32 Continuing Professional Development (CPD) credits within the designated two-year period.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Continuing Professional Development

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**Deadline Extension Request Form**

Instructions – Please complete all applicable fields and return this signed form to the Commission National Office no later than 30 days before the deadline of the year in which your CPD evaluation is due. You will be notified within ten business days of your extension request has been granted. The completed and signed form can be mailed, faxed or e-mailed to the Commission National Office.

Name: \_\_\_\_\_

Certificate Number \_\_\_\_\_ Certificate Type (Circle One): AC CPC

I request an extension of time to submit the required CPD certification maintenance materials for the reason(s) listed below – (Check all that apply):

\_\_\_\_\_ I received my CPD documentation late and need more time to complete the required Commission paperwork.

\_\_\_\_\_ My current job and/or project places me in a position (i.e. rural placement, overseas placement or extraordinarily intensive workload) that will make it unreasonably difficult to submit the required CPD documentation by the designated deadline.

\_\_\_\_\_ Other Reasons – Please describe:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I request that my deadline be extended to the following date:

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## Education Program Attendance Confirmation Form

Instructions – For each course attended, the certificant is to provide all information requested in Parts I and II. Under “Provider” in Part II, please indicate the name of the organization sponsoring the course. Upon completion of both parts, have the Provider course administrator sign where indicated verifying that the certificant attended the course. This form should be retained for the certificant’s records, and will be requested to be submitted in the event of a formal audit.

### Part I: Personal Information

Name (Please Print)

\_\_\_\_\_

Certificate Number \_\_\_\_\_ Certificate Type (Circle One): AC CPC

E-Mail Address

\_\_\_\_\_

### Part II: Course Information

Provider \_\_\_\_\_

Provider Administrator Name

\_\_\_\_\_

Provider Administrator E-Mail Address

\_\_\_\_\_

Course Name

\_\_\_\_\_

Instructor Name(s)

\_\_\_\_\_

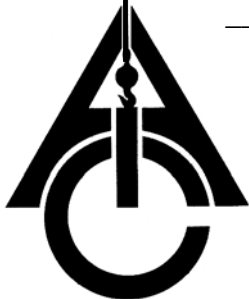
Brief Course Description

\_\_\_\_\_

\_\_\_\_\_

Location at which course was taught (City, State)

\_\_\_\_\_



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Date of Completion of Course

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Number of Hours of Educational Content

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**Verification:** I am the Provider course administrator listed above and I certify that the attendee named in Part I, above, has met the requirements for successful completion of the course named in Part II, above.

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Printed Name

Signature

Date



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**American Institute of Constructors  
Constructors Certification Commission  
Personal Information Update Form**

In order that the Constructor Certification Commission to be more effective in serving its certifiants, please take a few minutes and complete the information below.

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Daytime Contact Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Please return this completed form to AIC Constructor Certification Commission; 700 N. Fairfax St.; Alexandria, VA 22314; or fax to Joe Sapp at 517-527-3105 or Email him at [jsapp@Talley.com](mailto:jsapp@Talley.com).



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