

**AMERICAN INSTITUTE OF CONSTRUCTORS
CONSTRUCTOR CERTIFICATION COMMISSION**

POLICES AND PROCEDURES

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**American Institute of Constructors
Constructor Certification Commission Policy and Procedures**

Introduction

The American Institute of Constructors Constructor Certification Commission has developed and formally approved the Policies and Procedures presented in this document to describe the day-to-day business of the Commission.

Definitions of various terms included in the Policies and Procedures can be found in Appendix A. In addition, the Commission's Formal Documents noted in the appropriate Policies and Procedures (see Appendix B for a comprehensive list) are available from the National Office. Finally, a Schedule of Fees charged by the Commission, as referred to in the appropriate policies and procedures can be found in Appendix C.

Changes to this document can only be made as approved by the Commission's Board of Governors. All revisions by date are noted on the respective policy.

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American Institute of Constructors

Constructor Certification Commission Policy and Procedures Number 1.1

Applying to Take Certification Examinations

Policy – All qualified individuals are encouraged to make application to sit for the Commission’s Level I and/or Level II Constructor Certification Examinations.

Responsibility – Applicant

Procedures – The following procedures will be followed in making application for consideration to sit for the Level I and Level II constructor certification examinations.

1. Interested persons request information from the National Office about qualifications needed to take either of the examinations.
2. Information on requirements to take either examination can be found on the Commission’s website, www.professionalconstructor.org, or by contacting the Certification Manager. Questions that cannot be answered will be forwarded to the Chair of the Commission for review and response through the Certification Manager.
3. Interested persons can apply to sit for a specific examination date and location by completing the necessary forms online or contained in the Handbook for Candidates in hard copy and submitting them along with other required documentation and application fee (Refer to the Commission Fee Schedule – Appendix C) to the National Office by February 1 for both spring Level I and II examinations; September 1 for the fall Level I examination when qualifying with experiential qualifications and for the fall Level II examination; and September 15 for the fall Level I examination when qualifying solely with educational credits. Examinations are typically conducted on the first Saturday of April and November of each year. Exceptions to this policy must be applied for by the Academic Program Director of programs administering the examinations and by other entities conducting examinations under agreements with the Commission and approved in advance of the examination by the Board of Governors.
4. If applications are postmarked or submitted online after February 1 for the spring Level I and II examinations; September 1 for the fall Level I examination when qualifying with experiential credits and fall Level II examinations; and September 15 for the fall Level I examination when qualifying solely with educational credits, a late fee will be charged to the applicant in the amount noted in the Fee Schedule by the National Office. Applications received 15 days after the deadline will be held for the next application cycle.

5. When the application and correct fee is received by the National Office an e-mail or US mail notification is sent to the applicant acknowledging receipt of the application and once reviewed the applicant will be so notified of the outcome.
6. An individual can take either certification examination as often as desired upon filing a new application and correct fee. There is no limit on the number of times an examination may be retaken.
7. Special testing arrangements may be made for candidates with special needs *when* applying to sit for the examination by completing the “Special Needs” text box. If additional information is needed to verify and insure that the requested special arrangements can be made, the Certification Manager will contact the respective applicant and the designated examination site administrator.
8. Individuals may not sit for the examination if they have either served as a Commission examination proctor within the past 3 years, or have participated as an exam grader within the past 3 years.

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Constructor Certification Commission Policy and Procedures Number 1.2

Educational and/or Experiential Criteria to Take Certification Examinations

Policy – Individuals desiring to take either of the Commission certification examinations must meet specific educational and/or experiential criteria.

Responsibility – Constructor Certification Commission

Procedure – The following educational and/ or experiential criteria must be met to take the certification examinations.

Level I Constructor Certification Examination

To qualify to take the Level I examination, individuals must meet at least one of the following educational and/or experiential criteria by the application deadline, complete the Commission's Application Form (Commission Document No. 2) and submit it along with any necessary fees and supporting documents to the National Office.

- Graduate degree from a construction education program in an accredited college or university; or
- Baccalaureate degree from an accredited construction education program; or
- Baccalaureate degree from an accredited construction-related education program, plus one year of Acceptable Equivalent Construction Experience; or
- Baccalaureate degree from an accredited educational institution plus two years of Acceptable Equivalent Construction Experience; or
- Associate degree from an accredited construction education program plus two years of Acceptable Equivalent Construction Experience; or
- Associate degree from an accredited educational institution plus three years of Acceptable Equivalent Construction Experience; or
- Four years of Acceptable Equivalent Construction Experience.

Those candidates anticipating graduation may apply to sit for the certification examination no sooner than nine (9) months prior to graduation. Such applicants must certify their qualification status by signing the application form. Refer to the Commission Policy and Procedures List of Definitions for the definition of an accredited educational institution or program.

Acceptable Construction Experience Equivalencies

The following are considered Acceptable Construction Experience Equivalencies at the rate noted in consideration for a year's work experience or education. One year of work is

defined as 2000 hours of construction work performed. Additional hours worked in a single calendar year may not be counted towards another work year. However, an individual may accumulate hours from several calendar years to meet the definition of “a year of work.” A year of education is defined as thirty (30) semester credit hours.

Executive/Supervisory (one year of experience credit per year of actual experience) - direct and/or executive level supervision of any of the following areas: estimating, quality control, project engineering, scheduling, project management, operations management, operations executive (excluding accounting, marketing, and other support areas not in the direct line of the construction process)

Technical (3/4 of a year experience credit per one year of actual experience) – construction related work such as estimating, quality control, scheduling, project engineering

Administrative (3/4 of a year experience credit for per year of actual experience) - management level work in areas supporting the construction process, including purchasing, safety, and marketing

Teaching/Research (3/4 of a year experience credit per year of actual experience) - teaching construction coursework at a post-secondary institution or conducting construction research within a governmental agency or university setting

Supervision of Specialty Trades (3/4 of a experience year credit per year of actual experience) - direct, first-line management of craft persons, including foremen, general foremen, and craft superintendents

Post-Secondary Education Related to Construction (1/2 of a year experience credit per 30 semester hours) - construction courses at a 2- or 4- year accredited institution, excluding any credit hours used to qualify under the education section.

Level II Constructor Certification Examination

To qualify to sit for the Level II certification examination the individual must have

- Passed the Level I constructor certification examination or have met the below noted Exemption from Level I Examination criteria, and
- Have four years of additional Acceptable Professional Construction Experience at the time of application beyond that required to take the Level I examination. Acceptable Professional Construction Education Experience must include a minimum of two years managing the execution of construction work.

Exemption from Level I Examination

To be eligible for this exemption, the applicant must meet at the time of application at least one of the educational and/or experiential criteria to take the Level I certification

examination and have 4years of additional Acceptable Professional Construction Experience. The experience and education used to qualify for Level I and II must be fully documented the same as if the applicant were applying for each examination level separately. If the applicant fails the Level II Examination, Associate Constructor status will not be granted based on the exemption.

Acceptable Professional Experience

The following will be considered Acceptable Professional Experience at the rate of one year worked equaling one year of experience credit. The previous definition of “a year of work” also applies here.

Managing the execution of construction work (minimum of two years is required) - overall responsibility for delivery of a project or a substantial portion of a project, including concurrent management of a combination of financial, engineering, scheduling, quality control, safety, human resources, subcontracting, or contractual matters

Executive/Supervisory - direct and executive level supervision in construction-related work in any of the following areas: estimating, quality control, project engineering, scheduling, project management, operations management, operations executive (excluding accounting, marketing, and other support areas not in the direct line of the construction process)

Technical - estimating, quality control, scheduling, project engineering

Administrative - management-level work in areas supporting the construction process (purchasing, safety, or marketing)

Teaching/Research - teaching construction coursework at a post-secondary institution or conducting construction research within a governmental agency or university setting

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Constructor Certification Commission Policy and Procedures Number 1.3

Determining Eligibility to Take Certification Examinations

Policy – The Certification Manager will review applications qualifying by educational credits only. An Application Vetting Subcommittee will review applications to determine eligibility of applicants to sit for Level I examination when qualifying in whole or in part utilizing experiential credits and for all Level II examinations.

Responsibility – Certification Manager and/or Vetting Committee

Procedures - The following procedures will be followed to determine eligibility of applicants to sit for either of the certification examinations.

Level I Examination – Qualifying by Educational Credits Only

- 1 The Certification Manager will review each application to insure the following:
 - A. All appropriate sections of the application are completed correctly and the application is signed.
 - B. All examination fees (Appendix C) have been submitted.
 - C. The educational program or institution is accredited.
- 2 If an applicant has satisfied all of the criteria to take the Level I certification examination, he/she is so notified by e-mail or US mail. Whenever possible this notification should be included with the notification of receipt of application. Once an applicant has satisfied all of the criteria, he/she is placed in the qualificant category.
- 3 The Certification Manager will also notify the Examination Agency of those eligible to take the examinations. In turn, the Examination Agency will send a letter to each qualificant informing them of the exact date and specific location of the examination, the name and contact information of the examination proctor and an Admission Slip (Commission Document No. 3) to be given to the examination proctor to verify that he/she is qualified to take the examination. Candidates must have an admission ticket to be admitted into the examination room.
- 4 If applicants have not satisfied all of the criteria, they are so notified in writing and provided the following options:
 - a. Submittal of the missing information by February 25 for the spring examination and October 10 for the fall examination, or

- b. Reschedule the examination in accordance with the Commission Policy and Procedure for Rescheduling Examinations as much as one year in advance, or
 - c. Do not take the examination and be refunded the respective application fee minus an administration charge in the amount noted in the Fee Schedule.
- 5 Applicants can choose to file an appeal on the adverse decision in accordance with the Commission's Appeal Policy and Procedures.

Level I Examination – Qualifying by Educational and Experiential Credits

- 1 The Certification Manager will review each application to insure the following:
- A. All appropriate sections of the application are completed correctly and the application is signed.
 - B. All examination fees (Appendix C) have been submitted.
 - C. The educational program or institution is accredited.
 - D. Verify the experiential information in terms of names of employers and years and type of experience with each.
- 2 The balance of the process will be identical to that for the review of applications to take Level II examination beginning with item two (2) below.

Level II Examination

- 1 The Certification Manager will review each application to insure the following:
- A. All appropriate sections of the application are completed correctly and the application is signed.
 - B. All examination fees (Appendix C) have been submitted.
 - C. Verify the experiential information in terms of names of employers and years and type of experience with each one.
- 2 In the event that the Certification Manager's review is positive, the application along with a copy of the Commission's Application Vetting Subcommittee Operations Manual (Commission Document 22) and the Examination Experience Eligibility Evaluation Form (Commission Document No. 4) will be transmitted to one (1) member of the Application Vetting Subcommittee. In the event of an adverse Certification Manager review, the applicant will be so notified and provided one of the following options:
- a. Submittal of the missing information by February 25 for the spring Level I and II examinations or September 25 for the fall Level I and II examinations, or

- b. Reschedule the examination in accordance with the Commission Policy and Procedure for Rescheduling Examinations for as much as one year in advance, or
- c. Decide not to take the examination and be refunded the respective application fee minus an administration charge in the amount noted in the Fee Schedule.

To expedite the review of experiential qualifications, the Certification Manager will submit what information it has to a member of the Application Vetting Subcommittee and provide the missing information to the Subcommittee member once received.

- 3 Utilizing the Commission's Application Vetting Subcommittee Operations Manual and the Examination Experience Eligibility Requirements Evaluation Form the member of the Application Vetting Subcommittee will review each application, document his/her findings as to meeting the minimum total years of required experience on said form and arrive at a decision of eligibility to take the examination.
- 4 The member of the Application Vetting Subcommittee returns the completed above mentioned Form to the Certification Manager for compilation and final determination of eligibility to take the examination. To become eligible to take the examination, a positive evaluation must be received from the Application Vetting Subcommittee member. In the case where a negative evaluation is received from the Application Vetting Subcommittee member, the same above mentioned Commission Evaluation Form and application will be sent to a different member of the Application Vetting Subcommittee for his or her evaluation. If the second Application Vetting Subcommittee member provides a negative evaluation, the applicant will be ineligible to sit for the examination. If the recommendation from the second Application Vetting Subcommittee member is positive, the above mentioned Commission Evaluation Form and application is sent to the Commission Chair for his or her assessment. The Commission Chair will make the final determination of eligibility to sit for the examination and notify the Certification Manager of same.
- 5 The Certification Manager will inform the applicants by e-mail or US mail as to their eligibility to take the examination. Once becoming eligible to take the Level I or II examination the applicant will be placed in the qualificant category.
- 6 The Certification Manager will also notify the Examination Agency of those eligible to take the examinations. In turn, the Examination Agency will send a letter to each qualificant informing them of the exact date and specific location of the examination, the name and contact information of the examination proctor and an Admission Slip to be given to the examination proctor to verify that he/she is

- qualified to take the examination. Candidates must have an admission ticket to be admitted into the examination room.
- 7 If applicants have not satisfied all of the criteria, they are so notified in writing and provided the following options:
 - a. Reschedule the examination in accordance with the Commission Policy and Procedure for Rescheduling Examinations for as much as one year in advance, or
 - b. Decide not to take the examination and be refunded the respective application fee minus an administration charge in the amount noted in the Fee Schedule if requested in writing prior to the date of the examination for which the applicant registered.
 - 8 Applicants can choose to file an appeal on the adverse decision in accordance with the Commission's Appeal Policy and Procedures.

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Constructor Certification Commission Policy and Procedures Number 1.4

Rescheduling Certification Examinations

Policy – Qualificants may reschedule to take either of the certification examinations a maximum of two times within a two year period before having to reapply in accordance with the Commission’s Policy and Procedures to Take Certification Examinations.

Responsibility – Certification Manager

Procedure – The following procedures will be followed in rescheduling to take the Level 1 and Level 2 certification examinations.

1. Qualificants not able to take the respective examination on the date or location for which registered must contact the Certification Manager by e-mail or US mail at least 30 days prior to the date of the examination requesting to reschedule their examination.
2. Qualificants may reschedule examinations a maximum of two times before forfeiting all fees and having to re-apply and pay the full application fee in accordance with the Commission’s Policy and Procedure to Apply to Take Certification Examinations.
3. A refund of the application fee less administrative costs listed in the Commission Fee Schedule will be issued if requested by e-mail or US mail 30 days before the application deadline (except for medical or other emergencies).
4. Except for medical or other emergencies, a rescheduling fee in the amount noted in the Fee Schedule will be charged to the applicant in the event he/she does not request to reschedule to take the respective certification examination 30 days prior to the date of the examination.
5. Once notified the Certification Manager will make the necessary arrangements for the applicant to take the respective examination and so communicate same to him/her with the same type of information as covered in the Commission’s Policy and Procedures for Applying to Take Certification Examinations. In addition, the Certification Manager will notify the appropriate person at the Examination Agency Staff.

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Constructor Certification Commission Policy and Procedures Number 1.5

Informing Examinees of Their Performance on the Examination

Policy – Qualificants will be notified by the Certification Manager within 60 days of the examination whether they have passed or failed the respective certification examination.

Procedure – The following procedures are to be followed in notifying qualificants on their performance on the certification examination.

- 1 The total score as well as the scores on the major parts of the examination will be provided to the National Office for all those taking the examination within three (3) weeks of the administration of the examinations by the Examination Agency. The overall passing score for both examinations is 70%
- 2 The Certification Manager will develop a letter to each qualificant informing them of whether or not they passed the examination as well as providing a report on their performance on the various major parts of the respective exam. Once a qualificant passes the respective examination he/she is classified as a candidate.
- 3 Candidates for the AC certification who at the time that scores are mailed have already met all qualifications for the AC certification will be immediately assigned the next certification number, upgraded to certificant status and will be sent the following materials:
 - Certificate (Commission Document No. 5)
 - Certification Wallet Card (Commission Document No. 6)
 - Continuing Professional Development Requirements (Commission Document No. 7)
 - Commission Code of Ethics (Commission Document No. 8)
- 4 Candidates for the AC certification who have not yet met all qualifications for the AC certification will remain as candidates until the required missing required documentation is submitted. They will be asked in the above mentioned letter to submit an official transcript upon graduation to be used to verify successful completion of their degree. An acceptable substitute would be a communication signed by the Academic Program Director or other university official indicating the successful completion of all degree requirements. The candidate will also be

notified by the Certification Manager that the required missing information must be received by the National Office within one year following the date of the examination they took and if not received that they will be removed from candidate status and will have to reapply to take to the expiration in accordance with the Commission's Policy and Procedures. In the event a qualificant is not able to comply within the designated time frame due to extenuating circumstances, he/she can submit a request for an extension. Such request must be received at least 60 days prior to the end of the one year time period. The candidate will also be informed that he/she will also receive a Certification Certificate (Commission Document No. 5) and Certification Wallet Card (Commission Document No. 6) as well as a copy of the Continuing Professional Development Requirements (Commission Document No. 7) and Commission Code of Ethics (Commission Document No. 8) once the required verification is received. Once all of the required documentation is received by the National Office from the candidate, he/she shall be assigned the next certification number and be placed in the certificant category.

- 5 If the candidate did not pass the examination, he/she is informed that they can appeal the outcome in accordance with the Commission's Appeal Policies and Procedures or apply to retake the respective examination.
- 6 If the qualificant did not show up at the examination site based on information (report) received from the respective test site, he/she will receive the opportunity to re-apply to take examination.
- 7 If the qualificant desires to re-apply for the examination in accordance with the Commission's Policy and Procedures prior to the next examination he/she will only need to pay a reexamination fee noted in the Fee Schedule and update all contact information in the original application form. Otherwise the qualificant must re-apply to take the respective examination in accordance with the Commission's Policy and Procedures for Applying to Take Certification Examinations and pay the full fee.

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Constructor Certification Commission Policy and Procedures Number 1.6

Appeals

Policy – The Commission will consider all appeals of its adverse decisions.

Responsibility – Board of Governors

Procedure – The following procedures are to be followed in conducting appeals of Commission adverse decisions.

1. The individual must submit the appeal in writing to the Certification Manager within 30 days of the date on the written notification of the adverse decision. Appeals must be accompanied by an Appeal Request Form (Commission Document 20), along with written supporting documentation clearly stating the specific basis upon which the individual feels there has been an error in adverse decision of the Commission. In addition, a filing fee in the amount noted in the Fee Schedule (Appendix C) must be included with the appeal.
2. There will be no oral appeals and the appellant has the right to retain his/her own legal counsel in preparation of the written appeal.
3. Once all of the required documentation and fee has been received by the National Staff and is complete, the appeal is forwarded to the Commission Chair.
4. The Commission Chair will review the appeal and if it can be processed under his or her guidance, he or she may approve or deny the appeal. The Chair, however, must report to the Commission any appeal decisions.
5. If the Commission Chair does not feel he or she can process the appeal or does not want to, an Appeals Panel will be convened by the Chair consisting of five (5) qualified individuals and they will be forwarded all materials from the appellant to the Panel within (10) days of receipt. The Chair of the Commission will designate the person who will chair the Panel.
6. The Appeals Panel shall meet in person, by telephone conference, or a combination thereof to appellant. The appellant's failure to cooperate with the Appeals Panel shall

result in a dismissal of the appeal and a waiver of any right of the appellant to submit another appeal on the same issue. Minutes of all meetings will be taken by either the Panel Chair or his/her designee.

7. The Appeals Panel will have a maximum of 10 business days to reach a decision. A majority vote, with all at least 4 members of the Panel voting, is required for a final decision
8. The decision of the Appeals Panel shall be confirmed in writing and signed by those members participating in the deliberations noting their agreement or dissent. Signature of the decision may be accomplished in person or electronically. The decision of the Appeals Panel will be forwarded as a recommendation to the Board of Governors.
9. The Chair of the Commission will present the recommendations of the appeals committee to the Board of Governors for a period of review. The period of review will last five (5) business days from when the chair forwards the recommendations for review.
10. At any time during the period of review, any Governor may request that the final decision be deferred to the next formal meeting of the Board of Governors. If no Governors respond to request that the decision be deferred during the period of review, then the decision is considered final and the appellant will be notified of the results as specified in Policy 1.16 Sec. 9 (below) If one or more Governors requests further review during the period of review, the Board of Governors will consider the recommendation of the Appeals Panel at the next scheduled formal meeting of the Board of Governors. The Board of Governors can request additional information from the appellant and/or Appeals Panel. The Board of Governors shall declare in writing, its investigation into the appeal “Closed” when it determines that it has received all information necessary for it to render a final decision. The Board of Governors decision shall be rendered by all Governors who were not members of the Appeals Panel. The appellant will then be notified of the results as specified in Policy 1.16 Sec. 9 (below). The decision of the Board of Governors is final.
11. The appellant will be notified of the decision by registered mail, return receipt requested or email with a return receipt request.

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American Institute of Constructors

Constructor Certification Commission Policy and Procedures Number 2.1

Writing Examination Questions

Policy – Questions for Level I and Level II constructor certification examinations will be written in accordance with the Commission’s Multiple-Choice Item Writing Guidelines (Commission Document No. 9) and the Problem Based Scenarios Item Writers Guide (Commission Document No. 13)

Responsibility – Board of Governors and the Examination Committee

Procedure – Questions for the Level I and Level II constructor certification examinations will be written, reviewed and adopted in accordance with the following procedures.

- 1 The Examination Committee with the assistance of the Certification Manager will provide various opportunities for writing new questions for both certification examinations on a regular basis. These include, but not necessarily limited to the following:
 - Conducting examination question writing sessions apart from and in conjunction with meetings of construction associations by representatives of the Examination Committee and the Examination Committee Item Writing Sub-Committee.
 - Placing the Multiple-Choice Item Writing Guidelines and the Item Writing Form (Commission Document No. 18) on the Commission’s web site.
 - Making both electronic and hard copies of the Multiple-Choice Item Writing Guidelines and the Item Writing Form available upon request.
 - Communicating with construction educators and practicing professionals on a regular basis requesting examination questions from them using the above mentioned guidelines.
- 2 All examination questions are sent to the Examination Committee for review and action. The review insures the questions are in the correct testing format and, if not, rewritten to be. In addition, the questions are aligned with the appropriate section of the examination in accordance with the current relevant test specifications. All members of the Examination Committee and Examination Item

Writing Sub-Committee that participate in writing examination questions must sign an Examination Item Writing Non-Disclosure Statement (Commission Document No. 14)

- 3 If the questions are not useable in their present form they are reviewed and rewritten so as to be useable of if they are found to be outdated, irrelevant or otherwise unusable they are discarded. If useable in their original or revised format they are placed in the relevant certification database for future use by the major section of the respective examination to which they pertain.
- 4 Refer to the Commission's Examination Committee Policies, Procedures and History For Developing Constructor Certification Examinations (Commission Document No.10), the Operations Manual for the American Institute of Constructors Constructor Certification Commission Examination Committee (Commission Document No. 15) and the Operations Manual for the American Institute of Constructors Constructor Certification Commission Examination Committee Item Writing Sub-Committee (Commission Document 16) for more details

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American Institute of Constructors

Constructor Certification Commission Policy and Procedures Number 2.2

Developing Level I and II Certification Examinations

Policy – Level I and Level II certification examinations are developed for each test session comprised of a sufficient number of questions to assure that the examinations are consistent with current qualitative and quantitative criteria for educational and psychological testing as recommended by the Testing Agency. Refer to Qualitative and Quantitative Evidence Collected for Validation of the Constructor Certification Process (Commission Document No. 17).

Responsibility – Commission Examination Committee and Examination Agency

Procedure – New certification examinations for Level I and Level II are developed in accordance with the following procedures.

- 1 Members of the Examination Committee meet with designated Examination Agency staff to develop new certification examinations for each testing session. This meeting takes place at least 14 weeks prior to the respective examination session.
- 2 The Examination Agency maintains a database of questions for both certifications examinations from which questions are selected for new examinations. The database is organized by the major certification examination sections.
- 3 The actual selection process is conducted in accordance with the Council on Licensure, Enforcement, and Regulation.
- 4 During the selection process all questions are reviewed for clarity and applicability to the respective section of the respective examination. In addition, it is insured that a sufficient number of questions to assure that the examinations are consistent with current qualitative and quantitative criteria for educational and psychological testing.
- 5 Once all of the questions for each examination are selected, the examinations are

finalized and printed in the required quantity by the Examination Agency.

- 6 Refer to the Commission's Examination Committee Policies, Procedures and History for Developing Constructor Certification Examinations (Commission Document No. 10), the Operations Manual for the American Institute of Constructors Constructor Certification Commission Examination Committee (Commission Document No. 15) and the Operations Manual for the American

Institute of Examination Committee Item Writing Sub-Committee (Commission Constructors Constructor Certification Commission Document 16) for more details

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Constructor Certification Commission Policy and Procedures Number 3.1

Identification, Selection and Maintenance of Certification Examination Sites

Policy – The administration of certification examinations will occur at Commission approved examination sites.

Responsibility – Constructor Certification Commission

Procedure – The following procedures will be followed for the identification, selection and maintenance of certification examination sites.

1. The National Office shall maintain a current list of all approved certification examination sites (Appendix D).
2. New sites can be identified by any interested individual. To become qualified as a certification examination site an AIC CCC Examination Site Application Form answering to the following criteria must be signed and submitted to the Commission at least 60 days prior to administering an examination.
 - A. An examination administrator and one or more proctors will be available to conduct all of the responsibilities associated with the administration of the certification examinations in a timely and quality manner. The examination administrator may also serve as one of the proctors. Whenever possible, the individuals serving as the administrator and/or proctor should be a CPC. When this is not possible, it should be noted that persons serving as proctors who are not CPCs will not themselves be able to sit for the examination(s) they have proctored for a period of three years since they last proctored the respective examination(s). The names of the administrator and proctor(s), and whether or not they are CPCs must be provided to the National Office in the letter of application to become an examination site even though they may be subject to change.
 - B. Commitment that there will be one proctor for every 30 applicants taking the examination.
 - C. Guarantee that there will be at least two applicants taking the examination the first time the new site will administrator the examination(s).
 - D. In the case of educational institutions serving as approved examination sites, agreement that even if there are no students from the respective institution taking the test that it still will be administered if there are qualiflicants to sit for it
 - E. Acknowledgment the there is no remuneration from the Commission for services rendered.

- F. Agree to inform the Commission within 45 days of the scheduled examination of the inability to host the examination in any given test period.
3. The application letter requesting to become an examination site should be presented to the Commission for approval. If approved, the administrator at the examination site will be notified and the new site will be added to the above mentioned list. If not approved, the person submitting the request to become a site will be so notified as to the reason(s) and provided the opportunity to take corrective actions. New certification examination sites must be approved at least 45 days before the next examination date.
 4. Once approved the site will retain its status on a year-to-year basis unless said approval is removed from the Commission. In addition, the Commission will provide a list of individuals who have applied to take the examination at the designated site administrator no later than one week prior to the examination administration.
 5. On at least an annual basis, the Certification Manager, with input from the Examination Agency Staff, will prepare a report to the Commission on the performance of the various sites relative to fulfilling their responsibilities in a timely and quality manner. The report also should include the productivities of each site in terms of number of examinations administered by certification level for each examination site and any recommendations such as the need for more sites in specific areas of the United States.
 6. In the event that negative feedback is received concerning the performance of any examination site it shall be submitted to the Commission for review. Once the all the needed information is received, the Commission will arrive at a decision following its Operating Policies. The decision could be to remove the site from the list of approved ones, to continue recognizing the site as approved with the condition of making needed improvements in a noted time frame or continue to recognize the site as approved without needed conditions of improvement. For any adverse decisions, the Commission will communicate their action to the respective examination site within 10 days following its decision.
 7. The security and integrity of the certification examination booklets and information is of the highest concern to the Commission. Failure to properly safeguard the confidentiality of the examination materials and process will be grounds for the removal of the site as an approved one.

Last revised April 15, 2011

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Examination Site Agreement Form

American Institute of Constructors Constructor Certification Commission

Instructions:

- Please fill out all fields in Sections 1 and 2.
- Read the information in Section 3 carefully, as it describes your obligations as an exam site
- Sign and date your understanding of the terms at the end of Section 4, and return the completed form to the CCC National Office at the locations listed at the end of the document.

Section One: Verify Contact Information

ORGANIZATION CONTACT :

(Name and address of person to receive general information on the certification program.)

| | |
|-------------------|-------|
| CONTACT NAME | _____ |
| ORGANIZATION NAME | _____ |
| ADDRESS | _____ |
| PHONE FAX | _____ |
| EMAIL | _____ |

TEST ADMINISTRATOR

(Name and address of person to receive test materials and information)

| | |
|--------------------|-------|
| ADMINISTRATOR NAME | _____ |
| ORGANIZATION | _____ |
| ADDRESS | _____ |
| PHONE FAX | _____ |
| EMAIL | _____ |

Section Two: Testing Information

In order to assist us in our planning process would you please answer the following questions:

- Roughly how many individuals might you expect to take the Level I Exam at your site?
Fall _____
Spring _____
- How many brochures or candidate handbooks would you like us to send you to advertise?
Number of brochures _____
Number of candidate handbooks (includes application) _____

Step Three: Obligations

Please review this information carefully, as it describes what will be expected of your organization as an examination site.

- Your organization will be a Certification Examination test site for a period of one full year, with yearly renewals until either you or the commission elects to terminate your participation.
- You agree and can provide at least one test administrator for each examination, and at least one proctor for each 30 students for sit for the exam at your location.
- You agree and can and secure and quiet testing facilities on the examination dates.
- You guarantee that you will make every reasonable effort to ensure that at least two applicants will apply to take the examination the first time your site will administrator the examination(s).
- You agree to host the examination even in the case that none of your students or employees from your organization taking the exam during a particular session.
- You acknowledge and understand that the Commission cannot provide financial compensation for yourself or your proctors.
- You agree that, should there be circumstances in which you will not be able to meet any of the obligations listed above, you will inform the Commission in writing within 45 days of the next scheduled exam.

Signatures

Our organization will be a Certification Examination test site until further notice, and I agree to all of the terms listed in section three above. I additionally certify that I have the authority to obligate my organization to these terms.

Printed Name

Signature

(Date)

Return the completed form to:

Attn: Examination Sites
AIC Constructor Certification Commission
National Office
700 N. Fairfax Street, Suite 510. * Alexandria, VA 22314

March 2010

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American Institute of Constructors

Constructor Certification Commission Policy and Procedures Number 3.2

Examination Site Activities

Policy – Designated individuals at approved examination sites will be assisted in all examination-related activities so they are carried out in an effective and efficient manner.

Responsibility – Certification Manager and Examination Agency Staff

Procedure – The following procedures will be followed in assisting approved certification examination sites in preparing for and administering the examinations.

- 1 The Certification Manager will maintain a list of approved certification examination sites. Refer to the Commission's Policy and Procedures on the Selection and Approval of Certification Examination Sites and the Commission's List Approved Certification Examination Sites (Appendix D).
- 2 Within 8 weeks of the administration of the certification examination, the Examination Agency Staff will communicate with each examination site administrator informing them of the upcoming test and requesting that they verify the exact location where the examination will be held, the name or names of the proctors and specific contact information. In addition, a deadline will be provided by which the requested information is to be submitted to the Examination Agency Staff. The deadline is usually six weeks prior to the date of the administration of the certification examination (s). In the event the requested information is not received in a timely manner, the Examination Agency Staff will follow up with the respective examination site administrator(s).
- 3 Approximately 10 business days prior to the administration of the examination(s), the certification tests and other documents will be sent to the various test sites by the Examination Agency Staff. A separate notice will also be sent to the test site administrators informing them of the shipment and requesting that upon receipt they conduct an inventory of the materials to be sure they are complete in quantity and in good condition. In addition, the examination site administrators will be asked to notify the Examination Agency Staff of the receipt of the materials, that they completed the inventory and if any items are missing or in bad condition. This notification is asked for within 5 business days prior to the date of the examination(s).
- 4 Included with the materials sent to each test site will be a copy of the Commission's Test Administration Policies and Procedures (Commission Document No. 11) for the site administrator and proctor(s) to use for all activities

associated with preparing for, administering and following up after the examination. These individuals are asked to read the material prior to the day of the administration of the examination(s) and refer any questions to the Examination Agency Staff.

- 5 All examination site administrators and proctors are also provided the name of a designated Examination Agency Staff person and a 800 telephone number they can call in case they have any questions or encounter any problems on examination day.
- 6 Following the administration of the examination(s), a member of the Examination Agency will contact the test site administrators to remind them to return the materials as per the instructions provided to them. In the event the Examination Agency does not receive the completed examinations and other materials in a timely manner the Examination Agency Staff will follow up with the respective test site administrators to determine the reason(s) and work to rectify the situation. This information is also provided to the National Office.

Last revised April 15, 2011

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American Institute of Constructors

Constructor Certification Commission Policy and Procedures Number 3.3

Administration of Certification Examinations

Policy – All activities associated with the administration of certification examinations by test site administrators and proctors will be in accordance with those contained in the Commission Test Administration Policies and Procedures.

Responsibility – Examination Site Administrators and Proctors

Procedures - Refer to the Commission Test Administration Policies and Procedures (Commission Document 11).

Last revised December 15, 2006

American Institute of Constructors

Constructor Certification Commission Policy and Procedures Number 4.1

Assigning Certification Numbers

Policy – Every certificant will be assigned a unique certification number consecutively following the last assigned number.

Responsibility – Certification Manager

Procedures – The following procedures will be followed in assigning certificants their own unique certification number.

- 1 Upon completion of the certification process at any level, the certificant shall be assigned a unique certificate number that will remain with him/her throughout the duration of the validity of their certification. The number assigned shall be the lowest number available that has never be assigned to any other certificate holder of either certification level at any point in time.
 - A The certification numbers shall be purely unique identifiers and shall contain no information – explicit, encrypted or otherwise – about the applicant, their demographic, testing, scoring, personal or other such information.
 - B If an existing AC earns the CPC designation, he/she shall retain the same certificate number that was assigned as an AC.
- 2 Upon the death or resignation of the certificant, revocation of a certificant's certification for any reason described in the Commission Policy and Procedure for Use of the AC and CPC Credential or any other action that nullifies the certificant's credential, the certificate number shall be voided. A voided number will never again be used or assigned by the Commission, except in the case of a successful appeal of the revocation.
- 3 Upon successful reapplication and prequalification of a candidate whose certification was previously revoked, the certificant shall be assigned a new number as described in item one (1) above, and shall never again have access to their original certification number, except in the case of a successful appeal of the original revocation.
- 4 In the event that a certificant whose certification was revoked, who has

successfully reapplied and re-qualified for certification, said certificant will be assigned a new certification number. The number selected will be permanently retained for the duration of the certification and the number not retained shall be permanently discarded.

- 5 A candidate who formally resigns their certification in writing also permanently forfeits their existing number, Upon successful reapplication and prequalification of a candidate whose certification was previously resigned, the certificant shall be assigned a new number as described in item one (1) above, and shall never again have access to their original certification number.

Last revised April 15, 2011

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Constructor Certification Commission Policy and Procedures Number 4.2

Maintenance of Certification Process

Policy – To retain one’s certification, he/she must complete and document, in accordance with the Commission’s Continuing Education Development Requirements (Commission Document No. 7) 32 credits of Continuing Professional Development (CPD) credits within two (2) years from January 1st of the year following the year of becoming certified or recertified, submit an updated Personal Data Sheet and pay (or be exempt from paying) all designated certification maintenance fees. 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 credits are always earned at the rate of one credit for every one hour of educational content. There is no limit to the number of educational hours you may submit in any two-year period. You may complete the entire requirement solely through educational credits. A more detailed description of the requirements for educational credit is contained in Commission Document No. 7.

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 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. 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 contained in Commission Document No. 7.

Responsibility – Commission and Certification Manager

Procedures – The following procedures are followed for the maintenance of the certification process including recertification.

- 1 Upon becoming certified, certificant’s are notified of the Commission’s requirements to retain their certification and provided with a copy of the CPD Requirements which provides details on the format and requirements for recording and maintaining the documentation needed to maintain their respective certification designation.

Payment of Certification Fee and Submittal of Personal Data Sheet

2. To retain one's certification a maintenance fee must be paid by the designated date or the certificant must be a member in good standing of AIC during their entire certification term. The amount of the fee can be found in the Fee Schedule. In addition the Personal Data Sheet (Commission Document No. 12) and appropriate verification of completion of CPD credits (Commission Document 7) must also be completed and returned to the National Office by the designated dates.
3. All certificants will be sent an invoice for their certification maintenance fee (or exemption thereof) and a copy of the Personal Data Sheet by the National Office in January of each year. Certificants will be notified that if they do not complete the Personal Data Sheet and pay the designated fee (if not exempt from doing so) within 60 days from the date of the invoice that a late fee will be charged as per the Commission Fee Schedule.
4. If the certificant does not comply with the conditions in item 3 above by the designated date, the Certification Manager will send by e-mail or US mail an initial notice of failure to comply advising that the initial fee plus a late fee be paid within thirty (30) days.
5. If the delinquent fees are not paid and/or missing required documentation not submitted within the thirty (30) days, a second notice will be sent requesting payment of past due fees and/or the completed Personal Data Sheet along with informing the certificant that if not received within thirty (30) days, he or she will be placed in Inactive status and as a result will not be able to:
 - A Use the AC or CPC designation in connection with their name.
 - B Advertise that they have the respective designation.
 - C Use the designation in conjunction with any consultancy or other work.
 - D Display the respective certification certificate.
6. In the event a certificant is not able to comply within the designated time frame due to extenuating circumstances, he or she can submit a formal written request for an extension that must be received by the end of the second thirty (30) day period. Written requests for extension of time must be submitted to and approved by the Commission and their decision communicated in writing to the respective certificant within five days by the Certification Manager.
7. If the requested fees are not paid and/or the completed Personal Data Sheet document not returned after the second thirty (30) day period, the certificant will be notified in writing that he/she has been placed in Inactive status and has until the end of the remainder of the current year to reimburse the balance due at the time of submittal of past fees including any accumulated annual late charges

- and/or the completion of the Personal Data Sheet. In the same notification, the Inactive certificant will be notified that if he or she does not fulfill all of the requirements by the end of the calendar year that their certification will be revoked in which case he or she will not be permitted to perform specific activities as noted in the Commission's Policy and Procedures on the Use of AC and CPC designation.
8. Within 60 days of the end of the calendar year, all inactive certificants will receive a letter indicating that if all certification maintenance fees and late charges are not paid and/or missing Personal Data Sheet not completed and returned to the National Office by the end of the calendar year that their certification will be revoked and if continual certification is desired he/she would have to re-apply and take the required examination.
 9. If the certificant does not fulfill all of the requirements by the end of the calendar year, the individual's designation is revoked and the individual will be so notified in accordance with that his or her certification has been revoked, their name removed from the Commission's list of certificants and they can no longer use the respective designation as per the Commission Policy and Procedures for the Use of the AC and CPC Designations (Policy 4.3) and will be required to return their Certification Certificate and wallet card to the National Office. Furthermore, the individual will also be informed that if they desire to become recertified in the future they must make formal application and take the respective certification examinations in accordance with current relevant Commission Policies and Procedures.
 10. In the event that the certificant does not comply with the Commission request to cease the use of the AC or CPC designation and/or not return their Certification Certificate and wallet card, the Certification Manager will so notify the Commission for the appropriate follow up action.

Selection of Certificants for Submittal of Affidavit or Audit Documentation

11. All certificants will be required to submit an Affidavit or Audit documentation every two years. The certification term begins on January 1st of the year following the year certification or re-certification was awarded.
12. During the last quarter of the last year of the certification term, the CPD Audit Subcommittee with the help of the Certification Manager will randomly select 10% of those certificants whose certification is to expire for a formal Audit. These individuals will be sent formal notification of the requirement to participate in a formal audit along with needed instructions and deadlines.
13. Those individuals not selected for a formal audit will be requested to complete an Affidavit and submit it in accordance with provided instructions and deadlines.

Submission of Required CPD Documentation

14. Notification requesting the completion of the required Commission CPD documents will be sent by the National Office in January of each year to all certificants whose certification terms have ended.
15. If the certificant fails to submit the designated required CPD documents within 60 days, a notice will be sent to him/her providing them an additional 30 days to do so along with informing him or her that if not received within the above mentioned thirty (30) days, that he or she will be placed in Inactive status and as a result will not be able to:
 - A Use the AC or CPC designation in connection with their name.
 - B Advertise that they have the respective designation.
 - C Use the designation in conjunction with any consultancy or other work.
 - D Display the respective certification certificate.\
16. In the event a certificant is not able to comply within the designated time frame due to extenuating circumstances, he or she can submit a formal written request for an extension. Written requests for extension of time must be submitted to and approved by the Commission and their decision communicated in writing to the respective certificant within five days by the Certification Manager.
17. If the completed CPD documents are not returned after the second thirty (30) day period, the certificant will be notified in writing that he/she has been placed in Inactive status and has until the end of the remainder of the current year to complete and submit the required CPD documents. In the same notification, the Inactive certificant will be notified that if he or she does not fulfill all of the requirements by the end of the calendar year that their certification will be revoked in which case he or she will not be permitted to perform specific activities as noted in the Commission's Policy and Procedures on the Use of AC and CPC designation (Policy 4.3).
18. Within 60 days of the end of the calendar year, all inactive certificants will receive a letter indicating that if the required CPD documentation is not received by the National Office by the end of the calendar year that their certification will be revoked and if continual certification is desired he/she would have to re-apply and take the required examination.
19. If the completed CPD documentation is not submitted to the National Office within the remaining calendar year, the individual's designation is revoked and the individual will be notified that the his or her certification has been revoked and they can no longer use the respective designation as per the Commission

Policy and Procedures for the Use of the AC and CPC Designations (Policy 4.3) and will be required to return their Certification Certificate and wallet card to the National Office. Furthermore, the individual will also be informed that if they desire to become recertified in the future they must make formal application and take the respective certification examinations in accordance with current relevant Commission Policies and Procedures.

20. In the event that the certificant does not comply with the Commission request to cease the use of the AC or CPC designation and/or not return their Certification Certificate and wallet card, the Certification Manager will so notify the Commission for the appropriate follow up action.
21. On an annual basis the Certification Manager will compile a list of those completing their CPD requirements and send to the CPD Audit Subcommittee.

Last revised April 15, 2011

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American Institute of Constructors

Constructor Certification Policy and Procedures Number 4.3

Use of the AC and CPC Credential

Policy – The AC and CPC designations may be used in a professional manner on the certificant’s business cards, stationery, literature, advertisements, windows, or in any other comparable manner. The AC and CPC designations may not be used in any manner that, in the sole discretion of the Commission, discredits the Commission or tarnishes its reputation and goodwill; is false or misleading; violated the rights of others; violates any law, regulation or other public policy; or mischaracterizes the relationship between the Commission and the certificant, including but not limited to, any use of the credential that might be reasonably construed as an endorsement, approval, or sponsorship by the Commission of the certificant, the certificant’s business or organization, or the certificant’s products or services, or that might be reasonably construed as support or encouragement to purchase or utilize the certificant’s products or services. The Commission AC and CPC designations shall remain at all times the sole and exclusive intellectual property of the Commission.

Responsibility – Board of Governors

Procedures – The following are the procedures for the issuance of the AC and CPC designations and the maintenance thereof.

- 1 Those passing the Level I or Level II certification examinations and providing any required documentation such as acceptable proof of completing educational requirements will be awarded the AC or CPC designation. They will be assigned a unique number in accordance with the Commission’s Policy and Procedure For Assigning Certification Numbers and be sent a certificate, wallet card and information on CPD requirements. In the case of an AC passing the Level II examination, he or she will retain their same certification number as a CPC.
- 2 The Commission shall have the right to request samples of the use of the respective certification designation from which it may determine compliance with its policy. This policy is communicated in writing to all AC’s and CPC’s in the letter sent with the Certificate and Wallet Card.
- 3 Without further notice, the Commission reserves the right to prohibit use of the AC and CPC designations if it determines that a certificant’s designation usage, whether willful or negligent, is not in strict accordance with its policy.
- 4 The Commission reserves the right to revoke the AC or CPC credential under the following conditions:
 - Failure to fulfill recertification requirements

- Commission of a felony
 - Fraud or misrepresentation in initial certification or recertification application
 - Violation of certification examination policies
 - Non payment of required fees
 - Breach of the Commission’s Code of Ethics
- 5 Any individual whose credential has been revoked, except for a felony conviction, fraud or misrepresentation to the Commission, may re-apply for the credential after six (6) months of revocation provided that he/she submits a new application form, meets current eligibility requirements, takes the respective examination, pays all applicable fees, and lists and describes all remedial steps he/she has taken since such revocation that would tend to reflect rehabilitation.
- 6 Those convicted of a felony or committed fraud or misrepresentation to the Commission or a breach of the Commission’s Code of Ethics may apply to the Commission for reinstatement. The Commission at its sole discretion will determine what information will be required from the individual for reinstatement and the time frame in which it must be furnished to the Commission. Upon due consideration by the Board of Governors of all the facts in the case, the Board of Governors will either grant reinstatement or deny same. The Board of Governors may require retesting and/or additional fees from the applicant prior to reinstatement. The Board of Governor’s decision in the matter is final.
7. In the event the Commission learns or is informed that an individual (certified or not) is using the AC and/or CPC designation inappropriately (not in accordance with the current polices stated herein) any needed action will be taken by the Commission to substantiate the occurrence. In the event that such investigation proved to support the inappropriate use of the designation(s), the Commission will send a “Cease and Desist” letter to said person.

A draft of such letter is noted below by the Commission.

Dear [name]:

It has come to our attention that you have made an unauthorized use of the AIC Constructor Certification Commission’s “Certified Professional Constructor” (CPC) mark. As you are not currently a Certified Professional Constructor, [having never fulfilled the necessary experience and testing requirements | your designation having expired without being renewed in 200X], you are not authorized to use, or in any way represent yourself as having, the CPC designation.

As you have [never applied for the certification | been informed on January Xth, 200X that your certification was revoked], your continued use of the CPC designation constitutes an infringement of the Commission’s rights under 17 U.S.C. Section 101 et seq. and could be liable for statutory damages as high as \$150,000 as set forth in Section 504(c)(2) therein.

The Commission demands you immediately cease the use and distribution of all documents and correspondence that state or imply that you are a Certified Professional Constructor, and that you desist from this or any other infringement of the Commission's rights and authority in the future. If we have not received an affirmative response from you by [date give them about 2 weeks] indicating that you have fully complied with these requirements, we shall consider further action against you.

December 15, 2006

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Constructor Certification Commission Policy and Procedures Number 4.4

Validation of Certification Examination Specifications

Policy – A comprehensible revalidation process of the Level I and II certification examination specifications is conducted once every four years.

Responsibility – Commission, Skills and Knowledge Committee and AIC Professional Standards Committee

Procedure – The following procedures will be followed in conducting a comprehensive revalidation process for both the Level I and Level II certification examinations.

- 1 The Commission and the AIC Professional Standards Committee maintains a list of specifications for both Level I and II certification examinations on the AIC and Commission's web site and in a hard copy format.
- 2 Once every four years, the Skills and Knowledge Committee requests the Certification Manager to notify the AIC Professional Standards Committee that the examination specifications are to be revalidated. Within 60 days of receiving notification, the AIC Professional Standards Committee sends an e-mail to all Certified Professional Constructors (CPC's) in good standing informing them of the revalidation activity and requesting them to review the current examination specifications and make any suggested additions and/or deletions and/or changes in the percentages each major category contributes to the overall number of questions on the respective examination. A period of 30 days is provided for the completion of this activity.
- 3 After the 30 day period, the results of the responses received are summarized by the AIC Professional Standards Committee and provided to the Skills and Knowledge Committee. All responses are kept anonymous and are weighted equally.
- 4 The Skills and Knowledge Committee reviews the results of the revalidation process and develops a recommendation for revisions to the specifications for each examination.
- 5 The recommendations are sent to the Commission for review and approval or non-approval.
- 6 If approved, the revised specifications are sent to the Commission's Examination Committee and Examination Agency for their use in developing future Examinations and making any needed changes to any databases.
- 7 If not approved, the specifications, along with the reasons for non-approval, are returned to the Skills and Knowledge Committee for review and consideration with input requested from the AIC Professional Standards Committee. The results

of the deliberations of the Skills and Knowledge Committee will be sent to the Commission for their review and action. The sequence of activities as describe above will continue until such time as the specifications for both examinations are approved.

Last revised April 15, 2011

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American Institute of Constructors

Constructor Certification Commission Policy and Procedures Number 4.5

Responding To Communications

Policy – The Certification Manager will respond to the designation communications in accordance with the process and deadline pertaining to the respective type of communication

Responsibility – Certification Manager

Procedures – The following procedures will be followed in responding to the designated type of communication.

- I. Request for Information – A request for information is defined as an individual specific request that needs to be responded to.
 1. Upon receipt of a communication requesting information relative to the activities of the Commission and/or the examination process, the Certification Manager will respond within five working days.
 2. In the event that the information requested is of such nature that the Certification Manager does not have the information and/or authority to respond prior approval is needed by the Commission after consulting with the BOG. In that event the request is to be submitted to the Chair of the Commission within 5 days of its receipt. The Chair shall review the request and take appropriate action so as to follow up with the sender as soon as possible. At the same time the Certification Manager will send a communication to the sender informing him or her that their request is being considered and that a return response will be forthcoming within a designated time frame as identified by the Chair of the Commission.
 3. Every attempt should be made to follow up with the sender’s request within 10 working days of being receipt by the Certification Manager.
- II. Complaints – A complaint is defined as specific criticisms that requires an individual response.
 1. All complaints received by the National Office are to be sent to the Commission Chair within three working days of their receipt.
 2. Upon its receipt the Chair shall, in consultation with the Commission consider the nature of the complaint, and, if possible attempt to resolve it in the appropriate manner with the sender, if so requested. This is to be accomplished within 5 working days of being received from the National Office or directly from the sender.

3. In the case that the nature of the complaint is such that it cannot be alleviated within the 5 working days, than the Chair, will request that the Certification Manager communicate with the sender indicating that their complaint has been received and action is in progress to investigate it and that the Commission will be back in touch with him or her within 10 working days with a response which may include a final action or a status report if more time is needed. In some cases the sender will not request any follow up or that the complaint is send anonymously. In such cases the Chair will still investigate the complaint and take any needed follow up action as required depending on the nature of the complaint. Every effort will be made to investigate the complaint and resolve it within 10 working days of its receipt.
- III. Comments/Feedback – Comments/feedback is defined as any communications which are not appeals, complaints or requests for information.
1. All comments/feedback received by the National Office shall be documents and made available to the Commission at their next monthly meeting.
 2. Any needed follow up action will be taken by the Commission to utilize the comments/feedback to enhance the operations of the Commission.
- IV. Appeals
1. Refer to Policy Number 1.6

Last revised April 15, 2011

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Constructor Certification Commission Policy and Procedures Number 4.5

Review of Acceptability of Required CPD Documentation

Policy – The Commission will review the acceptability of all required CPD documentation.

Responsibility – Commission and CPD Audit Subcommittee

Procedure – The following procedures are to be followed in reviewing the acceptability of CPD documentation.

Review of CPD Affidavits

1. Utilizing the Commission’s Continuing Professional Development Requirements document (Commission Document No. 7), the Certification Manager will review the completed and signed affidavit to insure it meets the Commission’s CPD requirements.
2. If the review results in a positive outcome, the Certification Manager will inform the respective certificant that he or she has been recertified for a two year term beginning January 1 of the current year. In addition, the certificant should be sent a new wallet card, CPD document and Commission Code of Ethics.
3. If the review results in a negative outcome, the Certification Manager will communicate the results to the respective certificant requesting necessary follow up action and given thirty (30) days to do so.
4. If the corrected CPD documentation is not received within the thirty (30) days, a second notice will be sent requesting the corrected information along with notification that if not received within the above-mentioned thirty (30) days, the certificant will be placed in Inactive status and as a result will not be able to:
 - A Use the AC or CPC designation in connection with their name.
 - B Advertise that they have the respective designation.
 - C Use the designation in conjunction with any consultancy or other work.
 - D Display the respective certification certificate.
5. If the corrected CPD documentation is not received after the second thirty (30) day period, the certificant will be notified by the National Office Staff that he/she has been placed in Inactive status and if the required CPD information is not submitted by the end of the calendar year he or she will have their certification revoked in which case he or she will not be permitted to perform specific activities as noted in the Commission’s Policy and Procedures on the Use of the AC and CPC designation (Policy 4.3)

6. In the above communication Inactive certificants will be informed that in the event a certificant is not able to comply within the designated time frame due to extenuating circumstances, he or she can submit a formal written request for an extension. Written requests for extension of time must be submitted to and approved by the Board of Governors and their decision communicated in writing to the respective certificant within five days by the Certification Manager.
7. If the completed CPD documentation is not submitted to the National Office by the end of the calendar year, the certificant's designation is revoked and the individual will be notified by the Certification Manager by January 15 of the following year of same and they can no longer use the respective designation as per the Commission Policy and Procedures for the Use of the AC and CPC Designations (Policy 4.3) and will be required to return their Certification Certificate and wallet card to the National Office. Furthermore, the individual will also be informed that if they desire to become recertified in the future they must make formal application and take the respective certification examinations in accordance with current relevant Commission Policies and Procedures.

Review of CPD Audit Documentation

8. Submitted CPD Audit documentation is submitted by the Certification Manager to a member of the Continuing Professional Development Subcommittee along with a copy of the Commission's CPD Audit Subcommittee Operations Manual (Commission Document No. 23) for review for acceptance within five (5) days of receipt. The member will conduct the review within fifteen (15) days and submit his or her findings to the Certification Manager.
9. If the review results in a positive outcome, the Certification Manager will inform the respective certificant that he or she has been recertified for a two year term beginning January 1 of the current year. In addition, the certificant should be sent a new wallet card, CPD document and Commission Code of Ethics.
10. If the review results in a negative outcome, the Certification Manager will communicate the results to the respective certificant requesting necessary follow up action and given thirty (30) days to do so.
11. If the corrected CPD documentation is not received within the thirty (30) days, a second notice will be sent requesting the corrected information along with notification that if not received within the above-mentioned thirty (30) days, the certificant will be placed in Inactive status and as a result will not be able to:
 - A Use the AC or CPC designation in connection with their name.
 - B Advertise that they have the respective designation.
 - C Use the designation in conjunction with any consultancy or other work.

- D Display the respective certification certificate.
12. If the corrected CPD documentation is not received after the second thirty (30) day period, the certificant will be notified by the Certification Manager that he/she has been placed in Inactive status and if the required CPD information is not submitted by the end of the year he or she will have their certification revoked in which case he or she will not be permitted to perform specific activities as noted in the Commission's Policy and Procedures on the Use of the AC and CPC designation (Policy 4.3).
 13. In the above communication Inactive certificants should be informed that in the event a certificant is not able to comply within the designated time frame due to extenuating circumstances, he or she can submit a formal written request for an extension. Written requests for extension of time must be submitted to and approved by the Board of Governors and their decision communicated in writing to the respective certificant within five days by the Certification Manager.
 14. If the completed CPD documentation is not submitted to the National Office within the current calendar year, the certificant's designation is revoked and the individual will be notified by January 15 of the following year of same and they can no longer use the respective designation as per the Commission Policy and Procedures for the Use of the AC and CPC Designations (Policy 4.3) and will be required to return their Certification Certificate and wallet card to the National Office. Furthermore, the individual will also be informed that if they desire to become recertified in the future they must make formal application and take the respective certification examinations in accordance with current relevant Commission Policies and Procedures.

Last revised April 15, 2011

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Constructor Certification Commission Policy and Procedures No. 5.1

Committee, Panel and Task Force Responsibilities and Member Selections and Required Qualifications

Policy – The responsibilities of the Commission will be carried out in part by various committees, panels and task forces.

Responsibility – The Commission and its Board of Governors

Procedure – The determination of the responsibilities and the selection of members to serve on the Commission’s committees, panels and task forces will be done in accordance with the following procedures.

- 1 In accordance with the Commission’s Operating Guidelines, Standing committees shall be appointed by the Commission. The Standing Committees shall consist of Skills and Knowledge, Examination, and Finance. Other Standing Committees may be formed as the Board of Governors so directs. In addition, the Board of Governors may form other committees, panels or task forces for the purpose of conducting specific business.

Standing Committees

- 2 The Chairperson of each Standing Committee must be a member of either the Board of Governors or the Board of Advisors and should attend Commission meetings. The Standing Committees shall report directly to the Commission. Other members of the Standing Committees will be selected and approved by the Commission.
- 3 All Standing Committee members shall serve for one year renewable terms. Qualifications to serve on respective Standing Committees are noted in the respective Standing Committee description and their responsibility as noted below.
- 4 Standing Committees – The following are the makeup in membership and responsibilities of the current Standing Committees.

Skills and Knowledge: This committee shall have a Chair, Vice Chair and as many members as determined by the Board of Governors required to carry out its duties. The minimum qualifications to serve as a member of the committee include having attained the CPC designation and be familiar with the Commission’s Policies, Procedures and Operating Guidelines. The Skills and Knowledge Committee shall prepare and maintain the criteria for evaluating continuing professional development programs and shall review the applications for certification for compliance with certification criteria and such other duties as the Commission may assign.

Examination: This committee shall have a Chair, Vice-Chair and as many members as are required to carry out its duties. The minimum qualifications to serve as a member of the committee include having attained the CPC designation and be familiar with the Commission’s Policies, Procedures and Operating

Guidelines. The Examination Committee membership shall include at least one representative from the Examination Agency. The Examination Committee shall be responsible for developing, assessing, validating, up-dating, formatting questions on examinations and coordinating applicant appeals as well as protecting the Certification examinations and process and such other duties as the Commission may assign.

Finance: This committee shall have a Chair and Vice Chair. The Chair shall be the Commission's elected Treasurer. The minimum qualifications to serve as a member of the committee includes having attained the CPC designation and be familiar with the Commission's Policies, Procedures and Guidelines. The members of this committee shall be in addition to the Commission's Treasurer, the immediate Past Chair of the Examination Committee, the current Chair of the Commission and as many other members as required by the Board of Governors. The Finance Committee shall be responsible for preparing the annual budget, monitoring the spending of commission funds and revenues, developing, in conjunction with the Executive Director, marketing plans and such other duties as the Commission may assign.

Other Committees, Panels and Task Forces

- 5 The Chairperson of other committees, panels and task forces may be a member of the above two mentioned Boards or other individuals meeting the qualifications for the respective group as determined and approved by the Board of Governors.
6. All members of other committees, panels and task forces shall be appointed by the Chair of the Commission with input from members of the two above mentioned Boards.
- 7 Other Committees, Panels and Task Forces - The following are the makeup in membership and responsibilities of other committees, panels and task forces.

Appeals Panel: This panel shall consist of five (5) qualified individuals appointed by the Chair of the Commission to consider an appeal to an adverse decision of the Commission. To be qualified the individual must be a CPC in good standing and be familiar with the Commission's Policies and Procedures as determined by the Chair of the Commission. The Chair of the Commission will designate the person who will chair the Panel.

Vetting Committee: This committee shall consist of three qualified individuals appointed by the Chair of the Commission to review experiential criteria submitted by individual wishing to take the certification examination(s). To be qualified to serve on the Vetting Committee one must be a CPC and be familiar with, as determined by the Chair of the Commission, with the criteria required to take the certification examination(s).

Last revised December 15, 2006

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Constructor Certification Commission Policy and Procedure Number 5.2

Document Retention

Policy – The Commission will identify, retain, store, and dispose its records in an appropriate, legally sound and orderly manner.

Responsibility – Constructor Certification Commission

Procedure – The following procedure is to be followed in identifying, retaining, storing and disposing of its records.

General Information

1. Except as otherwise indicated, documents shall be retained for the number of years indicated.
2. Irrespective of the retention periods specified, upon (i) receiving notice of a lawsuit, government investigation, or other legal action against or involving the Commission, or (ii) learning of circumstances likely to give rise to such an action, proceeding or investigation, all documents in any way relating to such matter shall be preserved and safeguarded.
3. No officer, director, employee, agent or member of the Commission shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency or in relation to or contemplation of any such matter.
4. Agents of the Commission are expected to utilize documentation practices as trained and are required to comply with the documentation standards outlined in this policy. Failure to do so could result in disciplinary action, up to and including termination of contract. Agents with questions about this policy should consult with management or seek legal advice.
5. The Document Retention Officer (DRO) will maintain complete, accurate and high-quality records electronically or in local, damage-proof storage for the duration of the time periods provided for in this policy. Once any such time period is complete, the records are to be destroyed. The DRO will be an individual designated by the Executive Director, unless otherwise designated by the Commission.
6. Documents maintained solely in electronic format will be scanned and retained in highly organized electronic folders on the Commission's network in accordance with this schedule. All records or directories will be password protected and will

be physically stored on separate network servers from their original server, with access only provided to the appropriate employee(s). Daily backups will be performed and the records will be stored off site in a security warehouse that meets the Commission's strictest security handling and safety practice requirements.

7. The DRO shall be responsible for authorizing, overseeing, and ensuring that records are destroyed pursuant to this policy. Destruction of paper files and electronic media will be performed by an independent, outside service for shredding and disposal. Disposal of specific electronic files will be performed by the DRO or their designee through the use of a scrubbing program. Disposal of records or electronic media into general trash service is strictly prohibited.

8. All documents both printed and or electronic are the property of the Certification Commission regardless where they are stored or used. The electronic records will be maintained in a standard commercial format. If the hardware or software needed to read the records changes, the records will be rerecorded into the new media.

Record Retention Guidelines

Complete Records

Documents described in this section are categorized as 'Complete Records' and must be preserved in their original form to the extent possible. DRO will ensure that the complete original documents, or legally verifiable facsimiles of these documents, are retained for the periods specified.

General Organizational Records

| | |
|---|-------------|
| Statements Regarding Commission Legal Status and Amendments Thereto | Permanently |
| Operating Procedures | Permanently |
| Meeting Minutes | Permanently |
| Patents, Trademark Registrations, Copyright Registrations | Permanently |
| Property Records | Permanently |
| Certification Records | Permanently |
| Election Ballots | 5 years |
| Contracts (not otherwise specified herein) | 5 years |

Accounting, Finance and Tax Records

| | |
|--|-------------|
| Income Tax Returns and Filings | Permanently |
| Audit Reports of Accountants | Permanently |
| Cash Books | Permanently |
| Charts of Accounts | Permanently |
| Federal and State Tax Bills and Statements | 7 years |

Schedules, Ledgers and Other Documentation for Financial Statements 7 years

Bank Records

| | |
|----------------------------------|-------------|
| Bank reconciliations | 6 years |
| Deposit and withdrawal records | 7 years |
| Bank account statements | 7 years |
| Cancelled checks | 7 years |
| Check registers | 7 years |
| Accounts Payable and Receivable | 7 years |
| End-of-Year Financial Statements | Permanently |
| Budget Data | 7 years |
| Expense Accounts and Approvals | 7 years |
| Invoices after resolution | 7 years |
| Warranty Claims/Claims of Damage | 7 years |

Vendor, Executive Director (ED) and Volunteer Policies and Records

| | |
|---|-------------------------------|
| Records Related to the Formulation of Policies and Procedures | Permanently |
| Employee, Vendor, and Volunteer Handbooks | Permanently |
| Position Descriptions and Corresponding Files | Until superseded plus 3 years |

ED Personnel Files Including information and documents:

| | |
|---|-----------------------|
| Proposals | 6 years |
| Performance evaluations, appraisals, reviews and supporting documentation | 6 years |
| Documents Related to Compensation and Costs | 6 years |
| Selection Assignments and Contract Addenda | 6 years |
| ADA interactive process and disability accommodations | 6 years |
| Discrimination or harassment complaints | 6 years after closure |
| Records of investigations regarding complaints | 6 years after closure |
| Records Discipline and adverse actions | 6 years |
| Termination | 6 years |
| Resignation | 6 years |
| Retirement | 6 years |
| Accident Reports | 10 years |

Insurance Records

| | |
|--|--------------------------------|
| Insurance policies, amendments, endorsements, and certificates | Permanently |
| Audits or adjustments | 2 years after final adjustment |

Other Correspondence

| | |
|--|--------|
| E-mail and Any Files Attached Thereto (unless other provisions of this policy apply) | 1 year |
|--|--------|

| | |
|---|--------------------|
| Routine Correspondence (no acknowledgment or follow-up required) | 1 year |
| Interdepartmental or Other Commission Correspondence | 1 year |
| General Inquiries and Replies Which Complete a Cycle of Correspondence | 1 year |
| Correspondence Requesting Specific Action | 1 year |
| Correspondence Pertaining to Inconsequential Subject Matters | 1 year |
| Chronological Correspondence Files | 1 year |
| Letters Constituting All or Part of a Contract | Contract + 3 Years |
| Correspondence Important in Clarification of Certain Points of a Contract | Contract + 3 Years |
| Correspondence that may Contract Disprove Liability in Court | Contract + 3 Years |
| Correspondence that Supports CCC's Rights under Contract | Contract + 3 Years |

Electronic Media and Records

| | |
|--|-------------------------------|
| Storage media used for routine backups | 1 month |
| Web site (archive version and current version) | 3 years |
| Web site user records | 1 year |
| Source code | 5 Years |
| Copyrighted or protectable trade secrets | Life of the property |
| Databases (not including the data contained therein) | 2 years |
| Executable Software | 5 years from cessation of use |

Marketing Materials

| | |
|---|-------------|
| Archival Copy of Printed Advertisements | Permanently |
|---|-------------|

Incidental Records

Documents described in this section are categorized as 'Incidental Records.' These records do not need to be preserved in their original form, provided that all relevant information is captured, recorded and preserved. DRO will ensure that the critical transactional information contained in these documents is preserved for the period specified. The original copies of these documents and their facsimiles do not need to be preserved, and may be destroyed as soon as the DRO can be reasonably assured that the relevant information is recorded.

| | |
|-------------------------------------|---------|
| Exam Applications | 8 years |
| Routine Invoices | 3 years |
| Routine Payments Records | 7 years |
| Audit and CPD Review Submissions | 4 Years |
| Exam Site Applications | 3 Years |
| Statistical Information and Reports | 7 Years |
| Requests for Appeals | 7 Years |
| Decisions Regarding Appeals | 7 Years |

June 20, 2008

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American Institute of Constructors

Constructor Certification Commission Policy and Procedure Number 5.3

Position Descriptions

Policy – The Commission will maintain job position descriptions for the Board of Governors, Board of Advisors, Executive Staff and Testing Agency Personnel associated with the certification process and will review all descriptions annually to insure currency and make any needed changes.

Responsibility – Board of Governors

Procedure – The following are the position descriptions of individuals associated with the Commission’s certification process.

Board of Governors

The Board of Governors shall consist of 9 members, 4 of whom shall be appointed by the AIC Board of Directors, 4 of whom shall be elected by the Certified Professional Constructors (CPCs) in good standing, and one of whom shall be a Public Member. The Public Member shall be a person who is not a CPC nor derives their principal income from the construction discipline, its related organizations or certification organizations. All members, with the exception of the Public Member shall be Certified Professional Constructors (CPC) and appointed members shall also be AIC members that are in good standing. The Board of Governors shall be elected or appointed in accordance with the Commission’s Operating Procedures.

The Board of Governors serves as the governing body on those matters that come before the Commission regarding modifications to Operating Procedures, expending Commission funds, and employment of an Executive Director. All other matters shall be governed by the whole Commission for the purpose of advancing the goal of certification. Responsibilities include, but are not limited to:

- Meet as a Commission in session semi-annually to exchange ideas and to discuss means and methods for improvements of the certification process and the promotion of professionalism in construction through certification. To take action on any matters brought before the Commission. Absence from 2 consecutive Commission meetings without good cause allows removal by a majority vote of the Governors.
- Participate, between the semi-annual Commission meetings, at least monthly on conference calls and exchange e-mails on special occasion as is necessary for the conduct of business of the Commission.
- Ratify the treasurer’s reports and to review and approve an annual budget prepared by the Treasurer for operations of the Commission

- Approve the appointment of committees including committee chairs and receive committee reports and to review and take action on same.
- Research and discuss as necessary any proposed changes to the Commission's Operating Procedures and to approve any changes only by action of the Board of Governors as provided for in the Commission's Operating Procedures.
- Invite trade associations and professional societies that are associated with the construction industry to nominate a practicing individual of their respective trade or profession, to be their representative on the Board of Advisors. To review such nominations and vote on approval and/or acceptance of said nominees.
- Contract with a professional testing agency to conduct all certification examinations and to provide for an annual review of their work.
- Employ a Certification Manager with staff for the daily conduct of the business of the Commission and to review performance of paid staff on an annual basis to ensure that all matters are being handled in a current and professional manner.
- Conduct all deliberations, assignments, and duties with respect to the Commission in an honorable and professional manner that will bring credit to the Commission and the certification process.
- Promote the Commission's certification where and when appropriate to individuals, associations, the construction industry and other stakeholders.
- Chair and/or serve on any of the Commission's committees and task forces.

Board of Advisors

The Board of Advisors will be limited to 12 members and shall be composed of representatives of construction-affiliated trade, professional, and educational associations and other individual practitioners that wish to serve on the Commission to promote individual professionalism in the construction industry. Their broad knowledge, opinions, and observations shall serve to guide the decision making of the Commission for the sake of advancing the goal of certification. Membership on the Advisory Board shall be by invitation of the Board of Governors. No institution or association may have more than one representative at any one time on the Board of Advisors.

The Board of Advisors guide the decision making of the Commission, through an advisory role to advance the goal of certification. Responsibilities include, but are not limited to:

- Attend the two regular semi-annual and specially called meetings of the Commission. Absence from 2 consecutive Commission meetings without good cause allows removal by a majority vote of the Governors.
- Participate in discussions with the Board of Governors.
- Advise as to matters before the Commission.
- Vote on all members that come before the Commission except those concerning the Operating Procedures, Expenditures of Commission Funds, Election of Officers, Employment of a Certification Manager and Commission staff and specific certification issues as noted in the respective Commission Policy.

- Serve on any of the Commission's committees or task forces.
- Serve as Chair of any of the standing committees.
- Work with the Commission to promote and further the cause of certification for Professional Constructors throughout the industry.

Association Management Company

Noted herein are the job position descriptions provided by Talley Management Group (AMC) that have been reviewed and approved by the Commission.

Key Definitions

AMC - Association Management Company - The firm who is contracted to perform the Commission's administrative and technical operations.

Examination Agency - The firm who is contracted to perform the Commission's testing and psychometric operations, in coordination with the Examination Committee and AMC.

Certificant - Individual who has attained a certification.

Job Descriptions

AMC Representative - The AMC Representative is active in the review and management of all Commission's activities and manages the day-to-day aspects of AMC internal operations. The AMC Representative oversees the AMC staff, monitors workload, and ensures that the internal back-office work flows seamlessly and monitors the financial activities of the Commission. The AMC Representative is responsible for maintaining Commission relationships and ensuring satisfaction. Responsibilities include, but not limited to:

Financial

- Assists in the preparation of and monitors annual budget
- Coordinates tax preparation in a timely manner
- Reviews deposit and invoice coding prior to bookkeeper pickup
- Reviews monthly financial statements and monitors their status
- Researches discrepancies in reports
- Monitors financials for compliance with accepted financial reporting standards
- Forwards financial reports to Commission Treasurer
- Coordinates Commission audits

Human Resources

- Conducts weekly staff meetings
- Takes internal disciplinary actions when needed

- Manages evaluation process
- Evaluates employees and others as appropriate
- Conducts internal training

Client Relations

- Periodically attends Commission meetings
- Participates in strategic planning/brainstorm new initiatives
- Facilitates Commission evaluations of AMC
- Serves as liaison with Commission and addresses any issues with AMC services/performance
- Conducts periodic policy reviews
- Signs contracts and checks on behalf of the Commission with written approval by Commission
-

Certification Manager - The Certification Manager reports to the AMC President and has primary oversight responsibility for Commission activities. General duties will include management of the daily activities for the Commission, including certificant database and fulfillment, Commission relations, marketing/communications, meeting and event management, budgeting/financial concerns, and general Commission leadership.

The Certification Manager will manage the day-to-day direction and implementation of Commission's contract. The Certification Manager serves as the primary point of contact and is responsible for all operational functions including Commission liaison to the certificants, communications, and event staff, coordinating association finances with the bookkeeper, and managing outside vendors. The Certification Manager has the ultimate responsibility of ensuring that client tasks are completed properly and on time.

The responsibilities of the Certification Manager include but not limited to the following:

Administrative

- Administers Commission mission.
- Develops goals & plans for client; participate in strategic planning
- Maintains knowledge of client industry and current events
- Maintains organization of client filing system (email and hard copy)
- Receives, reviews and distributes incoming client mail
- Ensures all important administrative files are available
- Monitors client storage, track inventory of items in storage
- Monitors and maintains governance documents.
- Represents client at industry meetings and networking programs
- Builds strategic alliances
- Develops & maintains industry calendar of events
- Assists in the preparation of and monitors annual budget
- Ensures annual filings are completed

Commission Relations

- Coordination with Commission Certificants, Officers and select Committee Chairs
- Supports nomination process and manage election process
- Coordinates logistics associated with Commission meetings and events
- Attends Commission meetings and other functions
- Notes Commission meeting action items and follows up
- Assists in the design and implementation of Commission policies and governance materials,
- Assists in the development of Commission meeting agendas
- Prepares and distributes Commission meeting notices; Distributes meeting agendas, proxies, financial reports, and all post-meeting minutes, reports, and materials
- Monitors attendance at Commission meetings
- Reports to Commission on a regular basis on activities and benchmarks
- Periodically reviews scope of services

Financial

- Properly codes incoming invoices from vendors
- Provides information to bookkeeper to generate accurate financial data
- Forwards financial reports to the Commission Treasurer
- Tracks assets and liabilities
- Manages banking relationships

Communications

- Monitors/responds to Commission email; forwards relevant emails for follow up
- Oversees development of all communications
- Becomes resource and liaison for industry reporters

Certificanship

- Works with the Commission to build certification numbers and other key indicators
- Works with appropriate Commission committees to enforce admittance and maintenance requirements.

Events/Programs

- In conjunction with the Commission:
 - Develops and monitors event budgets
 - Develops and monitors event timelines
- Develops & maintains a master calendar of events for the Commission
- Attends programs: liaison with presenters, Commission, and other attendees.

Administrative Assistant (AA) - The Administrative Assistant manages the customer service aspects of the Commission operations. They are responsible for the administrative functions regarding certification and testing, programs, fundraising, communications, and

events. The Administrative Assistant reports to the Certification Manager for each client and works to ensure that assigned tasks are completed properly and on time.

The responsibilities of the Administrative Assistant include but not limited to the following:

General

- Answers phones
- Maintains organized filing system
- Effectively communicates project status with others
- Completes special projects as assigned

Administrative

- Maintains organization of Commission filing system (email and hard copy)
- Attends Commission meetings, as needed
- Maintains a master task calendar for the Commission)

Communications

- Monitors/responds to Commission mail and email; forwards relevant communications for follow up
- Provides customer service to certificants via phone and email
- Supports outreach to certificants via email updates and newsletters

Financial

- Responds to requests for taxpayer ID numbers
- Prepares check deposit and credit card reports

Certificants

- Responds to certificant inquiries
- Works with Account Director to build certificant base increase prospects
- Coordinates special Commission programs, mentor programs, career days, sponsor appreciation, recruitment campaigns, etc. Serves as liaison with Commission Committee chairs and others.

Events - In conjunction with client/Account Director/Event Director:

- Develops and monitors event timelines
- Attends programs: liaison with speaker, Commission, and certificants
- Assists in coordinating logistics associated with Commission meetings/retreats

Event Director (EvD) - The Event Department manages the logistics, registration, and staffing for Commission and other related events. The staff coordinates event communications with the Account Director and Communications Department. Services include site selection, vendor selection, volunteer management, registration tracking, day of preparation and on-site registration staffing and support. For commission meetings, the Event Director will work with the designated Commission representative(s) and Account Director.

The responsibilities of the Event Director include but not limited to the following:

Administrative - In conjunction with Certification Manager.

- Develops and monitors event budget
- Develops and monitors event timeline
- Maintains materials/supplies needed for event
- Attends Commission meetings as needed
- Coordinates and manages onsite volunteers
- Maintains event binders for all major events

Venues

- Site selection and management, including contract negotiation
- Menu planning, BEO review and approval
- Provides room set up and other needs
- Provides final counts

Registration

- Responds to registration inquiries via phone, fax and email
- Invoices attendees as necessary
- Sends registration confirmations/reminders
- Prepares name badges and recognition ribbons
- Manages onsite registration
- Generates post-event attendance reports

Programs

- Coordinates attendee needs (travel, AV, etc.)
- Manages AV needs, including Internet connections
- Manages signage
- Manages site décor
- Manages entertainment
- Coordinates with other vendors as necessary

Community Liaison - The Community Liaison is a member of the Marketing Department and is responsible for external association communications, including publications (newsletters, reports), emails (promotions, updates), and websites. The

department can either provide content or edit content provided by volunteers. The focus is on consistent association messaging, timely dissemination of information, and quality, appropriate content. The department works with the Account staff to establish production schedules and will coordinate with the Certification Manager and designated Commission members for review and approval of communications materials.

The responsibilities of the Community Liaison include but not limited to the following:

Administrative

- Develops/monitors style sheets/preference document for the Commission
- Reviews materials before distribution
- Develops communications schedule

Electronic Communications

Websites

- Continuously provides relevant and timely content for Commission websites
- Monitors websites where Commission posts information
- Updates polls on home pages
- Posts job listings (in conjunction with Account staff)
- Posts event listings (in conjunction with Account staff)
- Develops new websites as needed
- Coordinates ad/logo placement
- Coordinates relationship with website service provider
- Maintains domain registration and login information

Email

- Develops and distributes member bulletins
- Distributes other announcements as needed

Professional Testing Corporation

Noted herein are the job position descriptions provided by Professional Testing Corporation that have been reviewed and approved by the Commission.

President/CEO – The President/CEO Performs the chief executive and chief operating officer roles for the Testing Company. The President/CEO reports to the Commission Chair and performs the following:

Primary Job Duties:

- Formulate and execute major policies, programs, and objectives to promote and ensure the company's continuing success and growth.
- Execute the strategic and tactical operational growth plans for the company, with particular emphasis on continued expansion into new products and markets.

- Take a leadership role in formulating and articulating the company's vision and mission.
- Achieve maximum efficiency and profit objectives through the efforts of a strong management team.
- Establish and maintain strong relationships with client leadership teams.
- Foster an achievement-oriented culture based on continuous learning principles where employees are motivated and rewarded for both individual and team contributions.

Director of Technical Services (Systems Analyst) – The Director of Technical Services reports to the President/CEO and is responsible for the information technology services, including hardware and software, of clients and employees of Testing Company.

The job duties of the Director of Technical Services are as follows:

- Analyze, design, and oversee development of computer programs and systems to effectively and efficiently serve the clients and employees of Testing Company, and when necessary, customize or add new features to meet their needs.
- Develop web sites for clients and maintain an updated web site for Testing Company.
- Maintain the computer network and other equipment in an updated and fully operational capacity.
- Specify hardware needs and software design for the company.
- After reviewing options and cost, make purchase decisions for necessary hardware and software.
- Ensure that equipment and hardware are kept maintained and up-to-date, including purchase and renewal of appropriate licenses.
- Analyze, design and oversee development of programs and systems to effectively and efficiently serve the clients and employees of Testing Company, and when necessary, customize or add new features to meet their needs.
- Train employees in the proper use of technology.
- Provide technical consulting to clients.
- Design forms, both online and scannable, for the examination process.
- Assist with design of client handbooks, maintaining necessary technical limitations for printing.
- Coordinate the scheduling of print jobs to ensure proper inventories of printed materials.
- Design statistical and other reports as needed by Testing Company and its clients.
- Design client surveys as needed, and provide analysis and reports of the resulting statistics.

- Ensure that daily back-up of all programs and data is performed appropriately by staff.
- Ensure that the confidentiality of test data is maintained at all times.
- Assist in preparation of proposals for possible new business for the corporation.
- Respond to routine requests from clients via telephone, written correspondence, and/or email.
- Supervise the work of staff who are involved in any of the above duties.

Last revised April 15, 2011

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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 – Commission Board of Governors

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.
 - H. Pay the Association Chapter \$50.00 for each Level II (CPC) examination administered by the Association Chapter.
 - I. 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 Chair of the CCC 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 Chair of the Commission will take needed corrective action.

Last revised April 15, 2011

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American Institute of Constructors

Constructor Certification Commission Policy and Procedures Number 5.5

Conflict of Interest

Policy – The Commission is to adhere to this policy which (1) defines conflicts of interest; (2) identifies classes of individuals within the Commission covered by this policy; (3) facilitates disclosure of information that may help identify conflicts of interest; and (4) specifies procedures to be followed in managing conflicts of interest.

Responsibility – Commission Board of Governors

1. Definition of conflicts of interest. A conflict of interest arises when a person in a position of authority over the Commission may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to such persons.
2. Individuals covered. Persons covered by this policy are all Commission members.
3. Facilitation of disclosure. Persons covered by this policy will annually disclose or update to the Chair of the Commission on a form provided by the Commission (Commission Document 19) their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.
4. Procedures to manage conflicts. For each interest disclosed to the Chair of the Commission, the Board of Governors will determine whether to: (a) take no action; (b) assure full disclosure to the Board of Governors and other decision-making bodies of such interest; (c) ask the person to recuse himself or herself from voting on related decisions by decision-making bodies within the Commission; or (d) ask the person to resign from his or her position in the Commission. The Commission's Secretary will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the Chair or the Board of Governors in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred. The Secretary shall maintain and annually update a file of disclosure statements signed by the individuals subject to this Policy.

If the conflict of interest arises in connection with the activities of any deliberative body (e.g., the Commission), a notation must be made in the minutes of any meeting at which deliberation, consideration or vote on the transaction or matter at issue is undertaken indicating that the individual with a conflict or potential conflict of interest was excused from the meeting during the time that voting on the transaction or matter was undertaken, and did not vote on the transaction or matter. In addition, in all cases in which the

Commission considers a transaction or matter in which a member of the Commission has a perceived or actual conflict of interest, the Board of Governors shall obtain and rely upon appropriate data as to comparability (e.g., compensation levels paid by similarly situated organizations; or quotes or bids from at least three vendors who perform the same or similar services as those being proposed by the officer or director or the organization in which such individual has an interest). The Board of Governors shall adequately document the basis for its determination (e.g., evaluation of the individual whose compensation is being determined and the basis for determining that the individual's compensation was reasonably based on comparability data; or evaluation of the services being proposed and documentation that the choice of a particular vendor was made based on objective factors).

October 10, 2010

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Appendix A

American Institute of Constructors Constructor Certification Commission Policy and Procedure

Definitions

Policy - Specific terminology used in the Commission Policies and Procedures will adhere to consistent definitions.

Responsibility – Board of Governors

Procedures - The following definitions will apply for the noted terms utilized throughout the Commission Policies and Procedures.

Academic Program Director – The current administrative head of the construction or construction-related education program or in the case of non-construction education programs the educational institutions Registrar

Acceptable Construction Experience Equivalencies – Number of years of practical experience in the field of construction that can, as determined by the Commission be used to qualify to take the Level One Certification Examination. Experiential credits are awarded based on the type of experience as noted in the Commission Policy and Procedures for Educational and/or Experiential Criteria to Take Certification Examinations.

Accredited educational program – construction or construction related program that is accredited by a nationally recognized accreditation agency

Accredited educational institution – a post-secondary educational institution accredited by one of the nationally recognized regional accreditation agencies

AIC – American Institute of Constructors – Parent organization of the Constructor Certification Commission.

AIC Professional Standards Committee – The Committee of AIC that is responsible for maintaining and revalidating the specifications (competencies) for the Level I and Level II certification examinations.

Constructor Certification Commission Multiple-Choice Item Writing Guidelines – A document detailing the standards for questions and examples used on the certification examinations. This document is publicly available at all times on the Commission website, and is available upon request for interested individuals who contact the Commission National Office.

Appeals Panel – Five qualified individuals appointed by the Chair of the Commission to consider an appeal to an adverse decision of the Commission. To be qualified the individual must be a CPC in good standing and be familiar with the Commission's Policies and Procedures as determined by the Commission's Chair. The Chair of the Commission will designate the person who will chair the Panel.

Appellant – An individual appealing an adverse decision of the Commission.

Applicant – An individual who is submitting an application to take either of the certification examination.

Board of Advisors - Composed of representatives of construction-affiliate associations, baccalaureate construction education programs and other individual practitioners that wish to serve on the Commission to promote individual professionalism in the construction industry. All members of the Board of Advisors shall be professional educators or practitioners in the industry. Membership on the Board of Advisors shall be by invitation of the Board of Governors. The Board of Governors shall review and approve all individuals nominated to the Board of Advisors.

Board of Governors – Consists of nine members of which four are elected by Certified Professional Constructors, four are appointed by the AIC, and one Public member selected by the eight (8) Board of Governor’s members. The Commission is the sole authority responsible for governing, maintaining and promoting Constructor Certification.

Commission - Constructor Certification Commission - a semi-autonomous unit of the American Institute of Constructors charged with managing and directing the Constructor Certification program and its Associate Constructor (AC) and Certified Professional Constructor (CPC) certifications. The Commission is composed of a nine member Board of Governors and a twelve member Board of Advisors.

Candidate – An individual who has passed the respective certification examination but has not provided all required information or documentation necessary to complete the certification process associated with the examination.

Certificant – A person who has completed all requirements necessary for either the AC or CPC certifications, including the examination associated with that certification.

Certification Manager - The Constructor Certification Commission main administrator.

Certification Number – A unique number assigned to each AC and CPC certification issued by the Constructor Certification Commission.

Examination Agency – A professional testing agency with which the Commission has contracted with to facilitate the examination process.

Examination Agency Staff - – The Examination Agency Executive Director and/or his/her designated staff person.

Examination Committee - The Examination Committee shall be responsible for developing, assessing, validating, up-dating, formatting questions on examinations and coordinating applicant appeals as well as protecting the Certification examinations and process and such other duties as the Commission may assign. The Examination Committee shall consist of a Chair, Vice Chair and as many qualified members, as defined in the Commission’s Operating Procedures, as deemed necessary by the Board of Governors to accomplish the work of the committee. In addition, the Examination Committee shall include one or more members of the Examination Agency.

Examination Proctor (Proctor) – The individual or individuals who have been identified as the proctor(s) for the certification examination(s).

Examination Site Administrator (Administrator) – The person who has been named as the administrator of a specific approved examination site.

Fee Schedule – A list of all fees charged by the Commission.

Inactive Certification Status – A category a certificant is placed in when not meeting specific requirements as noted in the Commission Policies and Procedures.

National Office – The Constructor Certification Commission’s physical offices where the Executive Director and staff are located.

Qualificant – An individual who has applied for and has been determined to be qualified to take either of the certification examinations.

Revoked Certification Status – A category in which individuals are placed when not meeting all recertification requirements or for misusing the AC or CPC designation.

Skills and Knowledge Committee - The Skills and Knowledge Committee shall prepare and maintain the criteria for evaluating continuing professional development programs and shall review the applications for certification for compliance with certification criteria and such other duties as the Commission may assign. The Examination Committee shall consist of a Chair, Vice Chair and as many qualified members, as defined in the Commission’s Operating Procedures, as deemed necessary by the Board of Governors to accomplish the work of the committee. .

Vetting Committee – Committee of at least three qualified individuals appointed by the Chair of the Commission to review experiential criteria submitted by individual wishing to take the certification examination(s). To be qualified to serve on the Vetting Committee one must be a CPC and be familiar with, as determined by the Chair of the Commission with the criteria required to take the certification examination(s).

December 15, 2006

Last revised April 15, 2011

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Appendix B

American Institute of Constructors Constructor Certification Commission

List of Formal Documents

Policy – The Commission will maintain a formal list of all standard documents utilized in the constructor certification process.

Responsibility – Certification Manager

Procedure – The following is a list of the standard documents utilized by the Commission is the constructor certification process.

Document No. 1 - Certification Examinations for Level I and Level II Handbook for Candidates

Document No. 2 – Examination Application Form

Document No. 3 – Examination Admission Slip

Document No. 4 - Examination Experience Eligibility Evaluation Form

Document No. 5 – Certification Certificate

Document No. 6 – Certification Wallet Card

Document No. 7 – Continuing Professional Development Requirements

Document No. 8 – Commission Code of Ethics

Document No. 9 – Commission Multiple-Choice Item Writing Guidelines.

Document No. 10 - Commission Examination Committee Polices, Procedures and History for Developing Constructor Certification Examinations

Document No. 11 - Commission Test Administration Policies and Procedures.

Document No. 12 - Personal Data Sheet

Document No. 13 – Problem Based Scenerios Item Writing Guide

Document No. 14 – Non-Disclosure Writing Examination Questions Statement

Document No. 15 – Operations Manual for AIC Constructor Certification Commission Examination Committee

Docuemnt No. 16 – Operations Manual for AIC Constructor Certification Commission Examination Committee Item Writing Sub-Committee

Document No. 17 – Qualitative and Quantitative Evidence Collected for Validation of the Constructor Certification Process

Document No. 18 – Examination Item Writing Form

Document No. 19 – Conflict of Interest Form

Document No. 20 – Appeal Form

Document No. 21 – Operations Manual for AIC Constructor Certification Commission Examination Committee Writing Skills Scoring Sub-Committee

Last revised April 15, 2011

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Appendix C

American Institute of Constructors Constructor Certification Commission Policy and Procedures

Fee Schedule

Policy – The Commission will maintain a schedule of all of its fees.

Responsibility – Board of Governors

Procedures – The following are the fees associated with applying and taking the Level I and Level II certification examinations and the maintenance of certification.

Application Fees

Level I Examination - \$155.00

Level II Examination - \$405.00

Level II Examination Exempt from Level I Examination - \$535.00

Late Fees

Late submittal of application for both examinations - \$75.00

Late CPD Maintenance fee for both Certificant Classifications - \$25.00

Application Refunds

Level I Examination - \$90.00

Level II Examination - \$190.00

Level II Examination Exempt from Level I Examination - \$310.00

Reexamination Fees

Level I Examination - \$ 110.00

Level II Examination - \$170.00

Rescheduling Fee

Either Examination - \$110.00

Examination Preparation Study Guides

One electronic copy of the examination preparation study guide for the respective certification test is provided as part of the application fee. Additional copies are available at a cost of \$15.00 each for the Level I examination and \$50.00 each for the Level II

examination. Hard copies are also available for a cost of \$45.00 each for the Level I examination and \$100 each for the Level II examination.

Certification Maintenance Fees

AC Annual Fee - \$50.00
CPC Annual Fee - \$50.00

This fee is waived if the certificant is a member of AIC.

Reinstatement Fee

Both levels of certificants - \$50.00 per year plus \$25.00 a year late fee.

Appeals

Denial of admission to take examination:

- Level I Examination - \$40.00
- Level II Examination - \$50.00

Failure of Certification Examination

- Level I Examination - \$25.00
- Level II Examination - \$50.00

Denial of initial certification:

- Level I Examination - \$30.00
- Level II Examination - \$60.00

Denial of renewal of certification:

- Level I Examination - \$25.00
- Level II Examination - \$50.00

Revocation of active certification status

- Level I Examination - \$50.00
- Level II Examination - \$100

March 23, 2010

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Appendix D

American Institute of Constructors Constructor Certification Commission

List of Approved Certification Examination Sites

Policy – The Commission will maintain a list of all approved certification examination sites.

Responsibility – National Office Staff

Procedure – The following is a list of approved certification examination sites.

| Location Code: | Institution Name: |
|-----------------------|--|
| MO004 | AGC of St. Louis |
| TX007 | AGC San Antonio |
| NY004 | Alfred State College |
| AZ003 | Arizona Builder's Alliance |
| AZ001 | Arizona State University |
| AL001 | Auburn University |
| ID001 | Boise State University |
| OH001 | Bowling Green State University |
| UT001 | Brigham Young University |
| CA001 | California Polytechnic State University |
| CA006 | California State University - Northridge |
| CA004 | California State University - Sacramento |
| CA008 | California State University, Fresno |
| CT001 | Central Connecticut State University |
| WA001 | Central Washington University |
| SC001 | Clemson University |
| CO001 | Colorado State University |
| NC001 | East Carolina University |
| KY001 | Eastern Kentucky University |
| MI001 | Eastern Michigan University |
| MI002 | Ferris State University |
| IL001 | Illinois State University |
| IN001 | Indiana State University |
| IA001 | Iowa State University |
| AR001 | John Brown University |
| TX009 | Lamar University |
| LA003 | Louisiana State University |
| CO003 | Mesa State College |

| | |
|-------|---|
| MI003 | Michigan State University |
| WI001 | Milwaukee School of Engineering |
| MN005 | Minnesota State Moorhead At North Hennipen CC Campus in Brooklyn Park, MN |
| MN002 | Minnesota State University - Mankato |
| MN001 | Minnesota State University - Moorhead |
| MO003 | Missouri State University |
| MO002 | Missouri Western State University |
| MT001 | Montana State University |
| ND001 | North Dakota State University |
| TX001 | North Lake College |
| AZ002 | Northern Arizona University |
| OK001 | Oklahoma State University |
| PA001 | Penn State Harrisburg |
| PA003 | Pennsylvania College of Technology |
| KS002 | Pittsburg State University |
| RI001 | Roger Williams University |
| SD001 | South Dakota State University |
| LA002 | Southeastern Louisiana University |
| IL002 | Southern Illinois Univ - Edwardsville |
| AZ004 | Sundt Construction |
| TX008 | Sundt El Paso |
| CA007 | Sundt San Diego |
| NY002 | SUNY - College of Env. Science |
| PA002 | Temple University |
| TX002 | Texas A&M University |
| TX006 | TEXO, The Construction Association |
| TX005 | The University of Texas at Arlington |
| OH003 | University of Akron |
| AK001 | University of Alaska |
| AR002 | University of Arkansas - Little Rock |
| MO001 | University of Central Missouri |
| FL002 | University of Florida |
| TX004 | University of Houston |
| ME001 | University of Maine |
| MD001 | University of Maryland - Eastern Shore |
| NE001 | University of Nebraska - Lincoln |
| NE002 | University of Nebraska, Lincoln at Omaha |
| NV001 | University of Nevada Las Vegas |
| FL003 | University of North Florida |
| IA002 | University of Northern Iowa |
| OK002 | University of Oklahoma |
| ME002 | University of Southern Maine |
| MS001 | University of Southern Mississippi |
| OH004 | University of Toledo |
| WA002 | University of Washington |

| | |
|-------|---------------------------------|
| WI003 | University of Wisconsin - Stout |
| VA001 | Virginia Tech |
| WA003 | Washington State University |
| WS001 | Wayne State University |
| UT002 | Weber State University |
| NC003 | Western Carolina University |

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