



CONSTRUCTOR CERTIFICATION EXAMINATION APPLICATION



This application is the first step towards earning the Associate Constructor or Certified Professional Constructor credential. Please complete all sections fully and accurately in clear, legible handwriting or type. All qualifying employment experience information must be completed at the time of application. The completed application and full payment must be made at the time of application.

Submit your application to:

Mail: AIC
19 Mantua Road, Mount Royal, NJ 08061 USA
Email: info@aic-builds.org
Fax: 856-423-3420

There is no membership requirement to apply for the AC or CPC exams, AIC Members and nonmembers will be evaluated equally on the application and examination. The AIC does not discriminate on any basis, including race, sex, age, religion, national origin, sexual orientation or disability. Additional information can be found in the Candidate Handbook found online at www.professionalconstructor.org. Requests for testing accommodations pursuant to the ADA should be made by the time of registration. For further assistance please contact AIC staff at 703-683-4999 or info@aic-builds.org.

Section 1

Applicant Information

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Dr. Applicant Name: _____

Title of Present Position: _____

Organization: _____

Preferred Email: _____

Business Address: _____

City/State/Zip: _____

Business Telephone: _____

Home Address: _____

City/State/Zip: _____

Home Telephone: _____ Personal Email: _____

Which address should be used for official mailed AIC correspondence? ☐ Business ☐ Home

Are you currently certified as an Associate Constructor? ☐ Yes ☐ No

Year you became AC Certified: _____ AC Certification #: _____

Section 2

Payment and Examination Selection

A late fee of \$25 is applied to any application received after the application late fee deadline.

Examination Selection:

____ Associate Constructor Examination

____ 1st Time Application Fee (\$175 for paper/pencil, \$200 for computer-based/university-proctored, \$235 for computer-based/test-center proctored)

____ Re-Application Fee (\$155)

____ Certified Professional Constructor Examination

____ 1st Time Application Fee (Current Associate Constructor - \$575)

____ 1st Time Application Fee (Non-Associate Constructor - \$675)

____ Re-Application Fee (\$500)

Payment Information:

____ Check (Payable to AIC) ____ Visa ____ American Express ____ MasterCard ____ Discover

Cardholder Name: _____

Credit Card Account #: _____

Expiration Date: _____ CVV #: _____

Signature: _____

University Voucher Code: _____
(Only for participating University Programs)

Section 3

Qualifying Information

University Students:

____ I am applying for the Associate Constructor Examination and am currently enrolled as a student within a participating Construction program and within 12 months of graduation. (If this applies to you, skip the remaining qualifying information section)

____ I certify that I will be within 12 months of graduation at the time I sit for the Associate Constructor Examination.

University Name: _____

Results Release:

____ I authorize my exam results to be released to my university and for my university to confirm my graduation in order to obtain the AC designation upon passing the examination.

University to Receive Results: _____

Qualifying Education:

If applying for the AC examination and you are not currently a student OR are applying for the CPC examination please select any of the following that you have completed.

Advanced Degree (Select the most appropriate, if any)

____ MS Degree in Construction or Management Program, such as MS or MBA.

____ Doctorate Degree related to construction management or education.

University Attended: _____

Major & Graduation Date: _____

University Attended: _____

Major & Graduation Date: _____

Bachelor's Degree (Select the most appropriate, if any)

___ Bachelor of Science degree from an accredited construction program, such as Construction Management.

___ Bachelor of Science degree from an accredited construction-related program, such as architecture or Civil Engineering.

___ Any other 4-year degree.

University Attended: _____

Major & Graduation Date: _____

University Attended: _____

Major & Graduation Date: _____

Associates Degree (Select the most appropriate, if any)

___ Associate degree from an accredited program with a concentration in construction.

___ Associate degree not related to construction

University Attended: _____

Major & Graduation Date: _____

University Attended: _____

Major & Graduation Date: _____

Qualifying Experience:

If applying for the AC or CPC examination using experience as part of your qualifying information, please complete the following section. Please enter the number of years for each type of experience. Please note that Executive, Supervisory and PM experience is 1 year of actual work time = 1 year of qualifying experience. All other experience types are 1 year of actual work time – $\frac{3}{4}$ year of qualifying experience. To qualify for the AC exam using experience or education, you must have 4 years of qualifying experience and/or education. To qualify for the CPC examination a current AC must have 4 years of qualifying experience since obtaining the AC, 2 years in a position of project responsibility. To qualify for the CPC examination without an AC certification, individuals must have 8 years of qualifying experience and education, 2 years' experience in a position of project responsibility.

_____ Executive, Supervisory, and Project Management Experience

_____ Technical Work (Estimating, QC, Engineering, etc...)

_____ Administrative Work (Management level support, such as finance, safety, etc...)

_____ Teaching and Research

_____ Supervision of Specialty Trades

Additional Documentation

_____ I have included a copy of my resume with this application.

_____ I have completed copies of the Construction Experience Verification Form with this application. (This form must be completed to verify your experience. Each portion of experience should have a corresponding form. This could mean that several forms may need to be completed by current or past employers)

Section 4

Examination Date and Location

The AC examination is administered at many universities across the United States and at times at other locations. Most conduct the examination on the twice-annual national examination date, however some may have an alternate date. To review a current list of examination sites please check <https://www.aic-builds.org/ac-level-1-certification>.

The CPC examination is offered at many professional examination centers throughout the United States. The examination is typically offered within the Commission published twice-annual two-week time frame, however there may be exceptions. Upon being approved by the Commission to take the examination, individuals will be notified as to where and how to arrange to sit for it. The location will typically be the examination site closest to the applicant's home residence. However, if the applicant wishes to take it at some other approved examination site, arrangements can be made with the Certification Manager at least 4 weeks before the beginning of the two-week designation examination time frame.

Associate Constructor Examination Location Code: _____ (This is a 5-digit code, i.e. OH004, TX002)

Which examination period would you like to schedule your examination for?

_____ Spring _____ Fall _____ Year

Candidate Statement:

I affirm that the information provided in this application is true and accurate to the best of my knowledge.

I understand that any false information is grounds for disqualification or revocation of my certification. I have read and understand the candidate handbook and certify that I have filled out this application in accordance with the instructions.

Print Name: _____

Signature: _____ Date: _____

Section 5

Optional Information

The following information is optional. Information related to race, age and gender is requested only to comply with general guidelines pertaining to equal opportunity. Such data is only used in statistical analysis summary in aggregate and do not affect test results.

Race:

☐ African American ☐ Hispanic ☐ Caucasian ☐ Asian ☐ Native American ☐ No Response

Age Range:

☐ Under 25 ☐ 25-29 ☐ 30-39 ☐ 40-49 ☐ 50-59 ☐ 60+ ☐ No Response

Gender:

☐ Male ☐ Female ☐ No Response

Application Checklist

☐ Exam Fees – Be sure to complete the information above or submit a check with your application.

☐ Education Information – Be sure to submit any education transcripts to verify education qualifications.

☐ Graduation Information – Be sure your school is listed and you release your score if needed by your school.

☐ Work Experience – Be sure to submit completed construction experience verification forms.

☐ Resume – If qualifying with experience you must submit a resume with your construction experience verification form. Students are exempt from submitting a resume.

☐ Submission - Send application and documents to info@professionalconstructor.org or mail to our national office.

**AMERICAN INSTITUTE OF CONSTRUCTORS
CONSTRUCTOR CERTIFICATION COMMISSION**

CONSTRUCTION EXPERIENCE VERIFICATION FORM

INSTRUCTIONS: This form must be completed as part of your Certified Professional Constructor examination application. Fill out one form for each block of experience that you are using as part of your Qualifying Experience. This may mean use of multiple forms. Each form must be signed by a supervisor certifying the work experience claimed. This form should be submitted to the AIC along with your exam application. Applications are not reviewed or approved without this form.

Candidate Name: _____ **Job Title:** _____

Employer Name: _____

Experience Information:

____ Executive ____ Technical ____ Administrative ____ Teach/Research ____ Trade Supervision

Start Date (MM/YYYY): _____ End Date: _____

Describe your job responsibilities and projects during your time. (You may use a separate sheet to expand your submission)

Candidate Signature: _____ Date: _____

Supervisor/Certifier Information:

Name: _____ Title: _____

Company: _____ Email: _____

Phone: _____ City & State of Office: _____

I hereby certify that I have read the preceding work and job descriptions provided by the candidate and that the information is an accurate description of their role and duties.

I certify that I have direct knowledge of the candidate's duties, and supervised, oversaw and/or evaluated their work during the time period claimed.

I certify that the information provided here by the candidate is true and accurate to the best of my knowledge.

Certifier Signature: _____ Date: _____