

American Institute of Constructors
Constructor Certification Commission

Candidate Handbook for the Certified
Professional Constructor Examination



American Institute of Constructors
19 Mantua Road
Mount Royal, NJ 08061 USA
P: +1-703-683-4999
E: info@professionalconstructor.org

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Introduction

The American Institute of Constructors (AIC) Constructor Certification Commission (“Commission”) certification process gives you a formal international recognition of the education and experience that defines you as a professional equal to those of other professionals in the construction industry such as architects and engineers. The Commission knows you are committed to serving the construction industry in a professional and ethical manner, and can help you develop and improve your skills and knowledge to meet increasing challenges in our discipline through an internationally recognized certification process. Unlike licensing, certification is a voluntary, non-governmental process acknowledging the acquisition of education and experience-based proficiencies of a practicing construction professional – the Constructor.

The certification process is based on meeting designated educational and/or experiential qualifications to sit for one or both comprehensive examinations – Level I Associate Constructor (AC) examination and Level II Certified Professional Constructor (CPC) examination. The CPC examination is administered twice a year, in the spring and fall, at PSI testing centers throughout the United States and parts of Canada.

The Constructor Certification Commission understands the importance of impartiality and potential conflicts of interests in carrying out its certification activities. The Commission guards against impartiality by closely following its Operating Procedures (Commission Document No. 1) and its Policies and Procedures.

Furthermore, the Commission effectively manages conflicts of interest and objectivity by training systems put in place and detailed within Commission Policy 5.9. These systems ensure that the Commission operates in an independent and impartial manner.

Completing an Application

Candidates may apply for the CPC exam by applying via the online application or completing a PDF/Paper Application. All sections of the application are required, except for the section specifically marked as optional. The Commission will not process incomplete applications. Applications are accepted online at www.professionalconstructor.org. Payment is required at the time of application. Candidates who fail to qualify for the examination will have their registration fee refunded. Applications must be received by the application deadline.

Part 1 – Candidate Information

Please provide your current mailing address and contact information. This address will be used to mail your examination scores. The email provided will be the AIC’s main method of contact; please provide one that will be current and active between now and the time scores are released approximately 4 weeks after the testing period has ended.

Part 2 – Education Information

Please indicate the number of work years for each section of Qualifying Experience. One year of work should be considered 2,000 hours worked in a single year. Indicate the education you have received as well. AIC may ask for documentation to substantiate your education as well.

Parts 3 & 4 – Work History Information and Experience References

If you are qualifying for the examination using Qualifying Experience, please complete this section of the application. Please provide your detailed work history and reference contact information on the Experience Reference page. The AIC reserves the right to audit your submission by contacting listed supervisors to verify your information.

Part 5 – Optional Information

This section is optional. This information is only reviewed in aggregate to comply with equal opportunity reporting requirements.

Part 6 – Registration Information Please see “Eligibility Requirements” on page three of this handbook to see which registration category you are eligible for and choose the category on this page of the application.

Benefits of Certification

Certification benefits all parties involved in the construction industry, since it raises the standards of professional practice.

Benefits to the Constructor

- Internationally recognized certification of construction management skills and knowledge.
- Analysis of individual strengths and weaknesses.
- Enhances the Constructor image as a professional to your employer, clients, and the public.
- Provides a marketable credential that sets you apart.

Benefits to the Employer

- Independent assessment of an employee's skills and knowledge.
- Improves marketability to clients.
- Assurance that employees will continue to hone their skills, through the required Continuing Professional Development program.

Benefits to the Owner

- Assurance that their projects will be managed more effectively.
- Qualification as a means to pre-qualify contractors.
- Knowledge that their contractor management team will maintain the highest degree of professionalism.

Eligibility Requirements

To apply for the examination, all applicants must:

1. Agree to abide by the AIC Constructor Code of Conduct. (Review the Constructor Code of Conduct in this Handbook before you proceed. By applying for the examination, you agree to uphold these principles.)
2. Meet the minimum requirements to sit for the examination. (Review the eligibility requirements later in this Handbook for more details.)
3. Complete and file an application. (Apply online at <http://www.professionalconstructor.org>. Fill out all required sections and include all educational and/or experiential documentation.)
4. Pay all required fees. (Review the fee schedule later in this Handbook, and include full payment with your online application.)

Certified Professional Constructor Examination Eligibility Requirements

The requirements for taking the CPC (Level II) examination are different depending on whether you have already received the AC certification.

ACs who are applying for the CPC examination should refer to the Regular Registration (AC Upgrade) section below. Applicants who do not hold the AC certification should apply using the Exempt Registration requirements.

Registration Qualification (AC Upgrade)

To qualify as an AC Upgrade, you must meet the following:

Your AC certification must be in good standing. (If you are not sure of your certification status, please write to info@ProfessionalConstructor.org.)

-And-

Have 4 years of either Qualifying Experience or Qualifying Education since earning your AC, or some combination of these two.

-And-

At least 2 of the minimum 4 years in a position where you had overall responsibility for delivery of a project or a substantial portion of a project (for example, as a Project Manager, Superintendent, etc).

Exempt Registration (Non-AC Upgrade)

If you are not an AC and would like to take the CPC examination, you must have met all the following requirements by the time you apply:

8 years of Qualifying Experience, Qualifying Education, or some combination of these two.

-And -

At least 2 of the 8 years in a position where you had overall responsibility for delivery of a project or a substantial portion of a project (for example, as a Project Manager, Superintendent, etc).

Qualifying Education

“Qualifying Education” is formal education (such as at an accredited University or other full-time learning) that counts toward your qualification requirements to sit for the examination.

The CPC Examination does not have a minimum educational requirement, so you may take the examinations even if you have no academic degrees. But, if you do not have any Qualifying Education then you must make up the difference with Qualifying Experience.

Years of Qualifying Education are counted as follows:

- 2 Years – Graduate degree in a construction or management program, such as MS, MBA, PhD, etc. (Note that the Bachelor’s Degree that preceded the graduate degree counts for additional years of qualifying education)
- 4 Years – Bachelor of Science degree from an accredited construction program, such as Construction Management
- 3 Years - Bachelor of Science degree from an accredited construction-related program, such as Architecture or Civil Engineering
- 2 Years – Any other 4-year degree
- 2 Years - Associate degree from an accredited program with a concentration in construction
- 1 Year – Associate degree not related to construction
- No Credit – High School and Vocational Schools

Qualifying Experience

“Qualifying Experience” is work experience in construction management and related fields that counts toward your qualification requirements to sit for the examination. Generally speaking, one year of work in construction management counts for one year of Qualifying Experience.

How years of Work are Counted

One year of work is defined as at least 2,000 hours of work in a single 12-month span. If you worked more than 2,000 hours in a single year, this still counts as only one year.

However, if you worked less than 2,000 hours in a single year, you may combine hours from 2 or more years to meet the definition of “a year of work.”

Amount of Qualifying Experience per Year of Work

All work related to construction counts toward qualifying for the examination. However, work other than construction management may count for less Qualifying Experience than construction management work.

Executive, Supervisory, and Project Management Work

Full Credit: 1 qualifying year per 1 year of work

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

Technical Work

Partial Credit: 3/4 qualifying year per 1 year of work

Construction related work such as estimating, quality control, scheduling, architecture and/or project engineering.

Administrative

Partial Credit: 3/4 qualifying year per 1 year of work

Management level work in areas supporting the construction process, including purchasing, finance, safety, and/or marketing.

Teaching and Research

Partial Credit: 3/4 qualifying year per 1 year of work

Teaching construction coursework at a post-secondary institution or conducting construction research within a governmental agency or university setting. Conducting peer-reviewed academic research related to construction.

Supervision of Specialty Trades

Partial Credit: 3/4 qualifying year per 1 year of work

Direct, first-line management of craft persons, including foremen, general foremen, and craft superintendents.

Examination Fees

First-Time Fees

The following fees apply only to the first time you sit for an examination. Applicants receive access to a PDF Study Guide.

Level II (CPC) Applications: AC Upgrade \$575.00
For current ACs who are taking the Level II examination

Level II (CPC) Applications: AC Exemption \$675.00
For Level II applicants who are not AC certified

Level II (CPC) Re-Examination Fee \$500.00
You may retake the examination as many times as you need until you pass. Only your final, passing score will be counted for certification. The fees for retesting are different from the fees for 1st-time applicants.

Payment

All examinations must be paid in full by the examination date. Payment can be made by check, money order, or credit card. Credit cards accepted include Visa, MasterCard, and American Express.
Please make checks payable to: **AIC CONSTRUCTOR CERTIFICATION COMMISSION**

Examination Administration

The Level 2 – Certified Professional Constructor Examination is administered daily, during specified testing windows, excluding holidays, at computer-based testing facilities managed by Assessment Systems. AS has several hundred testing sites in the United States, as well as Canada. Scheduling is done on a first-come, first-serve basis. After approval to sit for the CPC Examination you will be contacted by the AIC to schedule your examination date and location. Hours and days of availability vary at different centers.

Scheduling your Examination

Once your application has been received and processed and your eligibility verified, you will be sent an email from AIC confirming receipt of payment and acceptance of application. Within six weeks prior to the first day of the testing period, you will be sent a Scheduling Authorization via email from AIC.

The Scheduling Authorization will indicate how to schedule your examination appointment as well as the dates during which testing is available. Appointment times are first-come, first-serve, so schedule your appointment as soon as you receive your Scheduling Authorization to maximize your chance of testing at your preferred location and on your preferred date.

Your current driver's license, passport, or U.S. Military ID must be presented to gain admission to the testing center. AS also recommends you bring a paper copy of your Scheduling Authorization and your appointment confirmation with you to the testing center.

After you make your test appointment, AS will send you a confirmation email with the date, time and location of your exam. Please check this confirmation carefully for the correct date, time and location.

It is your responsibility as the candidate to call AIC if you have not received your Scheduling Authorization email at least three weeks prior to the start of your testing period.

It is your responsibility as the candidate to schedule the examination appointment.

It is highly recommended that you become familiar with the testing site prior to the test date.

Arrival at the testing site at the appointed time is the responsibility of the candidate. Please plan for weather, traffic, parking, and any security requirements that are specific to the testing location. Late arrival may prevent you from testing.

Changing your Examination Appointment

Rescheduling

Candidates unable to take the exam during their originally scheduled testing period may request a one-time transfer to the immediate next testing period. A transfer request must be made in writing (info@professionalconstructor.org) and the transfer fee of \$225.00 submitted within 30 days of the originally scheduled testing period.

Cancellations

If you need to cancel your examination appointment or reschedule to a different date within the same two-week testing period, you must contact AS at 763-447-3207 no later than noon, Eastern Standard Time, of the second business day PRIOR to your scheduled appointment.

Please note: Canceling your examination appointment without contacting the Commission will result in a forfeit of examination fees. Be sure to choose your examination period carefully before applying for the examination.

Exceptions and Emergencies

In certain circumstances, you may reschedule or cancel your examination at no charge. In most cases, only medical emergencies and national service (such as military deployment) qualify for no-fee rescheduling.

Special Testing Needs

The AICCCC supports the intent of and comply with the Americans with Disabilities Act (ADA). AIC will take steps reasonably necessary to make certification accessible to persons with disabilities covered by the ADA.

Special testing arrangements may be made upon completion of an examination application. Requests must be made during registration to accommodate the time it takes to make special accommodations for candidates. Please provide medical documentation to verify any special needs requirements.

Please use this Form if you need to bring a service dog, medicine, food or beverages needed for a medical condition with you to the testing center.

Information supplied on the Request for Special Accommodations Form will only be used to determine the need for special accommodations and will be kept confidential

Re-Examination

You may retake the examination as many times as you need until you pass. Only your final, passing score will be counted for certification. The fees for retesting are different from the fees for 1st-time applicants.

To retake the examination, please fill out a new application at www.professionalconstructors.org.

Rules for the Examination

1. You must present your current, government issued photo ID (such as a driver's license or passport) at the time of your scheduled appointment. Candidates without their valid ID will NOT be permitted to test.
2. All electronic devices that can be used to record, transmit, receive, or play back audio, photographic, text, or video content, including but not limited to, cell phones, laptop computers, tablets, Bluetooth devices; all wearable technology such as smart watches; MP3 players such as iPods, pagers, cameras and voice recorders are not permitted to be used and cannot be taken into the examination room.
3. No papers, books, or reference materials may be taken into or removed from the examination room.
4. Any type of trigonometric calculator is permitted. Any hand-held or battery or solar operated calculators are also permitted, provided they do not have alpha keyboards, printing capabilities or programming functions. Calculators in cell or smartphones or other handheld devices are not permitted.
5. No questions concerning content of the examination may be asked during the examination session. The candidate should read carefully the directions that are provided on screen at the beginning of the examination session.
6. Candidates are prohibited from leaving the testing room while their examination is in session, with the sole exception of going to the restroom.

Admission Process

When you submit your application, the Commission will send you an email confirming that your application has been processed. This email does not confirm that you are eligible for the examination, only that your application was received and was complete.

Within five weeks of the examination, you will receive another notice letting you know whether you are

eligible to sit for the examination.

If ineligible: Your application and payment will be returned to you with an explanation of why you are not eligible. If you applied for the examination early enough, you may be able to correct any problems in time to take the examination.

If eligible: You will receive communication from the Commission congratulating you on your acceptance. Five weeks prior to the start of the testing period, you will receive an emailed Scheduling Authorization from AIC. This notice will have directions on setting up your testing appointment.

Who Administers the Examination Process

The Examination Process is administered for the Constructor Certification Commission by the American Institute of Constructors.

When You Will Get Your Results

At the end of the examination, candidates will receive a printout that confirms their completion of the examination. Candidates will receive an unofficial test results report prior to leaving the testing center. The minimum passing score is 130 and the maximum is 175. Candidates are not eligible to use the CPC credential until their official score is received. AIC will email official score reports to candidates within four to six weeks after the close of the testing period whether they have officially passed or failed the examination. Score reports will detail your performance on the major areas of the examination, the passing score, and your total score.

If you pass the examination, you will also receive details on how to complete the certification process. If you do not pass the examination, you will receive details on how to retake the examination in the future, and a summary of the appeals process if you disagree with the score.

Appeals

You may appeal any adverse decision made by the Commission, such as being denied permission to take the examination, or being denied a passing score on the examination. All appeals are reviewed by an independent appeals panel.

A small appeal fee applies to all appeal requests, but this fee is refunded if the appeal is decided in your favor. Please visit www.professionalconstructor.org or contact the Commission at 703.683.4999 for forms and details on the appeal process.

Confidentiality

The Commission will never release your test scores or pass/fail status without your written permission.

If you are taking the examination as part of a university program that requires your score, you must fill out the "Score Release" form on your answer sheet on the day of the examination. The Commission will not release your score to your school if you do not sign this form.

Content Overview – CPC Examination

The Level II - Professional Constructor Certification Examination is a computer-based examination composed of 175 multiple choice, objective questions with a total testing time of 4 hours. The minimum passing score is 130.

The Level II (CPC) Examination is weighted by subject category in terms of the percent of the total number questions as follows:

I.	PROJECT SCOPE DEVELOPMENT	20%
II.	EMPLOYMENT PRACTICES	5%
III.	WORKING RELATIONSHIPS	5 %
IV.	CONSTRUCTION START-UP AND SUPPORT	8 %
V.	CONSTRUCTION RESOURCE MANAGEMENT	18%
VI.	CONSTRUCTION COST CONTROL	18%
VII.	PROJECT CLOSEOUT	8%
VIII.	CONSTRUCTION RISK MANAGEMENT	12%
IX.	ETHICS	6 %

Content Outline – CPC Examination

The following is a breakdown of the major categories:

- I. PROJECT SCOPE DEVELOPMENT
 - a. Project Participants' Roles
 - i. Owner
 - ii. Architect
 - iii. Engineer
 - iv. Professional Constructor
 - v. Government Agencies
 - b. Conceptual Estimating
 - i. Assemblies Estimating
 - ii. Model Area Estimating
 - iii. Scope Development Classification Systems
 - c. Budget Monitoring
 - i. Project Budget
 - ii. Construction Budget
 - iii. Contingency
 - d. Design Schedule
 - i. Schematic Design Schedule
 - ii. Design Development Schedule
 - iii. Bid Scope Development Schedule
 - iv. Procurement and Lead-time Schedule
 - e. Design Review/Recommendation Process
 - i. Schematic Design Schedule
 - ii. Design Development Schedule
 - iii. Bid Scope Development Schedule
 - iv. Procurement and Lead-time Schedule
 - f. Cost Analysis Design Phases
 - i. Value Engineering
 - ii. Value Analysis
 - iii. Life Cycle Costing
 - iv. Variance Analysis
 - v. Constructability
 - vi. Feasibility
 - g. Site Analysis
 - i. Environmental Conditions

- ii. Site Conditions, Site Survey, and Geological Conditions
 - iii. Regulatory Agencies, Permits
 - h. Bid Scope Development
 - i. Trade Bid Packages
 - ii. Bid Breakdown and Proposal Form Requests
 - i. Bid Document Development
 - i. Notice to Bidders, Instructions to Bidders, Addenda, General Requirements
 - ii. Pre- Qualification of Bidders
 - iii. Pre- Bid Meetings
 - j. Bid Analysis and Selection/Recommendations
 - i. Construction Bid Scope Analysis
 - ii. Subcontractor and Vendor Evaluation
 - k. Construction Contracts and Construction Schedule
 - i. Construction Contracts
 - ii. Construction Project Schedule with Lead Times, Inspections
- II. EMPLOYMENT PRACTICES
 - a. Employment Law
 - i. Equal Employment Opportunity
 - ii. Americans with Disabilities Act
 - iii. Immigration Act
 - b. Discrimination Law
 - i. Hiring Discrimination
 - ii. Employment Discrimination
 - iii. Sexual Harassment
 - iv. Hostile Work Environment
 - c. Management Responsibilities
 - i. Management Liability
 - ii. Employment Documentation
 - d. Construction Labor Law
 - i. Davis-Bacon Act
 - ii. Fair Labor Standards Act
 - iii. Norris-LaGuardia Act
 - iv. National Labor Relations Act
 - v. Labor-Management Relations Act (Taft- Hartley Act)
 - vi. Doctrine of Separate Gates
 - vii. Minority Goals
- III. WORKING RELATIONSHIPS
 - a. Team Building Skills
 - i. Leadership Qualities
 - ii. Team Strengths and Weaknesses
 - iii. Communication and Listening Skills
 - iv. Minimize Interpersonal Conflict
 - v. Coaching Skills
 - b. Presentation and Facilitation Skills
 - i. Meeting Preparation
 - ii. Meeting Leadership Skills
 - iii. Roberts Rules of Order
 - iv. Meeting Documentation
 - c. Problem Solving and Negotiation Skills
 - i. Problem Identification/Root Causes
 - ii. Problem Solving Methods
 - iii. Dispute Resolution Skills
- IV. CONSTRUCTION START- UP AND SUPPORT
 - a. Job Site Set-Up
 - i. Field Office(s)
 - ii. Material Receiving, Storage, Truck Routes, Lay Down and Staging Areas
 - iii. Temporary Facilities
 - b. Site Procedures
 - i. Field Documentation Procedures
 - ii. Public Relations
 - iii. Submittal Schedule and Procedure

- iv. Quality Control Procedures
 - v. Sustainability Considerations
- V. CONSTRUCTION RESOURCE MANAGEMENT
 - a. Project Progress
 - i. Submittals
 - ii. Production Control
 - iii. Project Records
 - b. Material Control
 - i. Design and Government Regulations
 - ii. Material Components and Unit Cost
 - iii. Procurement Process
 - c. Subcontractor Control
 - i. Subcontractor Progress
 - ii. Subcontractor Coordination
 - d. Tools and Equipment Control
 - i. Maintenance and Operation Records
 - ii. Equipment Production
 - iii. Operator Qualifications
 - e. Personnel Control
 - i. Qualifications Evaluation
 - ii. Performance Evaluation
 - iii. Training
- VI. CONSTRUCTION COST CONTROL
 - a. Cost Comparison and Forecasting
 - i. Budgets and Cost Breakdown Structure
 - ii. Productivity Rates and Earned Work hours
 - iii. Forecast Costs at Completion
 - b. Changes and Claims Impact
 - i. Changes and Cost Impact
 - ii. Crashing and Schedule Impact
 - c. Contract Interpretation
 - i. Changes
 - ii. Notification
 - d. Progress Payment Terms
 - i. Subcontractor and Vendor Evaluation
 - ii. Partial Lien Releases
 - e. Title/Ownership
 - i. Financial Statements
 - ii. Financial Calculations and Ratios
- VII. PROJECT CLOSEOUT
 - a. Closeout Process
 - i. Punch Lists
 - ii. Substantial Completion
 - iii. Final Completion
 - iv. Occupancy
 - v. Commissioning Start-up and Owner Personnel Training
 - vi. Demobilizing Site
 - b. Claims Closeout Procedures
 - i. Resolution
 - c. Documentation Turnover
 - i. Warranty Protocol
 - ii. Owner and Operating Manuals
 - iii. Project Record Documents (As-Builts)
 - d. Final Payment Procedures
 - i. Retainage
 - ii. Lien Releases
 - iii. Final Draw
- VIII. CONSTRUCTION RISK MANAGEMENT
 - a. Risk Assessment
 - i. Accident and Injury Statistics and Costs
 - ii. Project Uncertainty and Risk Allocation

- iii. Loss Ratio and Risk
- b. Workers' Compensation Costs and Liability
 - i. Workers' Compensation and Experience Modification Rating
 - ii. Criminal Liability and Due Diligence
 - iii. Project Management Safety Liability
- c. Safety Process and Culture
 - i. Behavior-Based Safety
 - ii. Safety Management Techniques
 - iii. Safety Orientation
 - iv. Pre-Task Safety Planning
 - v. Workplace Focused Safety (Drugs)
- d. Safety Procedures and Documentation
 - i. General Duty Clause
 - ii. Multi-Employer Work Sites
 - iii. Written Documentation Requirements
 - iv. Confined Space Requirements
 - v. Scaffolds
 - vi. Lock- out, Tag-out requirements
 - vii. Hazardous Communication and MSDS
 - viii. Fall Protection and PPE
 - ix. Excavation

IX. ETHICS

- a. Business Ethics
 - i. Bidding, Procurement and General Public/Media
 - ii. Reputation and Confidentiality
- b. Professional Practice Ethics
 - i. Constructor Code of Conduct

Sample Questions

1. An owner/client states the life expectancy to be designed into a 15' wide x 30' long on-grade link built between two warehouse facilities is 10 years. Which of the following wall systems is most appropriate, based on cost considerations?
 - a. Structural steel columns, 6" metal studs, 26 gauge metal siding, and 6" batt insulation
 - b. 6" load-bearing studs, 26 gauge metal siding, and 6" batt insulation
 - c. 6" load-bearing studs, brick exterior, and 6" batt insulation
 - d. Structural steel columns, 6" metal studs, brick exterior, and 6" batt insulation

2. Who is responsible for the storage of materials on the site during the construction phase?
 - a. Subcontractor who signed the delivery receipt
 - b. Supply company that did not get receipt signed
 - c. All individuals sharing in the profits of the project
 - d. Person specifically assigned responsibility in the contract documents

3. Subcontractors' bids for the mechanical work on an upcoming project are received. Sub A is low by \$10,000. Each bidder has completely covered the scope. Sub B mentions after the bids are opened that there is \$12,000 in the bid for pipe roller hangers that were not specified but were included in the bid because it would provide a better job for the owner. Which of the following is the most appropriate action?
 - a. Issue a contract to Sub A based on the submitted bid
 - b. Issue a contract to Sub B based on the submitted bid
 - c. Ask Sub A to resubmit using the non-specified hangers
 - d. Reduce Sub B's bid by the additional \$12,000, eliminating the non-specified hangers, and issue a contract

Answers to sample questions: 1.B, 2.D, 3.A

References for the CPC Examination

References for the Level II examination can be found on the AICCCC website:

<http://www.professionalconstructor.org/default.asp?page=ExamReferences>

Constructor Code of Conduct

All examination applicants and certified constructors agree to uphold the following basic principles of professionalism and ethics.

- I. A Constructor shall maintain full regard to the public interest in fulfilling his or her professional responsibilities to the construction industry.
- II. A Constructor shall not engage in any deceptive practice or any practice that creates an unfair advantage for the Constructor or another.
- III. A Constructor shall not maliciously or recklessly injure or attempt to injure the professional reputation of others.
- IV. A Constructor shall insure that when providing a service that includes advice, such advice shall be fair and unbiased.
- V. A Constructor shall not divulge to any person, firm or company, information of a confidential nature acquired during the course of professional activities.
- VI. A Constructor shall carry out responsibilities in accordance with current professional practice.
- VII. A Constructor shall keep informed of new concepts and developments in the construction process relative to his or her responsibilities.