### Applicant Information

<table>
<thead>
<tr>
<th>LAST NAME (Print uppercase letters)</th>
<th>FIRST NAME</th>
<th>MIDDLE NAME</th>
<th>SUFFIX (Jr., Sr., III, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CURRENT MAILING ADDRESS:** (Your admission notice will be mailed to this address.)

- **School or Business Name (if this is a school or business address):**
- **Number, Street, and Apartment or Suite Number:**
- **City:**
- **State/Province:**
- **Zip/Postal Code:**

**PERMANENT MAILING ADDRESS:** (Your examination results will be mailed to this address.)

- **School or Business Name (if this is a school or business address):**
- **Number, Street, and Apartment or Suite Number:**
- **City:**
- **State/Province:**
- **Zip/Postal Code:**

**Daytime Phone**

- - -

**Evening Phone**

- - -

**E-mail Address**

### Qualifying Examinations Information

**FOR WHICH EXAMINATION ARE YOU APPLYING?**

- O Level I: Associate Constructor (AC)
- O Level II: Certified Professional Constructor (CPC)
- AC Upgrade: I am Associate Constructor #
- AC Exemption: I am requesting a waiver from taking the Level I Exam. Please fill out page 4, and include this along with a resume with your application.

**HAVE YOU TAKEN THIS EXAMINATION BEFORE?**

- ♦ Yes
- O No

If yes, Examination Date: ________________ Examination Level ___

### Examination Date:

[ ] [ ] [ ] [ ] [ ]

**PREFERRED LOCATION TO TAKE EXAMINATION:**

(See handbook for listings, or visit www.ProfessionalConstructor.org)

**Special Testing Request**

I am requesting special testing accommodations due to a disability, military obligation, or religious restriction. I have read and understand the special testing policy described in the handbook. I have included documentation describing my request.
### Qualifying Education

**Advanced Degree** (Select the most appropriate option, if any)
- **MS degree in a construction or management program, such as MS or MBA**
- **Doctorate Degree related to construction management or education**

**Bachelor's Degree** (Select the most appropriate option, 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**

**Associate Degree** (Select the most appropriate option, if any)
- **Associate degree from an accredited program with a concentration in construction**
- **Associate degree not related to construction**

**Graduating Senior**
- **Graduating senior at a 4-year construction management program**
  - I certify that I will be within 9 months of graduating from this program by the time I sit for the exam.
  - I authorize the Commission to release my score and pass/fail status to my university, and to confirm that I have graduated once I have completed my degree.

**Name of university:**

### Qualifying Experience

*You must fill out a copy of Page 4 of this application for each position you held. See the “Qualifying Experience” section of the Handbook for more details about experience requirements.*

**Executive, Supervisory, and Project Management Work**

**Technical Work (estimating, quality control, engineering, etc)**

**Administrative Work (management level support, such as finance, safety, etc)**

**Teaching/Research**

**Supervision of Specialty Trades**

### Optional Information

Note: Information related to race, age, and gender is optional and is requested only to assist in complying with general guidelines pertaining to equal opportunity. Such data will be used only in statistical summaries and will in no way affect your test results.

**Race:**
- **African American**
- **Asian**
- **Hispanic**
- **Native American**
- **White**
- **No Response**

**Age Range:**
- **Under 25**
- **25 to 29**
- **30 to 39**
- **40 to 49**
- **50 to 59**
- **60+**

**Gender:**
- **Male**
- **Female**

### 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 the 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.

I agree to uphold the Constructor Code of Conduct.

**CANDIDATE SIGNATURE:** ___________________________ **DATE:** ___________________________

**PRINT NAME:** __________________________________________
EXAMINATION FEES

1st Time Examination

The following fees apply only to the first time you sit for a particular examination. All first-time applicants receive a study guide for either the Level I or Level II examination.

- Level I (AC) Applications .................................................. $155.00
- Level II (CPC) Applications: AC Upgrade .......................... $405.00
  For current ACs who are taking the Level II exam
- Level II (CPC) Applications: AC Exemption ....................... $535.00
  For Level II applicants who are not AC certified

All Other Examination Fees

- Late Fee .................................................................................. $20.00
- Rescheduling Fee (less than 30 days from exam) ............... $110.00
- Level I (AC) Reexamination Fee .......................................... $110.00
- Level II (CPC) Reexamination Fee ................................. $170.00

APPLICATION CHECKLIST

Check the list below carefully to be sure that you have included all the information needed for your application. Your application will be delayed and may be rejected if you do not include all of the information requested.

Examination Fees

- Online payment by credit card, or check or money order included with application.
- Page 1 completed filled out
- Page 2 completed filled out, and signed

If You are Using Education to Qualify

- Official transcripts from educational institutions at which all degrees were earned.

If You are Qualifying as a Graduating Senior

- All fields under the 'Graduating Senior' section filled out.
  (You do not need to send documentation of your graduating senior status. We will contact you for documentation after you graduate.)

If You are Using Work Experience to Qualify

- A copy of the Construction Experience Certification Form (page 4) included with your application, for each block of experience you claimed, in addition to a resume.

CONTINUE ON PAGE 4.
CONSTRUCTION EXPERIENCE CERTIFICATION FORM

FILL OUT ONE COPY OF THIS PAGE FOR EACH BLOCK OF QUALIFYING EXPERIENCE THAT YOU ARE USING TO QUALIFY FOR THE EXAM. YOU DO NOT NEED TO FILL OUT THIS SECTION FOR JOBS THAT YOU ARE NOT USING TO QUALIFY FOR THE EXAM.

EACH COPY OF THE CONSTRUCTION EXPERIENCE CERTIFICATION FORM SHOULD BE SIGNED BY A SUPERVISOR WHO WAS/IS FAMILIAR WITH YOUR WORK IN THAT POSITION.

EMPLOYER: __________________________

ADDRESS: __________________________

TYPE OF EXPERIENCE: 
☐ Executive  ☐ Technical  ☐ Administrative  ☐ Teaching/Research  ☐ Trade Supervision

FROM: _________  TO: _________

DESCRIBE JOB RESPONSIBILITIES IN DETAIL AND LIST TYPE OF PROJECT(S) PERFORMED:
(ADDITIONAL SHEETS MAY BE USED BUT MUST ALSO BE SIGNED BY CANDIDATE AND CERTIFIER)

YOU MAY SUBMIT ADDITIONAL MATERIALS TO DESCRIBE YOUR EXPERIENCE (SUCH AS RESUMES OR JOB DESCRIPTIONS), AS LONG AS THEY PROVIDE THE SAME INFORMATION THAT IS REQUESTED ON THIS PAGE.

CANDIDATE NAME: (please print) __________________________

CANDIDATE SIGNATURE: __________________________  DATE: _________

CERTIFIER/EMPLOYER INFORMATION

(First)  (Middle)  (Last)

NAME: __________________________

TITLE: __________________________

COMPANY/INSTITUTION: __________________________

ADDRESS: __________________________

(City)  (State)  (Zip)

EMAIL ADDRESS: __________________________

IF FURTHER INFORMATION IS REQUIRED I MAY BE REACHED AT (______) _____________

I HEREBY CERTIFY THAT I HAVE READ THE PRECEDING WORK AND JOB DESCRIPTION PROVIDED BY THE CANDIDATE, AND THAT IT 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 PERIOD CLAIMED.

I CERTIFY THAT THE INFORMATION PROVIDED HERE THE CANDIDATE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

CERTIFIER SIGNATURE: __________________________  DATE: _________