

**AMERICAN INSTITUTE OF CONSTRUCTORS  
CONSTRUCTOR CERTIFICATION COMMISSION DOCUMENT NO. 22**

**SKILLS AND KNOWLEDGE COMMITTEE APPLICATION VETTING  
SUBCOMMITTEE OPERATIONS MANUAL**

**Introduction:**

As a member of the AIC Constructor Certification Commission's Application Vetting Subcommittee, you play an important role in determining the eligibility of applicants wishing to sit for the Level I (AC) and Level II (CPC) certification examinations. The Commission thanks you for your service in volunteering to support this critical component of the certification process.

This manual will provide a general overview of the Application Vetting Subcommittee, as well as answer some specific questions you may have about the review process. If you have any further questions, you are encouraged to contact the Commission's National Office at the number listed below for additional guidance.

**Purposes of the Subcommittee:**

General Purpose:

To maintain the rigorous eligibility standards established by the Constructor Certification Commission for individuals applying to take the Level I and Level II certification examinations, which lead to the Associate Constructor and Certified Professional Constructor certifications.

Specific Purpose:

To ensure that applicants for the Level 1 (AC) examination who apply for the examination via professional experience (instead of educational credit) meet the eligibility requirements for and professional experience.

To ensure that applicants for the Level 2 (CPC) examination meet the eligibility requirements for education and professional experience.

**Authority and Policy:**

Constructor Certification Commission Policy 1.3 is the basis of the responsibility and authority delegated to the Application Vetting Subcommittee.

**Meetings:**

The Application Vetting Subcommittee does not have regularly scheduled meetings, nor are its members required to travel to other meetings of the Commission or AIC. Because of this, the committee does not have formal votes or deliberations.

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Twice per year, during each application period, subcommittee members evaluate applications for the certification examinations. Each application is sent to one subcommittee member. If the decision of that member is not to approve the application, the Commission will send it to a second member of the subcommittee for review without the recommendation of the first member. If the second member of the subcommittee does not approve the application the Commission will notify the respective applicant of the negative outcome which can be appealed in accordance with Commission Policy 1.6. In the event the second subcommittee member approves the application, it will go to the Commission Chair for his or her review and action. If the Chair does not approve the application, the respective applicant will be so notified and can appeal the decision.

Members of the Application Vetting Subcommittee submit their approval or denial of applications directly to the CCC National Office by the requested dates.

**How to Evaluate Applications:**

Level I and Level II certification examinations are held every spring and fall nationwide, usually in early April and early November. The deadlines for these applications are February 1 for the spring exams and September 1 for the fall exams. As the deadline for each examination cycle approaches, you will receive a number of applications from candidates, which you are asked to evaluate to determine if the individuals are qualified to sit for the exams. These applications may arrive one at a time, or in groups, depending on how quickly these applications are submitted to the Commission's National Office.

An evaluation form will be sent along with each application you receive. You are asked to fill out the evaluation form by the deadline specified in the letter that will come with the form(s). If you feel that you are *unable* to perform the evaluations before the requested deadline, we ask that you let us know *as soon as possible* so that we can make alternate arrangements.

In each application, the three items you are primarily looking to verify are:

**Sufficiency:** That there are enough years of valid professional experience and/or education to meet the requirements. A summary of what constitutes valid experience is included in this manual under "Acceptable Experience and Education."

**Validity:** That the experience is applicable to the construction profession.

**Accuracy:** That the experience is documented well enough for you to reasonably and sufficiency evaluate the validity of the application information.

All of these points are inherently subjective, but applications must be evaluated as fairly as possible with regard to the applicants' overall qualifications. If for any reason you feel that you

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will not be able to judge an applicant fairly, please inform the Commission National Office that you will not be evaluating that application, so that we can make other arrangements. This also applies if you have a professional or relationship with the applicant, or other potential conflict of interest.

This manual is intended to provide all the information you may need to review exam applications. If you would like additional information about any part of the process, please contact the National Office.

**General Qualifications for CPC Applicants:**

To qualify to take the Level II (CPC) examination, applicants must meet the minimal educational qualifications of a Bachelor of Science (BS) degree in a field related to construction. If they lack a BS degree, they must prove an additional 4 years of construction experience to fulfill the educational requirement.

In addition to the educational requirement, they must have 4 years of acceptable professional experience at the time of application beyond their baccalaureate educational minimums. If the educational requirements are not fully met, the applicant must be able to document a total of 8 years minimum experience. In all cases, acceptable professional experience must include a minimum of 2 years managing the execution of construction work.

Because many of the requirements for the examinations are inherently subjective, members of this subcommittee will frequently need to exercise prudence and judgment in determining eligibility: professional constructors come from many different backgrounds, and not all qualified applicants fit neatly into the qualifications as they are defined. Reviewers are encouraged to use their best professional judgment in evaluating well-qualified applicants that do not meet the requirements precisely.

More specific definitions of some of the qualifications described in this section are included at the end of this manual.

Level 1 Exemption - Many applicants for the Level II certification examination request exemption from having to take the Level 1 exam. In these cases, the experience and education used to qualify for Level I and II examinations must be fully documented the same as if the applicant were applying for each examination level separately.

**General Qualifications for AC Applicants:**

Nearly all Level I certification examination applications are approved administratively by the Commission National Office staff. However, there are occasionally Level 1 examination applications that request to qualify through professional experience rather than, partially or totally through education. Those applicants are evaluated by the Application Vetting

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Subcommittee by the same process as for approving Level II examination applications.

To qualify to take the Level I examination, individuals must meet at least one of the following educational and/or experiential criteria:

1. Graduate degree from a construction education program in an accredited college or university.
2. Baccalaureate degree from an accredited construction education program
3. Baccalaureate degree from an accredited construction-related education program such as architecture and engineering, plus one year of acceptable professional experience.
4. Any Baccalaureate degree from an accredited educational institution plus two years of acceptable professional experience.
5. Associate degree from an accredited construction education program plus two years of acceptable professional experience; or
6. Any Associate degree from an accredited educational institution plus three years of acceptable professional experience; or
7. Four years of acceptable professional experience.

Only applicants who request to qualify by means of the last 5 requirements (the requirements with an experience component) will be sent to the Application Vetting Subcommittee for review. An applicant who meets any of the above requirements may be approved to take the Level I certification examination. There is no management requirement to take the Level I exam as there is to take the Level II certification examination.

### **Acceptable Experience and Education**

Acceptable Education:

The CCC National Office staff reviews the completeness of the educational requirements for applicants. This definition is included for your reference.

To be counted toward the educational requirements, any bachelor's degree or advanced degree must be in a field related to construction, and be from an accredited institution. For the purpose of evaluating academic degrees, a "Field Related to Construction" is any degree that imparts skills immediately useful to the management of construction work.

Examples of acceptable degrees might be Civil Engineering, Architecture, master of Business

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Administration, etc. Degrees in Construction Management are always considered acceptable.

Certifications, certificates and other non-degree coursework are not counted towards this requirement.

Acceptable Professional Experience:

Any of the general areas described below can be considered acceptable professional experience for the purposes of qualifying to take the examinations. Experience is scaled according to its overall applicability to construction management according to the list, that is, duties that are less applicable to the management of construction work are given less weight than actual management.

- 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 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 year experience 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.

Example:

An applicant for the CPC exam (which requires seven years of acceptable professional experience) has 5 years experience as an estimator for ABC General Contractors, and 3 years experience as a Project manager for XYZ construction, Inc.

The 5 actual years of estimating experience is worth 3.75 years of experience credit (since estimating falls under “Technical” and is worth  $\frac{3}{4}$  of a year) and the 3 years as a PM are worth 3

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years (since Project Management falls under “Executive/Supervisory” and is work full credit).

The 3.75 years of credit from estimating, plus the 3 years from project management add up to 6.75 years, which is short of the requirement. The applicant is not qualified at this time, but will probably qualify for the next exam since they only  $\frac{1}{4}$  of a year in additional credit.

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