

**AMERICAN INSTITUTE OF CONSTRUCTORS**  
**CONSTRUCTOR CERTIFICATION COMMISSION DOCUMENT NO. 23**

**SKILLS AND KNOWLEDGE COMMITTEE CONTINUING PROFESSIONAL  
DEVELOPMENT AUDIT SUBCOMMITTEE OPERATIONS MANUAL**

**Background**

In order for a certificant to maintain their certification, he/she must earn a minimum of 32 Continuing Professional Development (CPD) credits in every two year cycle. The cycle starts on Jan 1, following the year in which they became certified, and ends on December 31 of the second year. The Commission document Continuing Professional Development Requirements details how the credits are earned and awarded. The program is composed of two types of credits, one for Education and the other for Service and Leadership. Of the Commission's 32 CPD credits requirement, 20 credits must be in the Education category and the remaining 12 credits, or a portion thereof, can come from the Service and Leadership category. However, all 32 credits can be from the Education category alone. Credits may not be carried over from one cycle to the next.

Every two years all individuals whose certifications are to expire, will be required to submit evidence of completion of the minimum required 32 CPD credits upon request from the Commission. The evidence will either be a correctly completed and signed CPD Affidavit or required Audit documentation. The majority of certificate holders will be asked to sign a statement (Affidavit) attesting that they have earned the required number of CPD credits for the cycle. The Commission National Staff will review and verify that the Affidavit was completed correctly and signed. Ten percent of the certificate holders will be selected by the Commission National Staff utilizing a random numbering process each cycle for a physical audit of the documentation they have verifying the credits claimed. In the case of a formal audit, the Commission National Staff will notify the selected certificate holders to make copies of all of the supporting documents and mail them to the Commission. In addition, the Commission Staff will send a list of the certificant names to be audited. When the documents are received by the Commission they will be sent to members of the CPD Audit Subcommittee for review and approval.

**Audit of Education Credits**

The Commission believes that it is important for construction professionals to continue to upgrade their management and technical skills over time. Most professional organizations have this requirement. The Commission does not maintain a list of approved providers of continuing education programs and wishes to allow for the widest possible latitude of the types and subject matter of courses taken by our certificate holders. However, each course, seminar or workshop must meet certain basic requirements for the certificant to be able to earn Education credits associated with each. Credits are awarded in "contact hours". This means one Education credit is awarded for each nominal hour (50 minutes) of class, seminar or workshop time. An example would be a course conducted at a major construction trade show that is listed as three hours. The actual time in the class room may be only 2 hours and 30 or 45 minutes as breaks are often included. This course would be accepted as a 3 hour one and be awarded 3 CPD credits. Dinner meetings with speakers will be given education credits for the time of the speaker's presentation only not the entire time of the event. If the speaker's presentation lasts one hour then it will earn one CPD credit. If it is only thirty minutes, then it will earn 0.5 CPD credits. All these credits must be documented as noted below. The Commission will accept any course, seminar or workshop that is related to the certificate holders business or professional interest. The class, course or seminar must be a formal one and not an informal gathering of company individuals to

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discuss some topic of common interest. However, if a company sponsors a training seminar for their employees it would count toward being awarded CPD credit with the proper documentation.

**Acceptable Documentation Required for the Award of Education Credits**

In order for the Commission to award the requested CPD Education credits, its CPD Audit Subcommittee must review the documentation for the following information:

1. Name of title of course, class or seminar
2. Date given
3. Duration of the course, class or seminar in hours of instruction time
4. Sponsoring group or organization
5. Name of instructor or teacher presenting the course, class or seminar
6. Location, where was the course, class or seminar was held or given.
7. Formal verification that states that the certificant actually attended the respective course, seminar or workshop such as their name on a official roster of participants, a receipt for payment for the course, course, seminar or workshop, official signed letter stating that the certificant attended or similar documentation.

The CPD committee will review the documentation they receive against the requirements stated above and determine the amount of CPD Education credits to be awarded. This number will be entered on the CPD Audit form included in this guide. If no documentation is received by the committee, no credit will be given for this portion of the credits. If documentation is insufficient, the committee will note this on the form and the Commission's Executive Director will contact the certificant to request additional documentation.

**Audit of Service and Leadership Credits**

The purpose of awarding Service and Leadership credits is to encourage certificate holders to participate in the construction industry by serving on committees and boards that improve the industry and community. The Commission provides for a wide latitude in what groups or meetings for which it can award credit. The participation can be either in industry organizations such as AGC, ABC, AIC, ACCE, ASA, Industry Advancement Councils at universities etc. or civic and charitable organizations like Boy Scouts or Habitat for Humanity. What is not acceptable for CPD credit would be membership in sporting groups such as soft ball clubs and bowling leagues, bridge groups or similar groups or programs that primarily benefit the individual and not the industry or community. A certificant earns 1 CPD credit for each hour spent at meetings and conferences or activity participation. If the certificant is in a leadership role in the organization such and President, Chair, Director, Treasures etc, they will be awarded a bonus of .25 hrs of credit in addition to the 1.00 hour for attendance.

In addition, if the certificant is a member in good standing of the American Institute of Constructors (AIC) he or she is awarded one credit for each year of membership in the two year cycle for a maximum of 2 CPD credits per cycle. Finally, the Commission will award one CPD credit for every four potential examination questions submitted and accepted by the Commission.

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Documentation Required for the Award of Service and Leadership Credits

In order for the Commission to award the requested CPD Service and Leadership credits, its CPD Audit Subcommittee must review the documentation for the following information:

1. Name of organization or group
2. Purpose of organization or group
3. If in leadership position, what position
4. Dates of actual participation in meetings or programs
5. Time actually spent participating in the meetings or programs
6. Verification in writing that shows the certificant actually was at the meeting or participated in the program on the dates and for the hours claimed.

The CPD Audit Subcommittee will review the documentation received and award CPD credits based on that documentation. The hours awarded will be entered on the Audit form. If no documentation is received by the committee, no credit for Service and Leadership will be awarded. If the committee feels the documentation received is incomplete, it will so note on the Audit form and the Executive Director will request additional documentation from the certificant.

**Audit Form**

The CPD Audit Subcommittee member auditing the certificant will complete the Audit Form and total up the credits awarded. They will also indicate in the space provided that the certificant either earned enough credits and passed the audit or did not earn enough credits and did not pass.

If enough credits were not earned, the subcommittee member will make a note in the space provided as to what is required for this certificant to pass the audit. The subcommittee member will sign and date the Audit Form and return all related documentation to the Commission and send a copy of only the completed and signed Audit Form to the Chair of the COPD Audit Subcommittee. It is suggested that a copy of the Audit Form and related documentation be retained by the subcommittee member in case any follow up action is required.

The subcommittee member must review and return the Audit Form within two weeks after receiving the information from the Executive Director. This will allow the Commission sufficient time to either award a new wallet card for the next CPD cycle or request additional information from the certificant. If for some reason the subcommittee member is unable to perform the audit within this time period the Executive Director should be notified so other arrangements can be made.

The Chair of the CPD Audit Subcommittee will prepare and send to the Commission a report stating the number of certificants selected for the physical audit, the number that passed the audit, the number that did not pass as well as the total number and name of certificants selected for the audit that did not respond.

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**AIC Constructor Certification Commission**  
**Continuing Professional Development Audit Form**

Audit Cycle:

Certificant's Name:

Certificate Number :

Auditor's Name :

**Section 1** - Education Course Work (min. 20 credits, 32 max.)

Credits :

**Section 2** - Membership & Service (min. none, max. 12 credits)

Credits:

**Total Verified CPD Credits**

**Total**

I certify that, based on my audit of the records submitted to me by the above named certificant, the certificant **has** \_\_\_\_\_ **has not** \_\_\_\_\_ earned the required CPD credits for the audit period stated.

Comments:

Signature of Auditor \_\_\_\_\_

Date of Audit: