

AMERICAN INSTITUTE OF CONSTRUCTORS
CONSTRUCTOR CERTIFICATION COMMISSION DOCUMENT NO. 71

**COMMISSION MEMBER, OFFICER, COMMITTEE CHAIR AND CONTRACTOR
EMPLOYEE
TRAINING ASSESSMENT**

Print Name _____ Signature _____

Date of Training _____ Training Location _____

Directions: For each question please select the best answer. Your assessment will be scored by the Commission Staff and you will receive your score along with questions you missed and their correct answer.

1. Which one of the following is **not** one of the goals of the Constructor Certification Commission?
 - A. Provide a valid Constructor Certification process.
 - B. Improve the standards and practice of construction.
 - C. Insure effective performance of Constructors.
 - D. Promote the AIC Code of Conduct

2. Which Commission Committee or Subcommittee is responsible for developing, assessing, validating, up-dating and formatting questions for the certification examinations?
 - A. Finance
 - B. Skills and Knowledge
 - C. Item Writing
 - D. Examination

3. Which Commission Committee or Subcommittee is responsible for reviewing the applications to sit for the examinations for compliance with certification criteria?
 - A. Finance
 - B. Examination
 - C. Skills and Knowledge
 - D. Application Review

4. What can be the total maximum number of members on the Commission?
 - A. 9
 - B. 16
 - C. 21
 - D. 30

5. Which of the following issue can the Board of Advisors **not** vote on?
 - A. Appointment of Committee Chairs
 - B. Changing the Commissions Operating Procedures

- C. Revision of policies
 - D. Formal Appeals
6. Which one of the following is **not** a requirement to serve as a Chair of one of the Commission's Standing Committees?
- A. Must be a CPC
 - B. Must be a member of the Commission
 - C. Must be elected by the Commission
 - D. Must be an AC or CPC
7. Who must sign the Commission's Conflict of Interest Form?
- A. Individuals in authority who may benefit financially from a Commission decision
 - B. Any individual who is involved with any Commission financial issues.
 - C. All Commission members, volunteers or contractor employees.
 - D. Only Commission officers.
8. In conducting all business Commission members, volunteers and Contractor staff must abide by all of the following except which one.
- A. Keep the Commission constituencies informed about issues affecting them.
 - B. Respect and protect all information to which they have access to in the course of their official duties.
 - C. Avoid any interest or activity that is in conflict with the conduct of their official business.
 - D. Strive for personal and professional excellence and encourage the professional development of others.
9. Which one of the following is **not** an essential attribute of conducting effective meetings?
- A. Have a formal agenda
 - B. Respect the diversity of the participants by allowing changes in the agenda during the meeting.
 - C. Be mindful of time.
 - D. Monitor committee member assignments and follow up where needed.
10. Which one of the following is **not** one of the ways to get and retain volunteers?
- A. Have achievable objectives
 - B. Utilize effective leadership skills
 - C. Respect the time available to volunteers and minimize the amount of work delegated to them.
 - D. Keep remembering the differences in attributes between employees and volunteers.

Answers

- | | | | |
|----|---|-----|---|
| 1. | C | 6. | D |
| 2. | D | 7. | A |
| 3. | C | 8. | B |
| 4. | C | 9. | D |
| 5. | C | 10. | C |

Revision History:

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