

AMERICAN INSTITUTE OF CONSTRUCTORS
CONSTRUCTOR CERTIFICATION COMMISSION DOCUMENT NO. 7

CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS

About the Continuing Professional Development (CPD) Program

To ensure that certificate holders (certificants) maintain a high level of expertise both at the time of the examination and throughout their careers, each Associate and Certified Professional Constructor is required to maintain their certification status through continuing professional development. This program is called the Continuing Professional Development (CPD) program. Included herein is a description of the requirements of the CPD Program and forms and documents for use in the CPD process

Certified Professional Constructors (CPC)

CPC certificants must earn 32 CPD credits per two-year period. Credits are awarded on a contact hour basis. That is, one hour of CPD activities (described below) is worth exactly one CPD credit. There are two ways of acquiring credit:

Education: All educational courses that pertain to the management of the construction process, from all reputable providers, can earn educational CPD credit. Educational credit is always earned at the rate of one credit for every one clock hour of educational content. There is no limit to the number of educational hours one may submit in any two-year period. In the event the Constructor Certification Commission has included new competencies as the result of revalidating its Body of Knowledge on which the certification examination questions are based since the certificant was last certified, he or she will be required, as part of meeting their minimum number of CPD Education credits to attain ones in the designated new competencies. The certificant will be notified of this requirement prior to needing to satisfy two-year CPD Commission requirement. One may complete the entire 32 credit CPD requirement solely through educational credits. A more detailed description of the requirements for educational credit is noted herein.

Membership and Service: Certificants can earn CPD credit for attending meetings and conferences of construction industry associations (e.g. AGC, ABC, ASA, etc.), as well as from performing community service for charitable organizations. These credits are typically worth one CPD credit per hour of attendance / service in the respective organization, though it is possible to earn additional credits by holding leadership positions. In addition, certificants can earn credits for writing and submitting questions in the Commission's designated format for possible use, as is or revised, in future certification examinations. One CPD credit can be earned for each four questions submitted online or in hard copy. No more than 12 of the total 32 credit requirement can be claimed for Membership and Service activities. The remaining 20 credits must come from education. A more detailed description of the requirements for Membership and Service credit is noted herein.

Mandatory CPC CPD Audits

Ten percent of the CPCs completing each two-year certification period will be randomly chosen for an audit and required to submit the required CPD documentation to the Commission. Detailed instructions for the completion of the audit process will be provided to those selected to participate.

Submission of CPD Affidavit

The remaining 90% of CPC certificants who were not selected for Audit will be required to sign the CPC CPD Affidavit attesting that they did complete the required 32 CPD credits. Certificants will be notified of their requirement of Audit or submission of Affidavit no later than January 31 immediately following the end of their certification period. Completed documentation is due back no later than March 15 of that same year.

Documentation of CPC CPD Credits

A CPC CPD Ledger has been provided to document your credits as you earn them. You can also submit and manage this information online at www.professionalconstructor.org. If done in hard copy, you are to retain this Ledger for your records. If you are selected for a physical audit you will be required to submit a copy of this Ledger along with the required supporting documentation. Do not send originals.

Documentation for CPC CPD Education Credits

Forms of documentation of your CPD Education credits will be accepted if they show, at a minimum, the date of the course or seminar was given, where it was given, the name of the instructor or speaker, the title of the course or seminar, subject covered in the course or seminar, sponsor of the course or seminar and some proof that you attended. Acceptable proof of your attendance would be your name on the class, course or seminar roster, receipt for payment for the course or seminar, Certificate of attendance awarded by the sponsor of the course or similar documentation.

Documentation for CPC CPD Service Credits

For CPC CPD credits claimed for Service and Leadership the documentation must show you were involved with the conference, committee or organization for the period claimed. Examples of acceptable documentation would be your name on the organizations list of members, receipt of payment for dues, a letter from the organization or other documentation attesting to your membership or involvement with the committee or organization during the period you are claiming credit for. To earn the additional credits for serving in a leadership role, the documentation must indicate that you held the office or position for the period claimed. In the case of earning CPC CPD credits for submitting certification examination questions, the Commission will acknowledge the receipt of acceptable credits and you will need to maintain these acknowledgments for your

records. If you are selected for a physical audit these acknowledgements will be part of the documentation you are required to submit to support your claimed CPC CPD credits.

Description of CPC CPD Requirements

Educational Credits: (20 credits minimum. No maximum) - All educational courses that pertain to the management of the construction process, from all reputable providers, can earn educational CPC CPD credit. Educational credits are always earned at the rate of one credit for every one clock hour of educational content. There is no limit to the number of educational hours one may submit in any two-year period: one may complete the entire 32 credit CPC CPD requirement solely through educational credits.

- Courses are considered to meet the CPC CPD requirement if they can reasonably be assumed to enhance a constructor's ability to manage the execution of construction projects. Educational sessions at construction-industry associations' conferences are an example of such courses, as are OSHA courses, university-level class work in construction, etc. However, a course does not need to be specifically targeted at constructors to be considered valid. For example, business administration and finance courses that are not exclusively meant for constructors (such as MBA courses, etc) would be worth credit in most cases. CPCs should be prepared to justify a course's relevance if its connection to construction is not obvious. For any questions about a particular course, please contact the Commission's National Office.
- Providers are considered reputable if they can be reasonably assumed to consistently provide quality educational content. The Commission trusts certificants to choose quality providers, and providers do not need to be pre-approved or otherwise reviewed by the Commission prior to being considered valid. However, certificants should include documentation and contact information for all of their course providers, so that they can be verified if there is any need to do so.

Membership and Service: (No Minimum. 12 Credits Maximum) - Certificants can earn CPC CPD credit for attending meetings and conferences of construction industry associations (e.g. AGC, CIOB, ASA, etc), as well from performing community service for charitable associations. These credits are typically worth one CPC CPD credit per hour of attendance, though it is possible to earn additional credits by holding leadership positions. In addition, CPC CPD credits can be earned for writing and submitting certification examination questions and being a member in good standing in AIC.

- **Attendance / Service:** Attending a conference or committee meeting as a member or guest, or doing volunteer service for a charitable organization, earns one credit per one hour of participation. A certificant may not claim Membership and Service credits for meetings in which they were financially compensated for their service, nor if one is claiming the same hours under the education segment.
- **AIC Membership:** Membership in the American Institute of Constructors (AIC) is worth an additional one credit per year of membership. This credit is earned regardless of the class of AIC membership, though one must be an AIC member in good standing for the entire two year certification maintenance period to qualify for this credit.

- **Leadership:** If one holds a titled leadership role, such as Chair, Director, President, Treasurers, etc with a construction industry association board or committee, then his/her service earns one and one quarter CPC CPD credits (1.25) per hour of meetings in which you acted in that leadership capacity. This leadership “bonus” applies only to construction industry association work, and is not applicable to leadership service in charitable organizations.
- **Writing and Submitting Certification Examination Questions:** For every two (2) questions one submits in the required Commission format that could potentially be used as is or revised for anyone of the certification examinations, one earns one (1) CPC CPD credit. The required format can be found online at www.professionalconstructor.org and submitted online or in hard copy to the Commission National Office.

Associate Constructors (AC)

Certificants must remain employed in the construction industry on a full-time basis during their tenure as an AC.

Review Schedule

Certificants are reviewed every other year to verify that they have met the requirements of the CPD program. Within every two-year period AC certificants must have been employed on a full-time basis in the construction industry. The 2-year Certification period begins on the January 1st immediately following the date the initial certification is issued, and ends on the December 31st exactly two years later. For example, the review period of CPCs who receive their certification on April 1st, 2010 would begin on January 1st 2011 and end on December 31st, 2012. Credits from one two-year review period may not be carried forward to another succeeding two-year period.

Documentation of AC CPD Credits:

An Associate Constructor CPD Reporting Form has been provided to document your AC CPD requirements. This form may be submitted via email to info@professionalconstructor.org or fax to 571-527-3105. This form must be signed by the certificant and employer to be accepted.

Late Submissions and Deadline Extensions

Certificants may request deferrals and deadline extensions if they have experienced significant hardships that would reasonably prevent them from fulfilling the CPD requirements. Examples of hardships include but are not limited to: long-term military service overseas, medical concerns, and extremely rural construction project assignments. To request an extension, one must complete and submit a Deadline Extension Request form, which is included herein, at least 30 days before the deadline. Deadline extensions are evaluated by the Commission on a case-by-case basis and filling out a deadline extension request does not guarantee that the request will be honored.

**American Institute of Constructors
Constructor Certification Commission
Ledger of CPC CPD Credits**

Instructions: This ledger is provided as a resource to record CPD credits you earn throughout your two-year review cycle. This ledger is not required to be submitted unless you have been selected for Audit. If selected for Audit please submit this completed Ledger and any back up documentation for the credits entered. Please use the second page of this ledger to enter your CPD information. Please use multiple copies of the second page if needed. If selected for Audit please submit this ledger with appropriate back up documentation via email to info@professionalconstructor.org or fax to 571-527-3105.

Name: _____ Certification Number: _____

Address: _____ City: _____

State: _____ Postal: _____ Phone: _____

Email: _____

I verify that the information provided within my CPD Ledger is complete and accurate. I agree that if selected for Audit I will provide the needed documentation to verify my attendance and service at the below entered programs.

Signature: _____ Date: _____

CPD Activity Ledger

Title of Program/Activity: _____

Sponsoring Organization: _____

Date (s): _____ **# of CPD Credits:** _____ **Presenter:** _____

Type: ___ Education ___ Membership & Service

Description:

Title of Program/Activity: _____

Sponsoring Organization: _____

Date (s): _____ **# of CPD Credits:** _____ **Presenter:** _____

Type: ___ Education ___ Membership & Service

Description:

CPD Activity Ledger

Title of Program/Activity: _____

Sponsoring Organization: _____

Date (s): _____ **# of CPD Credits:** _____ **Presenter:** _____

Type: ___ Education ___ Membership & Service

Description:

Title of Program/Activity: _____

Sponsoring Organization: _____

Date (s): _____ **# of CPD Credits:** _____ **Presenter:** _____

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CPD Activity Ledger

Title of Program/Activity: _____

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Date (s): _____ **# of CPD Credits:** _____ **Presenter:** _____

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Date (s): _____ **# of CPD Credits:** _____ **Presenter:** _____

Type: ___ Education ___ Membership & Service

Description:

Title of Program/Activity: _____

Sponsoring Organization: _____

Date (s): _____ **# of CPD Credits:** _____ **Presenter:** _____

Type: ___ Education ___ Membership & Service

Description:

Total All Education Credits: _____ **Total All Membership & Services Credits:** _____

Total of All Credits: _____

**American Institute of Constructors
Constructor Certification Commission
CPC Affidavit of Continuing Professional Development**

Instructions: If not selected for Audit, CPC's must complete the below information to satisfy their CPD Requirements. Total all applicable Educational and Membership and Service credits from your Ledger of CPC CPD Credits acquired during your two-year certification maintenance period and place them in the appropriate spaces below. You are not required to submit your ledger with this document. ***Your affidavit is not valid unless it is signed.***

Name: _____ Certificate #: _____

Company: _____ Job Title: _____

Mailing Address: _____ City: _____

State: _____ Postal Code: _____ Phone: _____

Email: _____

Continuing Professional Development Credit Information

CPD Cycle (Which years were these credits earned?): _____ and _____

Education Credits (Maximum of 32 credits, Minimum of 20 credits)

_____ Total Education Credits Earned

Membership and Service Credits (Maximum of 12, No minimum)

_____ Total Membership and Service Credits Earned

_____ **Total Credits** (Total your Education Credits and Membership and Service Credits)

I hereby swear and affirm that I have satisfied the requirements of my certification designation as detailed above. I have paid the CPD Maintenance Fee or am exempt as an AIC Member in good standing. I agree to abide by the Constructor Code of Conduct, and earned the required 32 CPD Credits within the designated two-year period.

Signature: _____ **Date:** _____

Please return completed form via email to info@professionalconstructor.org or by fax to 571-527-3105

**Continuing Professional Development
Deadline Extension Request Form**

Instructions – Please complete all applicable fields and return this signed form to the Commission National Office no later than 30 days before the deadline of the year in which your CPD documentation is due. You will be notified within ten business days of your extension request has been granted. The completed and signed form can emailed to info@professionalconstructor.org or fax to 571-527-3105.

Name: _____ Certificate Number: _____

Certificate Type: ____AC ____CPC

I request an extension of time to submit the required CPD certification maintenance materials for the reason(s) listed below – (Check all that apply):

____ I received my CPD documentation late and need more time to complete the required paperwork.

____ My current job and/or project places me in a position (i.e. rural placement, overseas placement or extraordinarily intensive workload) that will make it unreasonably difficult to submit the required CPD documentation by the designated deadline.

____ Other Reasons – Please describe:

I request that my deadline be extended to the following date: _____

Signature

Date

**American Institute of Constructors
Constructor Certification Commission
Associate Constructor CPD Reporting Form**

Instructions - To maintain your AC certification you must complete this form. This form requires the signature of your current work supervisor. If you have switched jobs during the two-year reporting cycle please complete a separate form from your previous employer. The completed form may be emailed to info@professionalconstructor.org or faxed to 571-527-3105.

Name _____ Certification Number: _____

Address: _____ City: _____

State: _____ Postal: _____ Phone: _____

Email: _____

Current Employer _____

City of Employer: _____ State of Employer: _____

Employment Start Date: _____ Employment End Date: _____

Supervisor Name: _____ Title: _____

1. Briefly describe your major job duties with this company over the past two years or since being employed (if less than two years). If more space is needed please attach additional sheets of paper.

2. Have you attended any company or outside continuing education courses? Please provide a brief overview of what type of education you have received.

Do you plan to sit for the CPC Exam in the future? ____ Yes ____ No

I swear and affirm that this report accurate. I agree to abide the AIC Constructor Code of Conduct and pay any fees required for keeping my AC Certification in good standing.

Candidate Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Revision History:

Last Revision: 10/23/2013

Version #: 3