

American Institute of Constructors

Constructor Certification Commission Document No. 22

**Skills and Knowledge Committee
Application Vetting Subcommittee Operations Manual**

Introduction

The following is an overview of the American Institute of Constructors Constructor Certification Commission (Commission) Skills and Knowledge Committee Application Vetting Subcommittee's duties, functions and operations.

Responsibilities of the Subcommittee

The Application Vetting Subcommittee is responsible for ensuring that applicants who apply to take the Level 1 (CAC) examination based on solely professional experience or on

Overview of Application Review and Evaluation Process

Twice per year, during each application period, subcommittee members evaluate applications to take the certification examinations. One or more applications and any required supporting materials are sent to one subcommittee member along with a copy of the Commission Examination Education and Experience Evaluation Eligibility Form (Document No. 4). If the decision of that member is not to approve the application, the Certification Mon BDETq0 0(a)4 0 Tw(t11ta0 0(a)4 0 Tw(t11ta0 e2.004 Tw 0.21 0 1d(p)2 (wi 0(a)4ll)-2 (i T

61011054 (c) 5 E p p 105 (in) 2(a) 4 (T) 10 004 5 Ca 004 Tw (ar)-1req)w8-1u)w8-1(c)t w8-10 Tc 0 Tw (E

- Have met the below noted Exemption from Level I Examination criteria.

Exemption from Level I Examination

To be eligible for this exemption, the applicant must have met all of the following requirements at the time of application:

- At least eight years of Qualifying Education, Qualifying Experience or some combination of the two, and
- Of the Qualifying Experience at least two years must be at the Executive, Supervisory and/or Project Management level.

Definitions of Qualifying Education and Qualifying Experience

Subcommittee members also need to understand the definitions of Qualifying Education and Qualifying Experience to effectively conduct their review and evaluation of examination applications.

Qualifying Education

Qualifying Education is formal education one acquires that can count toward one’s qualification requirements to take the respective examination. The requirement to take the CAC examination does not have a minimum educational requirement, so one may take the examination even if one does not have any academic degrees. However, if one does not have sufficient Qualifying Education then one must make up the difference with Qualifying Experience.

Years of Qualifying Education are counted as follows:

- 2 Years – Graduate degree from an accredited construction or management program, such as MS, MBA, PhD, etc. (Note that the Bachelor’s Degree that preceded the award of the graduate degree may count for additional years of qualifying education)
- 4 Years – Bachelor of Science degree from an accredited construction program, such as Construction Management
- 5 [gctu" "Dcejgnqt"qh"Uekgpeg"fgi tgg"htq o "cp"ceetgfkvgf"eqpuvtwevkqp tgnvcvf" program, such as Architecture or Civil Engineering
- 2 Years – Any other 4-year degree
- 4 [gctu" "Cuuqekcvg"fgi tgg"htq o "cp"ceetgfkvgf"rtqi tc o "ykvj"c"eqpegpvtcvkqp"kp" construction
- 1 Year – Associate degree from a program not related to construction
- No Credit – High School and Vocational Schools

As noted above, qualified individuals anticipating graduation from an accredited BS construction program may apply to sit for the certification examination no sooner than twelve (12) months prior to graduation. Such applicants must certify their qualification

status by signing the application form.

Qualifying Experience

t the rate noted in

consideration for a year's work experience or education. One year of work is defined as 2000 hours of construction work performed. Additional hours worked in a single calendar year may not be counted towards another work year. However, an individual may

a c c u m u l a t e h o u r s f r o m y e a r s o f w o r k i n g a l l o v e r

Applications for the CAC examination qualifying with both education and experience are

contact the Certification Manager.

Recommended Application Vetting Subcommittee Member Review Process

For applications using education and experience, begin with the review and evaluation of educational credits. Referring to the section of Qualifying Education above, review the section of the application and supporting proof of graduation documents on educational degrees awarded and complete the second half of the Examination Education and Experience Evaluation Eligibility Form including documenting the total number of Qualifying Years. Be sure **only** to count Qualifying Education for which proof of graduation is provided. Any educational qualifications noted on the applicant's resume does not count as proper verification. In addition, the subcommittee member is not responsible to ensure that any educational qualifications listed in the application are consistent with those in the resume and vice versa. However, the information on the resume may be helpful in the entire Qualifying Experience review and evaluation process.

Next, review and evaluate acceptability of Qualifying Experience for each Construction Experience Verification Form using the following process.

- Determine if the Verification Form has been completed correctly and signed and dated by the certifier. It is important to note that only one circle (type of experience) be filled in for anyone Form.
- If the Verification Form has not been completed correctly, the subcommittee member must so notify the Certification Manager to rectify the problem. It is then up to the Certification Manager to contact the applicant to alleviate the deficiencies.
- Upon receipt of corrected Verification Forms, the Certification Manager will forward them to the respective subcommittee member so that he or she can continue with the review and evaluation process. If no deficiencies are observed, continue to the next step in the process.
- For each correctly completed Verification Form, using the information provided above in the Qualifying Experience section of this manual, review the description of the job responsibilities and determine if you agree with the Type of Experience noted in the filled in circle on the Form.

Next, utilizing the Eligibility Form and your above determination from review of the completed Verification Form, record values of Actual Years column on the Eligibility Form.

- If in agreement, then record the actual number of years (to the month or decimal of a year) opposite the appropriate Experience Type.
- If the described experience more appropriately falls into another Experience Type

category, than record the actual number of years (to month or decimal of a year) in the correct in the corresponding location.

- If the described experience does not fall under any of the Experience Type categories, than do not accept it as Qualifying Education.

Next complete the second column of the Experience Qualification Table.

- After each equal sign in the second column, record the mathematical result of the

category) has provided proper documentation for both his education and experience. Based on the correctly completed Verification Forms and proof of graduation, the applicant has a BS Degree in Architecture from a Commission approved accredited program. In addition, he has 8 years working in construction quality control, 2 years of which has been as Director of the Quality Assurance Department.

Based on the provided documents and the definitions of Qualifying Education and Experience, the applicant is awarded 3 years of Qualifying Education and, 6 years (3/4 x 8 years) of Qualifying Experience for a Total Years of 9 years. But since the applicant does not have at least 2 years managing a project or substantial portion of a project, he does not meet all of the requirement to take the CPC examination.

Revision History:

Latest Revision: 12/01/2022