

American Institute of Constructors

Constructor Certification Commission Document No. 23

**Skills and Knowledge Committee Continuing Professional Development Audit
Subcommittee Operations Manual**

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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.

Acceptable Documentation Required for the Award of Education Credits

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

Name of title of course, class or seminar

Date given

Duration of the course, class or seminar in hours of instruction time

Sponsoring group or organization

Name of instructor or teacher presenting the course, class or seminar

Location, where was the course, class or seminar was held or given.

Formal verification that states that the certificant actually attended the respective course, seminar or workshop such as their name on an 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 Audit Subcommittee member will review the documentation he or she receives 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 document. If the Subcommittee receives no documentation, no credit will be given for this portion of the credits. If documentation is insufficient, the Subcommittee member will note this on the Audit Form and the Commission's Certification Manager 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 CPC 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 softball clubs and bowling leagues, bridge groups or similar groups or programs that primarily benefit the individual and not the industry or community. A CPC certificant earns one CPD credit for each hour spent at meetings and conferences or activity

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:

Name of organization or group

Purpose of organization or group

If in leadership position, what position

Dates of actual participation in meetings or programs

Time actually spent participating in the meetings or programs

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 member will review the documentation received and award CPD credits based on that documentation. The hours awarded will be entered on the Audit Form. If the Subcommittee member receives no documentation, no credit for Service and Leadership will be awarded. If the Subcommittee member feels the documentation received is incomplete, it will so note on the Audit Form and the Certification Manager 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 CPC 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

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

Document the results of the audit by completing this document.

Audit Cycle: _____

Certificant's Name: _____

Certificate Number: _____

Auditor's Name: _____

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

Credits Awarded: _____

Section 2 - Membership & Service (min. 0 credits, max. 12 credits)

Credits Awarded: _____

Total Verified CPD Credits: _____

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: _____

Revision History:

Last Revision: 02/07/2022