

American Institute of Constructors

Constructor Certification Commission Document No. 7

Continuing Professional Development Requirements and Forms

About the Continuing Professional Development (CPD) Program

To ensure that certificate holders (certificants) maintain a high level of proficiency in their profession, the Commission has established the CPD Program and forms and procedures 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 earn one CPD credit. Education 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 subject matter as the result of conducting a new Role Delineation Study resulting in additions to the CPC examination specifications 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 subject matter. The CPD process requires that all CPD credits be 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 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 CPD Ledger has been provided to document your credits as you earn them. You can also submit and manage this information online at [www.aicpa.org](http://www.aicpa.org) if you are an AIC member in your Profile page. If done in hardcopy, 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,

## 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-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 [www.info@professionalconstructor.org](mailto:www.info@professionalconstructor.org).

Providers are considered reputable if they can be reasonably assumed to consistently provide quality educational content. The Commission trusts certifiants 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, certifiants 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) -** Certifiants 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

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 CPCCPD credits (1.25) per hour of meetings in which you acted in that leadership capacity. This leadership "bonus" applies only to construction

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. P (c)4 (k up )JTJ -7.d a 2e hse re a

## 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:

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:



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 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)

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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 be emailed to [www.professionalconstructor.org](mailto:www.professionalconstructor.org).

Name: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

Certificate Type:  CAC  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  
Certified Associate Constructor CPD Reporting Form

Instructions - To maintain your CAC 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 [www.professionalconstructor.org](http://www.professionalconstructor.org).

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 CPCE Exam in the future? \_\_\_\_ Yes \_\_\_\_ No

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

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_