

American Institute of Constructors

Constructor Certification Commission Document No. 84

Skills and Knowledge Committee Operations Manual

## Introduction

The following is an overview of the Constructor Certification Commission (Commission) Skills and Knowledge Committee's purpose, duties, functions and operations.

Commission Policies: 1.2 – Educational and/or Experiential Criteria to Take Certification Examinations; 1.3 – Determining Eligibility to Take Certification Examinations; 4.2 Certification Maintenance; 4.4 – Validation of Certification Body of Knowledge; 4.6 Review of Acceptability of Required CPD Documents.

Commission Documents: 4 – Examination Education and Experience Evaluation Eligibility Form; 7 – Continuing Professional Development Requirements; 22 – Skills and Knowledge Committee Application Vetting Subcommittee Operations Manual; 23 – Skills and Knowledge

voting member. This person's term of service is on a ~~year~~ ~~year~~ bases and is renewable.

In the event that these positions ~~can~~ not be filled from within the Committee the Commission can appoint and nominate otherwise qualified persons to these positions.

The Chair may be a member of either the Board of Governors or the Board of Advisors and must attend all Commission meetings. The ~~Committee~~ shall report directly to the Commission. The Chair of the Skills and Knowledge ~~Committee~~ may serve as an advisor to the Skills and Knowledge ~~Committee~~ Application Vetting and CPD Audit Subcommittees but will not be ~~required~~ ~~to attend~~ any of their meetings.

### Meetings

The Skills and Knowledge ~~Committee~~ shall meet as often as necessary to conduct its business. Minutes of all meetings shall be recorded using Commission Document No. 51. Committee members are required to ~~attend~~ ~~meetings~~ of the Committee

### Travel Expenses

Some travel expenses may be reimbursed or paid for by the Commission, ~~may~~ deem appropriate.

### Revision History:

Last Revised 09/10/2022