

American Institute of Constructors

Constructor Certification Commission Policy and Procedures No. 1.3

Determining Eligibility to Take Certification Examinations

Policy The Certification Manager will review applications to ensure they are complete, including required supporting documentation and adhere to other Commission requirements depending on the certification examination and the basis of qualifying to Skills and Knowledge Committee Application Vetting Subcommittee will review applications to determine eligibility of applicants to take the Level I examination when qualifying in whole or in part utilizing experiential credits and all Level II examinations.

Responsibility Certification Manager and/or Skills and Knowledge Committee Application Vetting Committee

Reference Commission Documents No. 3 - Examination Admission Slip, No. 4 - Examination Education and Experience Eligibility Evaluation Form, No. 22 Skills and Knowledge Committee Application Vetting Subcommittee Operations Manual, Commission Document No. 86 Construction Experience Verification Form, , Commission- Appeals

completed correctly and the

provided from an accredited institution requested. The exception being when an graduation from a Commission approved which case educational credit can be accepted Commission receives official notification the applicant has been awarded a degree. transcript, a copy of the awarded degree or a mail so indicating the award of the degree.email or US mail. Once an a, he or she is placed in the qualificant category.

3. The Certification Manager will notify each qualificant by email or US mail of the exact date and specific location of the examination, the name and contact information of the examination proctor and, when appropriate, provide ~~with an Examination Admission Slip~~(Commission Document No. 3) to be given to the examination proctor to verify that he/she is qualified to take the examination. Candidates must have an Examination Admission Slip to be able to take the examination at Commission approved college and university proctored examination sites

and return of the completed Eligibility Form to the Certification Manager and
Application Vetting Subcommittee member provides a negative evaluation, the applicant
will be ineligible to take the examination. If the recommendation from the second
Application Vetting Subcommittee member is positive, a copy of the Eligibility Form,
examination application and su5dd