

American Institute of Constructors

Constructor Certification Commission Policy and Procedures No. 3.2

College and University Examination Site Activities

Policy – Designated individuals at approved examination sites will be assisted in all examination-related activities so they are carried out in an effective and efficient manner.

Responsibility – Certification Manager

Reference Commission Documents – Commission Policy 3.1 – Identification, Selection and Maintenance of Examination Sites, Commission Policy 3.4 – Examination Site Audits, Commission Policy Appendix D – Approved Certification Examination Sites

Introduction – There are two categories of certification examination sites. The first are Kryterion

the Certification Manager. A separate notice will also be sent to the examination site administrators requesting that upon receipt of the shipment that they conduct an inventory of the materials to be sure they are complete in quantity and in good condition and notify the Certification Manager of their arrival and of any problems with items missing or in bad condition. This notification is asked for within five (5) business days prior to the date of the examination(s). The examination site administrators will also be asked to become familiar with the materials and contact the Certification Manager with any questions.

4. Following the administration of the examination(s), the Certification Manager will contact the examination site administrators to remind them to return the examination-related materials as per the instructions provided to them. In the event the Certification Manager does not receive the examination-related materials or onduccceior.5a-0.004 Tc geragers