

American Institute of Constructors

Constructor Certification Commission Policy and Procedures No. 4.2

Certification Maintenance

Policy – To retain one’s certification, he or she must complete and document, in accordance with the Commission’s Continuing Education Development Requirements (Commission Document No. 7) either 32 credits of Continuing Professional Development (CPD) credits for the CPC certification or for the CAC certification submit a formal report within two (2) years from January 1st of the year following the year of becoming certified or recertified, submit an updated Personal Data Sheet and pay (or be exempt from paying) all designated certification maintenance fees.

For the CPC certification there are two ways of acquiring credit:

Education: All educational courses that pertain to the management of the construction process, from all reputable providers, can earn educational CPD credit. Educational credits are always earned at the rate of one credit for every one hour of educational content. There is no limit to the number of educational hours you may submit in any two-year period. You may complete the entire requirement solely through educational credits. 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

Membership and Service: Certification conferences of construction industry performing community service for CPD credit per hour of attendance / earn additional credits by holding leadership requirement can be claimed for Membership must come from education. A more Service credit is contained in Comm

decision communicated in writing to the respective certificant within five days by the Certification Manager.

7. If the requested fees are not paid and/or the completed Personal Data Sheet document not returned after the second thirty (30) day period, the certificant will be notified in writing that he or she has been placed in Inactive status and has until the end of the remainder of the current year to reimburse the balance due at the time of submittal of past fees including any accumulated annual late charges and/or the completion of the Personal Data Sheet. In the same notification, the Inactive certificant will be notified that if he or she does not fulfill all of the requirements by the end of the calendar year that their certification will be revoked in which case he or she will not be permitted to perform specific activities as noted in Commission Policy 4.3.
8. Within 60 days of the end of the calendar year, all inactive certificants will receive a letter indicating that if all certification maintenance fees and late charges are not paid and/or missing Personal Data Sheet not completed and returned to the National Office by

certification examinations in accordance with current relevant Commission Policies and Procedures.

20. In the event that the certificant does not comply with the Commission request to cease the use of the AC or CPC designation and/or not return their Certification Certificate, the Certification Manager will so notify the Commission who in turn will take appropriate action in accordance to Commission Policy 4.3.
21. On an annual basis the Certification Manager will compile a list of those completing their CPD requirements and send to the CPD Audit Subcommittee.

Notification of Pending Expiration of AC Certification

22. With the notification requesting the completion of the required Commission CPD documents that will be sent by the National Office in January of each year to all CAC certificants whose certification terms have ended, the Certification Manager will also remind the certificants of the Commission Policy that they can retain their current certification designation for up to ten (10) years and that only so many years remain for the respective certificant. In the same communication, the Certification Manager will provide information on how the CAC certificant can apply for and obtain the CPC certification.
23. One year prior to the end of the ten (10) year CAC certification period, the Certification Manager will communicate with the respective CAC certificants informing them that their certification will lapse in one year along with providing them information on how to gain CPC certification. The same communication will be sent to the respective remaining AC certificants within six (6) months of the lapse of their certification.
24. At the end of the ten (10) year period, the Certification Manager will send a written communication to those AC certificants whose certification has lapsed so notifying them of the fact and informing them on how they can gain CPC certification in the future.
25. Copies of all documents and related correspondence, generated in complying with this policy will be placed by the Certification Manager in the respective certificant's secured Commission file.

Revision History

Last Revision 10/27/2023