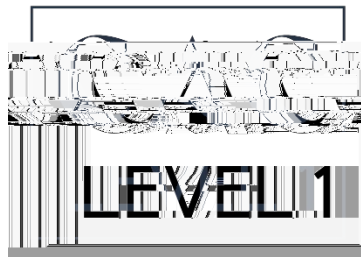


American Institute of Constructors  
Constructor Certification Commission Document No. 27

# Candidate Handbook for the Certified Associate Constructor Examination



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Years of Qualifying Education are counted as follows:

- 2 Years- Graduated degree in a construction or management

### Technical Work

Partial Credit: 1 qualifying year per 1 year of work

Construction related work such as estimating, quality control, scheduling architecture and/or project engineering.

### Administrative

Partial Credit: 3/4 qualifying year per 1 year of work

Management level work in an area supporting the construction process including purchasing finance, safety, and/or marketing.

### Teaching/Research

Partial Credit: 1 qualifying year per 1 year of work

Teaching construction coursework at a postsecondary institution or conducting construction research within a governmental agency or university setting. Conducting peer-reviewed academic research related to construction.

### Supervision of Specialty Trades

Partial Credit: 3/4 qualifying year per 1 year of work

Direct, first-line management of craft persons including foremen, general foremen, and craft superintendents.

## TESTING LOCATIONS

The examination will be given in the locations listed on [www.ProfessionalConstructor.org](http://www.ProfessionalConstructor.org). Indicate your choice of center on your Application in the space provided.

Please visit <http://www.ProfessionalConstructor.org> for the most up-to-date listing of test sites.

## SPECIAL NEEDS AND REQUESTS

The Commission will make special testing arrangements for candidates who qualify for and request

## 1st Time Examinations

The following fees apply only to the first time you sit for a particular

RESCHEDULING REFUNDS



## Cancellations

If you would like to cancel the examination and receive a refund, you may do so. A refund of your application fee (less administrative costs: \$45) will be issued if requested in writing at least 30 days before your examination.

Candidates who do not notify the Commission at least 30 days prior to the examination will NOT be given a refund under any circumstances.

REEXAMINATION

SCHEDULE FOR THE DAY OF THE EXAMINATION

If you arrive late, you may be admitted to the examination at the discretion of the examiner. But, even if the examiner allows you to begin the Examination late, you will NOT be permitted to write beyond the time scheduled for completion of the examination. Please be sure to arrive on time for the examination.

## RULES FOR THE EXAMINATION

You may not ask questions about the content of the Examination during the testing period.

Be sure to listen carefully to the instructions given by the examiner at the beginning of each section, and carefully read the directions in the test booklet.

If you have questions about the structure or examination procedures you must ask them before the section begins.

You must bring all of the following items with you to the examination:

- You must bring several sharpened Number 2 pencils with erasers.
- You must bring your photo ID.
- You must bring your admission notice. You will receive your admission notice about 2 weeks before the examination. If you need a replacement admission notice, please contact the Commission at [info@ProfessionalConstructor.org](mailto:info@ProfessionalConstructor.org) or 703.683.4999 for a replacement.
- You must bring any type of trigonometric calculator. Any handheld battery or solar operated calculators are permitted, provided

## ADMISSION PROCESS

## WHO ADMINISTERS THE EXAMINATION PROCESS?

The Examination Process is administered for the Constructor Certification Commission by Professional Testing Corporation (PTC).

## WHEN YOU WILL GET YOUR RESULTS

You will receive a letter via USPS with your examination results within 4 weeks of taking the examination. The Commission does not give test scores by email or by phone. Your score reports will detail your performance on the major areas of the examination, and whether you passed the examination.

If you pass the examination you will also receive detail on how to complete the certification process.

If you do not pass the examination you will receive detail on how to retake the examination in the future, and a summary of the appeals process if you disagree with the score.

## APPEALS

You may appeal any adverse decision made by the Commission, such as being denied permission to take the examination, or being denied a passing score on the examination. All appeals are reviewed by an independent appeals panel.

A small appeal fee applies to all appeal requests, but this fee is refunded if the appeal is decided in your favor.

Please visit [www.professionalconstructor.org](http://www.professionalconstructor.org) or contact the Commission at 703.683.4999 for forms and details on the appeal process.

## CONFIDENTIALITY

The Commission will never release your test scores or pass/fail status without your written permission.

If you are taking the examination as part of a university program that requires your score, you must fill out the "Score Release" form on your answer sheet on the day of the examination. The Commission will not release your score to your school if you do not sign this form.

## CONTENT

### III. MANAGEMENT CONCEPTS

#### A. Contract Forms

1. Elements of a Contract
2. Lump Sum
3. Unit Price
4. Design-Build
5. Cost-Plus
6. Construction Management
7. Alternate Delivery Systems



B. Standard Safety Procedures

1. Handrails
2. Ladders
3. Fire

## SAMPLE QUESTIONS FOR THE LEVEL (CAC) EXAMINATION

1. Which of the following documents will help the owner or owner's representative in assembling a list of responsible builders for bidding on a project?
  - A. Addenda
  - B. Pre-qualification Data
  - C. Request for Proposals
  - D. Prebid Meeting Minutes
  
2. Which of the following activities should be considered for compressing a project schedule?
  - A. Critical
  - B. Least cost
  - C. Long duration
  - D. Maximum float
  
3. If the thickness of reinforced concrete slab is 5", what is the MAXIMUM size aggregate to be used?
  - A. 1/2"
  - B. 3/4"
  - C. 1"
  - D. 1 1/2"

Answers to sample questions: 1. B, 2. A, 3. C

## REFERENCES FOR THE LEVEL (CAC) EXAMINATION

References for the Level examination can be found on the AICCC website:

<http://www.professionalconstructor.org/default.asp?page=ExamReferences>



