

American Institute of Constructors

Constructor Certification Commission Policy and Procedures No. 1.1

Applying to Take Certification Examinations

Policy – All qualified individuals are encouraged to make application to sit for the Commission’s Level I and/or Level II Constructor Certification Examinations. Employees of the Commission are not qualified to take either certification examination.

Responsibility – Applicant

Reference Commission Documents – Commission Policy 1.2 – Education and/or Experiential Criteria to Take Certification Examinations; Commission Document No. 83 – Candidate for Certified Professional Constructor Certification Examination, Commission Document No. 84 – CPC Examination Application Form

The following procedures will be followed in making application for consideration for Level I and Level II constructor certification examinations.

Individuals interested in taking either certification examination determine if they meet the Commission’s requirements noted in the above referred to list of Commission Documents. Employees of the Commission are not qualified to take either certification examination.

experiential credits and fall Level II examinations; and September 15 for the fall Level I examination when qualifying solely with educational credits, a late fee will be charged to the applicant in the amount noted in the Fee Schedule by the National Office.

Applications received 15 days after the deadline will be held for the next application cycle.

5. When the application and correct fee is received by the National Office an email or US mail notification is sent to the applicant acknowledging receipt of the application and once reviewed in accordance with Commission Policy 1.3 the applicant will be so notified of the outcome.
6. An individual can take either certification examination as often as desired upon filing a new application and correct fee. There is no limit on the number of times an examina