

American Institute of Constructors

Constructor Certification Commission Policy and Procedures No. 1.6

Informing Examinees of Their Performance on the Examination

Policy – Qualificants will be notified by the Certification Manager within 60 days of the examination whether they have passed or failed the respective certification examination.

Responsibility – Certification Manager

Reference Commission Documents – Commission Document No. 5 - Certification Certificate ,
Commission Document No. 7 - Continuing Professional Development Requirements ,
Commission Document No. 24 - Certificant Agreement ,

Procedure – The following procedures are to be followed in notifying qualificants on their performance on the certification examination.

1. The total score as well as the scores on the major parts of the examination will be provided to the National Office for all those taking the examination within three (3) weeks of the administration of the examinations by the Examination Contractor. The overall passing score for each examination is determined by the Commission Examination Committee with the assistance of the Examination Contractor.
2. The Certification Manager will develop a letter to each qualificant informing them of whether or not they passed the examination as well as providing a report on their performance on the various major parts of the respective exam. Once a qualificant passes the respective examination he or she is classified as a candidate.
3. Candidates for the CAC certification who at the time that scores are mailed have already met all qualifications for the CAC certification and all candidates for the CPC certification will, at the same time, be sent a Certificant Agreement (Commission Document No. 24) and informed that once they sign and return it they will be immediately assigned a certification number, upgraded to certificant status and will be sent the below materials or be instructed on how to obtain them on the Commission's website. CAC candidates will also be notified that they can only retain their certification for up to ten (10) years of becoming certified and provided information on how to achieve CPC certification.

Certification Certificate (Commission Document No. 5)

Continuing Professional Development Requirements (Commission Document No. 7)

AIC Code of Ethics

Candidates will also be informed in the same communication that they have 60 days to return the signed Certificant Agreement and in the event they do

not they will have to reapply to sit for the respective examination. In cases of extenuating circumstances, candidates can submit a written request to the Commission Certification Manager within thirty days of receiving notification of their performance on the respective examination for an extension. Within five (5) business days of receiving the request, the Commission will consider the request and send their decision to the individual making the request. The decision is final and cannot be appealed.

8. Once all requirements to be awarded the respective certification are complete, the certificant's name and information is entered into the Commission's