

American Institute of Constructors

Constructor Certification Commission Policy and Procedures No. 1.7

Appeals

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Commission Document No. 51 Meeting Minutes Template

Procedure – The following procedures are to be followed in conducting appeals of Commission

1. The individual must submit the application with the Certification Appeal must be 30
initially filed by the Appellant on or before the Commission's Office (Appendix B) along with
included with the fee. The amount noted in the Fee Schedule (Appendix C) must be
2. There will be no oral appeals and the appellant has the right to retain his or her
Legal counsel in preparation of the written appeal.
3. Once all of the required documentation and fee has been received by the Certification
Manager and is complete, the appeal is forwarded to the Commission Chair.
4. The Commission Chair will review the appeal and will either approve or deny the appeal. The

5. If the Commission Panel will be convened by the Commission Chair and does not
(5) Commission five (5) business days of the date the Commission Chair of the appellant to

Commission will designate the person who will chair the Panel. _____

6. The Panel will be composed of three members appointed by the Commission Chair and will be held in

the Panel Chair or his or her designee utilizing the Commission Meeting Minute Template (Document Number 52).

7. The Appeals Panel will have a maximum of 10 (10) business days to reach a decision. A majority vote, with all at least four (4) members of the Panel voting, is required for a final decision.
8. The decision of the Appeals Panel shall be confirmed in writing and signed by those members participating in the deliberations noting agreement or dissent. Signature of the decision may be accomplished in person or electronically. The decision of the Appeals Panel will be forwarded as a recommendation to the Commission Chair who in turn submits it to the Commission.
9. The Commission has a maximum of five (5) business days to review the recommendation. At any time during the period of review, any Commission member