

Memorandum

of Agreement entered into between the Commission and the respective Association chapter.

Responsibility – Constructor Certification Commission

Reference Commission Documents - None

Procedures – The following procedures will be followed establishing and maintaining joint Association Chapter-Certification Taskforces:

1. ~~Agreement Association Chapter is provided to the Commission for the responsibility contained in the MOU.~~
2. The responsibilities of both parties are contained as follows in the MOUs:

Association Chapter will:

- a. ~~Provide to the Commission Professional Certification (CPC) to its members on a~~
- b. ~~Serve as one of the Commission's approved Examination Sites and agree to abide by the Commission's Examination Site Policy submitted to this~~
- c. ~~Association Chapter-Certification Taskforce that will serve to insure that the responsibilities of this MOU are attained and any needed improvements made in a timely manner. In addition, the Association Chapter shall be responsible to maintain~~

The Commission will:

- a. Provide to the Association Chapter any of its standard certification promotional materials in the needed quantities for no cost.

- d. Provide all administrative support necessary to receive and process applications; ship, receive and score all examinations; notify examinees of their performance; provide a test site strength and weakness report for each examination; manage the complete recertification (CDP) process; communicate with all certificants as needed; maintain all necessary documentation and conduct any other administrative tasks associated with the certification process. All of the above mentioned activities will be performed at no cost to the Association Chapter. The application and examination costs would be the same as those charged by Commission for the Level II (CPC) examination and be paid to the Commission by the examination applicant prior to the administration of the test. In addition, the Continued Professional Development (CPD) fees will be the same as charged to the Commission certificants for non AIC members and payable to the Commission or free if the certificant joins AIC as a Constructor member.
 - e. Assist the Association Chapter in identifying qualified individuals who could teach an Examination Preparation course and proctor the examinations.
 - f. Assist the Association Chapter by providing appropriate curriculum guides and/or materials as appropriate to utilize in the Examination Preparation course.
 - g. Pay the Association Chapter \$50.00 for each Level II (CPC) examination administered by the Association Chapter.
 - h. Appoint one or more Commission representatives to serve on a joint Association Chapter-Commission Certification Taskforce that will serve to insure that the responsibilities of this MOU are attained and any needed improvements made in a timely manner.
3. To comply with the above conditions the Commission Chair will appointment two individuals to serve on the above noted joint Association Chapter-Commission Taskforce for each Chapter. The first person will be one will be a CPC in good standing who resides in the respective chapter area and is willing to maintain an open line of communication with the designated Chapter representative and their respective liaison to the CCC and agree to serve as an examination proctor (or