



CONSTRUCTOR CERTIFICATION EXAMINATION APPLICATION



This application is the first step towards earning the Associate Constructor or Certified Professional Constructor credential. Please complete all sections fully and accurately in clear, legible handwriting or type. All qualifying employment experience information must be completed at the time of application. The completed application and full payment must be made at the time of application.

Submit your application to:

Mail: AIC
700 N. Fairfax St. Suite 510, Alexandria, VA 22314
Email: Info@professionalconstructor.org
Fax: 856-423-3420

There is no membership requirement to apply for the AC or CPC exams, AIC Members and nonmembers will be evaluated equally on the application and examination. The AIC does not discriminate on any basis, including race, sex, age, religion, national origin, sexual orientation or disability. Additional information can be found in the Candidate Handbook found online at www.professionalconstructor.org. Requests for testing accommodations pursuant to the ADA should be made by the time of registration. For further assistance please contact AIC staff at 703-683-4999 or info@professionanlconstructor.org.

Section 1

Applicant Information

Mr. Mrs. Ms. Dr. Applicant Name: _____

Title of Present Position: _____

Organization: _____

Preferred Email: _____

Business Address: _____

City/State/Zip: _____

Business Telephone: _____

Home Address: _____

City/State/Zip: _____

Home Telephone: _____ Personal Email: _____

Which address should be used for official mailed AIC correspondence? Business Home

Are you currently certified as an Associate Constructor? Yes No

Year you became AC Certified: _____ AC Certification #: _____

Section 2

Payment and Examination Selection

A late fee of \$25 is applied to any application received after the application late fee deadline.

Examination Selection:

___ Associate Constructor Examination

___ 1st Time Application Fee (\$165)

___ Re-Application Fee (\$110)

___ Certified Professional Constructor Examination

___ 1st Time Application Fee (Current Associate Constructor - \$450)

___ 1st Time Application Fee (Non-Associate Constructor - \$550)

___ Re-Application Fee (\$170)

Payment Information:

___ Check (Payable to AIC) ___ Visa ___ American Express ___ MasterCard ___ Discover

Cardholder Name: _____

Credit Card Account #: _____

Expiration Date: _____ CVV #: _____

Signature: _____

University Voucher Code: _____

(Only for participating University Programs)

Section 3

Qualifying Information

University Students:

___ I am applying for the Associate Constructor Examination and am currently enrolled as a student within a participating Construction program and within 12 months of graduation. (If this applies to you, skip the remaining qualifying information section)

___ I certify that I will be within 12 months of graduation at the time I sit for the Associate Constructor Examination.

University Name: _____

Results Release:

___ I authorize my exam results to be released to my university and for my university to confirm my graduation in order to obtain the AC designation upon passing the examination.

University to Receive Results: _____

Qualifying Education:

If applying for the AC examination and you are not currently a student OR are applying for the CPC examination please select any of the following that you have completed.

Advanced Degree (Select the most appropriate, if any)

___ MS Degree in Construction or Management Program, such as MS or MBA.

___ Doctorate Degree related to construction management or education.

University Attended: _____

Major & Graduation Date: _____

University Attended: _____

Major & Graduation Date: _____

Bachelor's Degree (Select the most appropriate, if any)

Bachelor of Science degree from an accredited construction program, such as Construction Management.

Bachelor of Science degree from an accredited construction-related program, such as architecture or Civil Engineering.

Any other 4-year degree.

University Attended: _____

Major & Graduation Date: _____

University Attended: _____

Major & Graduation Date: _____

Associates Degree (Select the most appropriate, if any)

Associate degree from an accredited program with a concentration in construction.

Associate degree not related to construction

University Attended: _____

Major & Graduation Date: _____

University Attended: _____

Major & Graduation Date: _____

Qualifying Experience:

If applying for the AC or CPC examination using experience as part of your qualifying information, please complete the following section. Please enter the number of years for each type of experience. Please note that Executive, Supervisory and PM experience is 1 year of actual work time = 1 year of qualifying experience. All other experience types are 1 year of actual work time – $\frac{3}{4}$ year of qualifying experience. To qualify for the AC exam using experience or education must have 4 years of qualifying experience and/or education. To qualify for the CPC examination a current AC must have 4 years of qualifying experience since obtaining the AC, 2 years in a position of project responsibility. To qualify for the CPC examination without an AC certification, individuals must have 8 years of qualifying experience and education, 2 years' experience in a position of project responsibility.

_____ Executive, Supervisory, and Project Management Experience

_____ Technical Work (Estimating, QC, Engineering, etc...)

_____ Administrative Work (Management level support, such as finance, safety, etc...)

_____ Teaching and Research

_____ Supervision of Specialty Trades

Additional Documentation

_____ I have included a copy of my resume with this application.

_____ I have completed copies of the Construction Experience Verification Form with this application. (This form must be completed to verify your experience. Each portion of experience should have a corresponding form. This could mean that several forms may need to be completed by current or past employers)

Section 4

Examination Date and Location

The AC and CPC examination is given at many universities across the United States. Many offer the exam on the national examination date, however some may have an alternate exam date. Please be sure to check your exam confirmation to ensure you know the date of your examination. To view a current list of exam sites please check our website https://professionalconstructor.site-ym.com/?page=About_Certification.

Examination Location Code: _____ (This is a 5-digit code, i.e. OH004, TX002)

Which examination period would you like to schedule your examination for?

_____ Spring _____ Fall _____ Year

Candidate Statement:

I affirm that the information provided in this application is true and accurate to the best of my knowledge.

I understand that any false information is grounds for disqualification or revocation of my certification. I have read and understand the candidate handbook and certify that I have filled out this application in accordance with the instructions.

Print Name: _____

Signature: _____ Date: _____

Section 5

Optional Information

The following information is optional. Information related to race, age and gender is requested only to comply with general guidelines pertaining to equal opportunity. Such data is only used in statistical analysis summary in aggregate and do not affect test results.

Race:

African American Hispanic Caucasian Asian Native American No Response

Age Range:

Under 25 25-29 30-39 40-49 50-59 60+ No Response

Gender:

Male Female No Response

Application Checklist

____ Exam Fees – Be sure to complete the information above or submit a check with your application.

____ Education Information – Be sure to submit any education transcripts to verify education qualifications.

____ Graduation Information – Be sure your school is listed and you release your score if needed by your school.

____ Work Experience – Be sure to submit completed construction experience verification forms.

____ Resume – If qualifying with experience you must submit a resume with your construction experience verification form. Students are exempt from submitting a resume.

____ Submission - Send application and documents to info@professionalconstructor.org or mail to our national office.