New Member Information Packet
American Institute of Constructors
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A Message from the AIC President

Dear AIC Member,

I want to take a moment to welcome you to the American Institute of Constructors. I joined this organization nearly 15 years ago as a way to align myself with an organization that would further my professional career. Being able to lead the AIC as its President is a great honor.

Based on your decision to join the AIC I know you take professionalism and your career seriously. As an organization the AIC is working every day to provide you tools and opportunities to advance your career and the careers of thousands of professional constructors in our industry. These efforts include our Constructor Certification program, which is used at over 50 universities; we currently administer over 2,500 exams each year. In addition to certification, the AIC is offering more and more continuing education through AIC University and our education partners.

As you read through this packet and learn more about what is available to you as an AIC Member I hope you will also consider getting involved as an AIC Volunteer. AIC has a growing volunteer leadership that starts with our committees and chapters. Getting involved is a great way to connect with other professionals as well as to gain leadership experience within the industry.

Lastly, if you have any questions about your membership please know you can contact myself or the AIC National Office by emailing info@professionalconstructor.org.

Again, I welcome you to our organization.

Sincerely,

Joseph Rietman, CPC
AIC National President
## AIC Leadership

**President**  
Joe Rietman, CPC  
Westfield Development, Inc

**Treasurer**  
Bradley Monson, CPC  
State of Colorado

**Vice-President**  
Greg Carender, CPC  
PricewaterhouseCoopers

**Secretary**  
David Dominguez, CPC  
Ryan Companies, Inc.

### AIC Board of Directors

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<tr>
<th>National Elected Directors</th>
<th>Joseph Rietman (Elected) (2013-2016)</th>
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<td>Ihab Saad (Elected) (2015-2018)</td>
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<td>Greg Carender (Elected) (2015-2018)</td>
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<td>Saeed Goodman (Elected) (2015-2018)</td>
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<td>Jim Hoskinson (Elected) (2013-2016)</td>
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<td>David Jones (Elected) (2013-2016)</td>
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<td>Dennis Bausman (Chair, Constructor Certification Commission)</td>
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<td>Terry Foster (Chair, Professional Standards Committee)</td>
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<td>Jim Nissen (Chair, Inter-Industry Committee)</td>
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<td>Matt Conrad (Chair, AIC Ethics Commission)</td>
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### Non-Voting Past-President Directors

- Paul Mattingly (Immediate Past-President)  
- David Fleming (Past-President)  
- Tanya C. Matthews (Past-President)*  
- Andrew Wasiniak (Past-President)  
- Mark Giorgi (Past-President)  
- David Mattson (Past-President)  
- Steve DeSalvo (Past-President)  
- Jim Redlinger (Past-President)

*Currently a voting member as Chair of the Inter-Industry Committee

### Staff

- **Executive Director**  
  Joseph R. Sapp, CAE  
  [joe@professionalconstructor.org](mailto:joe@professionalconstructor.org)

- **Administrative Assistant**  
  Nelly Flumo  
  [Info@professionalconstructor.org](mailto:Info@professionalconstructor.org)
Mission Statement

The purpose of The American Institute of Constructors (AIC) is to promote individual professionalism and excellence throughout the related fields of construction. Our mission is to provide:

- A qualifying body to serve the individual in construction, the Constructor, who has achieved a recognized level of professional competence;
- Opportunities for the individual constructor to participate in the process of developing quality standards of practice and to exchange ideas;
- Leadership in establishing and maintaining high ethical standards;
- Support for construction education and research;
- Encouragement of equitable and professional relationships between the constructor and other entities in the construction process; and
- An environment to enhance the overall standing of the construction profession.

Code of Ethics

The AIC Code of Ethics is the centerpiece of the Institute's mission and goals. The promotion of ethical conduct and professionalism among Constructors is essential to the standing of the construction profession, and we welcome as members all professionals who share this belief.

I. A Constructor shall have full regard to the public interest in fulfilling his or her responsibilities to the employer or client.

II. A Constructor shall not engage in any deceptive practice, or in any practice which creates an unfair advantage for the Constructor or another.

III. A Constructor shall not maliciously or recklessly injure or attempt to injure, whether directly or indirectly, the professional reputation of others.

IV. A Constructor shall ensure that when providing a service, which includes advice, such advice shall be fair and unbiased.

V. A Constructor shall not divulge to any person, firm, or company, information of a confidential nature acquired during the course of professional activities.

VI. A Constructor shall carry out responsibilities in accordance with current professional practice, so far as it lies within his or her power.

VII. A Constructor shall keep informed of new thought and development in the construction process appropriate to the type and level of his or her responsibilities and shall support research and the educational processes associated with the construction profession.
About Your Membership

AIC Memberships are calendar based, January 1-December 31. AIC sends renewal notices in October and will continue to send email and paper notices until April. Renewing your membership can be done online through the AIC website or through a paper notice that you receive in the mail. As a reminder, AIC Membership is not certification, however AIC encourages both Membership and Certification.

- Professional - $250
- Young Professional - $125
- Educator - $150
- Student - $25

Manage your Membership Online
If you joined online you should already have a username and password. If you do not have one please email us at info@professionalconstructor.org to have an online account created for you.

Once logged into the website click the Manage Profile link on the top of the page. This Manage Profile page is a great place to begin when using the AIC Website. From here you can renew your membership, edit your contact information, view invoices, edit your online profile, connect with other members, log professional development hours, and more.

Keeping your Member Profile updated with your current contact information is a great way to ensure your AIC Membership stays current.

Connect with Us
AIC is active on Facebook, LinkedIn and Twitter. Connect with us to stay updated on AIC news or to find network with other AIC Members or Certified Professionals.

Member Benefits
Keeping current on your AIC Member Benefits is easy. Once logged into the AIC Website look under the Membership navigation menu item and click Member Benefits and Programs. On this page you will find a one page listing of all benefits, discounts, or programs you have access to as an AIC Member. This page includes links and the information needed to take advantage of your member benefits.

Current Member Benefits
- Discounted access to AIC University content.
- Discounts on RedVector & Click Safety Training
- Access to the AIC Career Center.
- Over 50% off ENR Magazine.
- 20% off ConsensusDocs.
- 20% off Lorman Education Services products.
- Discounts on ConstructionProNet.com Webinars.
- Discounts on HP, Lenovo, and Motel 6.
- Member Rewards Program access. A wide range of discounts on popular stores and companies.
AIC Events
As an AIC Member you are encouraged to attend one of AIC’s yearly events. Both offer discounted registration to AIC Members. Attending an AIC Event is a great way to earn Continuing Education as well as to connect with fellow members.

AIC Annual Forum
February 24-27, 2016 | San Diego, CA
The Annual Forum is a yearly conference with continuing professional development and networking opportunities. Attending will give you access to over 13 Continuing Education hours as well as a number of networking events. New in 2016 is the first AIC Golf Outing! Learn more... (www.annualforum2016.org)

Other Events
The AIC is dedicated to providing members with access to affordable continuing education opportunities. Part of that is partnering with other organizations that provide quality education. At any time you are able to view the AIC Events Calendar and view a listing of upcoming events, including other events hosted by other organizations and companies. Click here to view the calendar.

Publications
The AIC produces several publications that members have free access to.

AIC Constructor News
This newsletter is sent each month via email. It includes a mix of internal AIC news and updates, education content, and other great content. You can view past newsletters going back to 2011 on our website by clicking here.

The Professional Constructor Journal
The Journal is published twice per year in PDF and digital format. The Journal is a scholarly publication that features articles from the best and brightest in the construction industry. Each article is peer reviewed and scored prior to publication. View current Journals and an extensive archive dating back to 1998 online through the digital Issuu E-Reader by clicking here.

A Program on Construction Ethics
Commonly referred to as the Ethics Manual, this publication is updated regularly with new ethical scenarios that are meant to test your ethical and critical thinking. Using the Manual within a company or classroom is an effective way to start important conversations about ethics. The Manual is available on the Apple iBookstore, or for purchase in PDF or softcover format through the AIC Website.

Design Opportunities
DO is a monthly publication sent to all AIC Members and is produced by the National Building News. It features Requests for Proposals on buildings and renovations under consideration. Read past and current issues online here.
**Resources and Education**

**AIC University**
Launched in early 2014, AIC University is an online education platform that provides members with access to online education sessions and courses. AIC Members can now find free and discounted access to the content they need to stay current as professionals. Content includes AIC Webinars, Conference Recordings and other resources. Get started today by clicking here and taking a course.

**AIC Career Center**
Post a resume, a job or search job postings on the AIC Career Center. The Career Center is free to use, get started by clicking here.

**Constructor Certification**
Certification is one of the best ways to grow your career. The AIC currently administers two levels of certification; Associate Constructor (AC) and the Certified Professional Constructor (CPC). Whether you are looking to advance your career or are making change to the construction industry, certification is a great way to get ahead in a competitive job market. Click here to learn more.

**AIC Awards Program**
The AIC recognizes members and others in the industry for outstanding contributions to the organization and industry through it’s yearly awards program. Participate by nominating a colleague or company for an award. Learn more...

**Getting Involved**
Becoming a volunteer and getting involved with the AIC is a great way to meet other professionals who share an interest in the industry; it also is a great way to gain leadership skills. Most of AIC’s Committees meet regularly via conference call. To view current Committees and to join one online click here.

**Frequently Asked Questions**

**When does my membership expire?**
Memberships are calendar based and expire each year on December 31. Renewals start in October and end in April each year.

**I have a question about the AIC or my membership, who do I contact?**
The AIC National Office is open Monday-Friday from 8:30am-5pm ET. You can always call us at 703.683.4999 or email at info@professionalconstructor.org.

**I want to login to the AIC Website but I am not sure how.**
If you already have an account you can use the password reset link on the login page. If you do not have an online account you can contact us to have one set up.

**Can I use the AIC as a designation?**
Any member joining after April 2014 may not use the AIC designation. If you were a member prior to April 2014 you may continue to use that designation. If you are a CPC or AC you can continue to use the AC and CPC designations.
I am certified as an AC/CPC, do I need to pay CPD Fees?
No. As a Member your $75 CPD Fee is waived. You are only required to pay the AIC Membership dues. If you let your AIC Membership lapse you will be required to pay the CPD Fee.