

American Institute of Constructors  
Constructor Certification Commission Document No. 82

Candidate Handbook for the Certified  
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## Introduction

The American Institute of Constructors (AIC) Constructor Certification Commission (“Commission”) certification process gives you a formal international recognition of the education and experience that defines you as a professional equal to those of other professionals in the construction industry such as architects and engineers. The Commission knows you are committed to serving the construction industry in a professional and ethical manner, and can help you develop and improve your skills and knowledge to meet increasing challenges in our discipline through an internationally recognized certification process. Unlike licensing, certification is a voluntary, non-governmental process acknowledging the acquisition of education and experience-based proficiencies of a practicing construction professional – the Constructor.

The certification



Have 4 years of Qualifying Experience, Qualifying Education or a combination of the two since earning your CAC

-And-



# Examination Fees

## First-Time Fees

The following fees apply only to the first time you sit for an examination. Applicants receive access to a PDF

# Examination Administration

The Level 2 – Certified Professional Constructor Examination is administered daily, during specified testing windows, excluding holidays, at computer-based testing facilities managed by Assessment Systems. AS has several hundred testing sites in the United States, as well as Canada. Scheduling is done on a first-come, first-serve basis. After approval to sit for the CPC Examination you will be contacted by the AIC to schedule your examination date and location. Hours and days of availability vary at different centers.

## Scheduling your Examination

Once your application has been received and processed and your eligibility verified, you will be sent an email

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## Exceptions and Emergencies

In certain circumstances, you may reschedule or cancel your examination at no charge. In most cases, only medical emergencies and national service (such as military deployment) qualify for no-fee rescheduling.

## Special Testing Needs

The AICCCC supports the intent of and comply with the Americans with Disabilities Act (ADA). AIC will take steps reasonably necessary to make certification accessible to persons with disabilities covered by the ADA.

Special testing arrangements may be made upon completion of an examination application. Requests must be made during registration to accommodate the time it takes to make special accommodations for candidates. Please provide medical documentation to verify any special needs requirements.

Please use this Form if you need to bring a service dog, medicine, food or beverages needed for a medical condition with you to the testing center.

Information supplied on the Request for Special Accommodations Form will only be used to determine the need for special accommodations and will be kept confidential

## Re-Examination

You may retake the examination as many times as you need until you pass. Only your final, passing score will be counted for certification. The fees for retesting are different from the fees for 1st-time applicants.

To retake the examination, please fill out a new application at [www.professionalconstructors.org](http://www.professionalconstructors.org).

## Rules for the Examination

1. You must present your current, government issued photo ID (such as a driver's license or passport) at the time of your scheduled appointment. Candidates without their valid ID will NOT be permitted to test.
2. All electronic devices that can be used to record, transmit, receive, or play back audio, photographic, text, or video content, including but not limited to, cell phones, laptop computers, tablets, Bluetooth devices; all wearable technology such as smart watches; MP3 players such as iPods, pagers, cameras and voice recorders are not permitted to be used and cannot be taken into the examination room.
3. No papers, books, or reference materials may be taken into or removed from the examination room.
4. Any type of trigonometric calculator is permitted. Any hand-held or battery or solar operated

eligible to sit for

## Content Overview – CPC Examination

The Level II - Professional Constructor Certification Examination is a computer-based examination composed of 175 multiple choice, objective questions with a total testing time of 4 hours.

The Level II (CPC) Examination is weighted by subject category in terms of the percent of the total number questions as follows:

I.	PROJECT SCOPE DEVELOPMENT	11%
II.	EMPLOYMENT PRACTICES	9%
III.	WORKING RELATIONSHIPS	12%
IV.	CONSTRUCTION START-UP AND SUPPORT	10%
V.	CONSTRUCTION RESOURCE MANAGEMENT	12%
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V. CONSTRUCTION RESOURCE MANAGEMENT

- a. Project Progress
  - i. Submittals
  - ii. Production Control
  - iii. Project Records
  - iv. Quality Control
- b. Material Control
  - i. Design and Government Regulations
  - ii. Material Components and Unit Cost
  - iii. Procurement Process
- c. Subcontractor Control
  - i. Subcontractor Progress
  - ii. Subcontractor Coordination
- d. Tools and Equipment Control
  - i. Maintenance and Operation Records
  - ii. Equipment Production
  - iii. Operator Qualifications
- e. Personnel Control
  - i. Qualifications Evaluation
  - ii. Performance Evaluation
  - iii. Training

VI. CONSTRUCTION COST CONTROL

- a. Cost Comparison and Forecasting
  - i. Budgets and Cost Breakdown Structure
  - ii. Productivity Rates and Earned Workhours
  - iii. Forecast Costs at Completion
  - iv. Cost Reconciliation
  - v. Contingency
  - vi. Allowances
- b. Changes and Claims Impact
  - i. Changes and Cost Impact
  - ii. Crashing and Schedule Impact
- c. Contract Interpretation
  - i. Changes
  - ii. Notification
- d. Progress Payment Terms
  - i. Subcontractor and Vendor Evaluation
  - ii. Partial Lien Releases
  - iii. Title/Ownership
- e. Financial Statement
  - i. Financial Calculations and Ratios

VII. PROJECT CLOSEOUT

- a. Closeout Process
  - i. Punch Lists
  - ii. Substantial Completion
  - iii. Final Completion
  - iv. Occupancy
  - v. Commissioning Start-up and Owner Personnel Training
  - vi. Demobilizing Site
- b. Claims Closeout Procedures
  - i. Resolution
- c. Documentation Turnover
  - i. Warranty Protocol
  - ii. Owner and Operating Manuals
  - iii. Project Record

## VIII. CONSTRUCTION RISK MANAGEMENT

- a. Risk Assessment
  - i. Accident and Injury Statistics and Costs
  - ii. Project Uncertainty and Risk Allocation
  - iii. Loss Ratio and Risk
  - iv. Financial Risk
- b. Workers' Compensation Costs and Liability
  - i. Workers' Compensation and Experience Modification Rating
  - ii. Criminal Liability and Due Diligence
  - iii. Project Management Safety Liability
- c. Safety Process and Culture
  - i. Behavior-Based Safety
  - ii. Safety Management Techniques
  - iii. Safety Orientation
  - iv. Pre-Task Safety Planning
  - v. Workplace Focused Safety (Drugs)
- d. Safety Procedures and Documentation
  - i. General Duty Clause
  - ii. Multi-Employer Work Sites
  - iii. Written Documentation Requirements
  - iv. Confined Space Requirements
  - v. Scaffolds
  - vi. Lock-out, Tag-out requirements
  - vii. Hazardous Communication and MSDS
  - viii. Fall Protection and PPE
  - ix. Excavation

## IX. ETHICS

- a. Business Ethics
  - i. Bidding and Procurement
  - ii. General Public/Media
  - iii. Reputation
  - iv. Confidentiality
- b. Professional Practice Ethics
  - i. Constructor Code of Ethics
  - ii. Situational Ethics
  - iii. Email and Social Media

## Sample Questions

1. An owner/client states the life expectancy to be designed into a 15' wide x 30' long on-grade link built between two warehouse facilities is 10 years. Which of the following wall systems is most appropriate, based on cost considerations?

- a. Structural steel columns, 6" metal studs, 26 gauge metal siding, and 6" batt insulation
- b. 6" load-bearing studs, 26 gauge metal siding, and 6" batt insulation
- c. 6" load-bearing studs, brick exterior, and 6" batt insulation
- d. Structural steel columns, 6" metal studs, brick exterior, and 6" batt insulation

2. Who is responsible for the storage of materials on the site during the construction phase?

- a. Subcontractor who signed the delivery receipt
- b. Supply company that did not get receipt signed
- c. All individuals sharing in the profits of the project
- d. None



