

# American Institute of Constructors

## Application for Membership

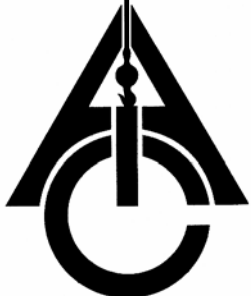
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Thank you for your interest in the AIC! Becoming a member of the Institute will be a demonstration of your commitment to ethics and professionalism in the Construction Industry, as well as giving you valuable opportunities for professional development and interaction with your peers.

We look forward to receiving your application!

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AIC National Office  
PO Box 26334 \* Alexandria, VA 22314  
Tel 703.683.4999 \* Fax 703.683.5480  
[www.aicnet.org](http://www.aicnet.org)

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### Instructions:

To ensure the expeditious processing of applicants at all levels, the Professional Standards Committee of AIC requires completion of the application form. Please contact the AIC National office at the numbers listed below if you have questions about any segment of the application.

#### I. LEVEL OF MEMBERSHIP

Consult the ladder of opportunity to get a feel for the levels of AIC membership and the qualifications required for each them. After considering your number of construction years experience and your educational background, indicate the level of membership you desire.

#### II. APPLICATION INFORMATION

This information is required. You may fill out the preprinted form (please type or print), *or* you may submit the information on a separate sheet in the same format as indicated.

##### A. Name and Addresses

Give full name, both business and home addresses, phone numbers, and email addresses.

##### B. Experience

Your work history is imperative. State positions held and dates relative to the positions. Clearly define present title and date of appointment to each position. The employer, company, address, and telephone number should be named for each position. Start with your most current position. List relevant experience.

##### C. Education

State all degrees held (with major), the institution issuing the degree, and the date received. If college graduate, omit high school information.

##### D. Awards, Honors, or Special Recognition

##### E. Professional Memberships & Offices Held

#### III. STANDARDS

##### A. Qualifications for Associate and Constructor Levels

1. *Field of construction activity.* Include administration, consulting, management, general and specialty contracting.
2. *Job responsibilities.* Job responsibilities within these fields include: executive, project manager, superintendent, project engineer, purchasing agent, marketing specialist, estimator, scheduler, cost engineer, or field engineer.
3. *Professional level experience.* Experience in planning, scheduling, budgeting, estimating purchasing, administrating, and executing the management of the construction process.
4. Respond to the question on the application form on **Page 7**.

##### B. Qualifications for Affiliate Level

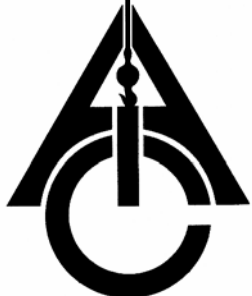
1. Experience as a member of the building trades working at any level, including foreman.
2. Professional experience as a member of the building professions such as architecture, engineering, (design or inspection), land surveying, accounting, law, insurance/bonding and trade association executives having its own standards of professional performances.

##### C. Sponsorship

1. Have sponsor signature (if you do not know a sponsor, send form to above address and they will forward to a sponsor).
2. Sponsor must be an AIC Fellow or Constructor member.

#### IV. FEES SUBMITTALS

Your application form, registration fee, and first year annual dues should be mailed to the AIC National Office at the address below. Check or money order accepted.



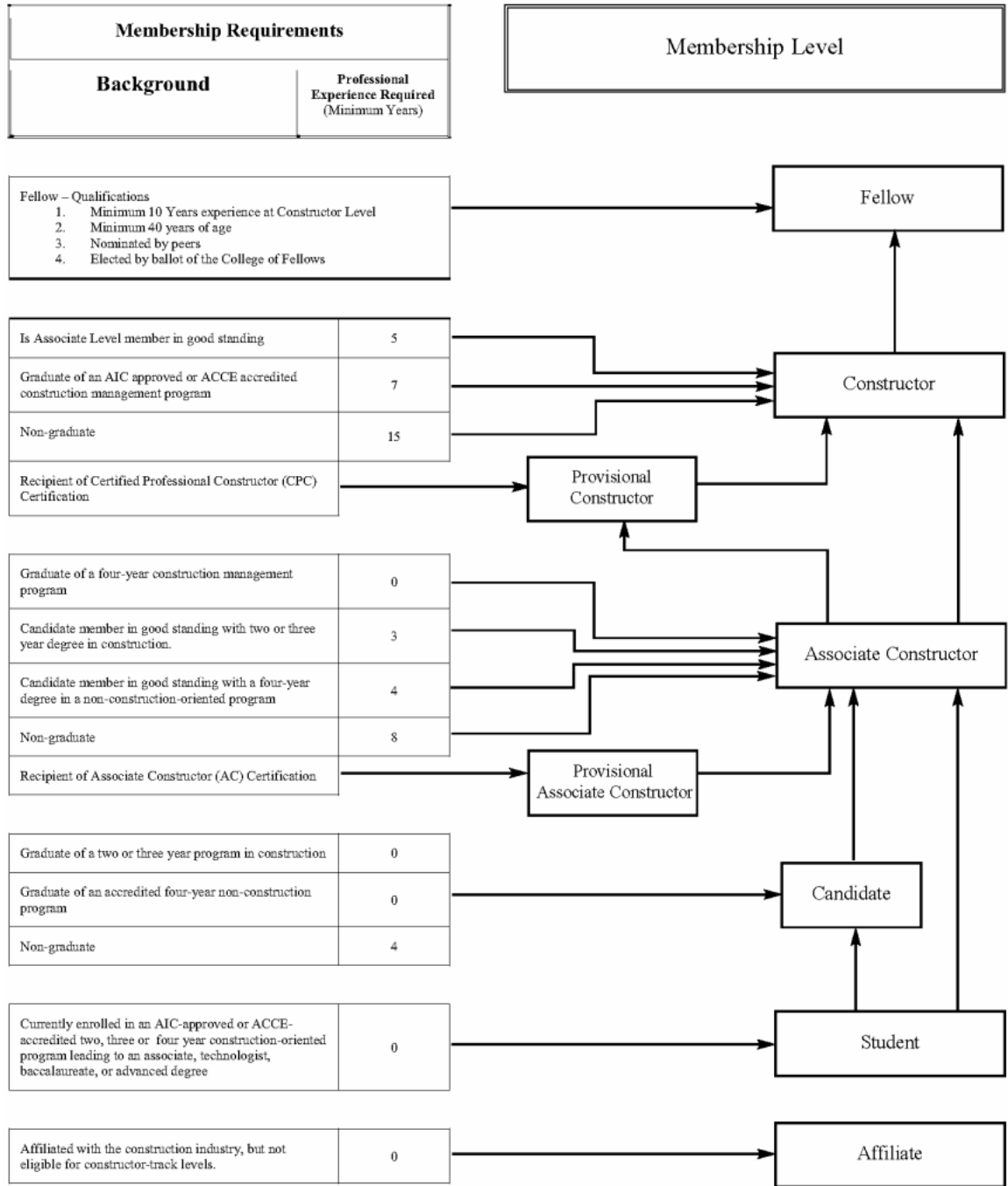
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### Ladder of Opportunity



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### AIC MISSION

*The Institute's 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 all other entities in the construction process; and;
- An environment to enhance the overall standing of the construction profession.

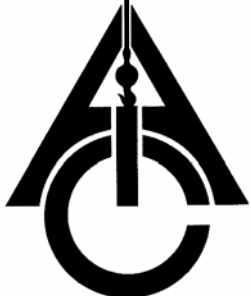
### APPLICANT INFORMATION

Complete the attached preprinted form (please type or print), *or* submit information in separate sheets in the same format as indicated.

Please submit your resume in the format indicated on the attached "Instructions for Completing Application/Information for Membership," with all requested information.

Membership level applying for:  Constructor  Associate  Affiliate

Full Name:
Home Street Address
Home City / State / Zip:
Home Phone:
Personal Email:
Business Address:
Business City / State / Zip:
Business Phone
Business Email:
I prefer paper mailings to come to my <input type="checkbox"/> Home Address / <input type="checkbox"/> Business Address
I prefer email communications to come to my <input type="checkbox"/> Home Email / <input type="checkbox"/> Business Email



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### EXPERIENCE

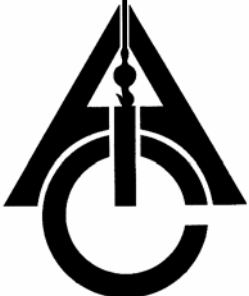
Applicant's experience in Construction: (a concise recording of the applicant's works in the Construction field, with a description of their magnitude and degree of responsibilities; also Constructors and others for whom employed). Please list relevant dates, starting with most recent employment. Use additional sheets as needed.

DATES	EMPLOYER	POSITION	DUTIES

### EDUCATION

Institutions from which graduated, dates, curriculum pursued.

	DATE/DEGREE	INSTITUTION	MAJOR
High School			
Trade School			
Junior College			
Undergraduate College/University			
Graduate School			
Doctorate Programs			



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### CERTIFICATIONS

Voluntary accreditation and credentialing programs.  
List only those certifications that you still maintain in good standing.

	Certification Status	Issuer of Certification	Date Certified
Associate Constructor		AIC / CCC	
Certified Professional Constructor		AIC / CCC	
Other Certifications (detail)			

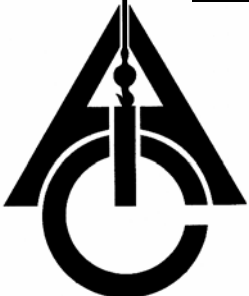
### PROFESSIONAL MEMBERSHIPS

Include all relevant construction and/or charitable affiliations.

Organization Name	Membership Type	Issuer of Certification	Member Since

### OTHER HONORS AND AWARDS

Name of Award	Issuer of Award	Date Awarded





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### SPONSOR INFORMATION

Sponsorship is not strictly required for AIC membership, though the endorsement of a sponsor will greatly increase the chances of prompt acceptance into the Institute.

Sponsors must be AIC Constructor or Fellow members in good standing.

#### To be completed by the Sponsor:

We recommend the above applicant to the requested membership level.

Sponsor Name (*print*): \_\_\_\_\_

Sponsor Membership Number: \_\_\_\_\_

Sponsor Name (*signature*): \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_, Email: \_\_\_\_\_

Additional Comments:

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### FEES AND COSTS

Membership requires payment of annual dues and a one-time registration fee. Please note that the registration fee for new members and is not an application fee: registrations fees will be refunded if you are not accepted into the Institute.

A check or money order for these fees must be included with your application.

NATIONAL FEE SCHEDULE			
MEMBERSHIP LEVEL	REGISTRATION FEE	ANNUAL DUES	TOTAL COST TO JOIN
Constructor	\$50	\$215	\$265
Associate	\$50	\$139	\$189
Affiliate	\$50	\$265	\$315

**Registration fee and annual dues are payable at time of making application.  
Make check or money order payable to the American Institute of Constructors.**



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### CONSTRUCTOR CODE OF ETHICS

The construction profession is based upon a system of technical competence, management excellence and fair dealing in undertaking complex works to serve the public safety, efficiency and economy. The members of the American Institute of Constructors are committed to the following standards of professional conduct.

- I. A member shall maintain full regard to the public interest in fulfilling his or her professional responsibilities.
- II. A member shall not engage in any deceptive practice, or in any practice that creates an unfair advantage for the member or another.
- III. A member shall not maliciously or recklessly injure or attempt to injure the professional reputation of others.
- IV. A member shall insure that when providing a service that includes advice, such advice shall be fair and unbiased.
- V. A member shall not divulge to any person, firm, or company, information of a confidential nature acquired during the course of professional activities.
- VI. A member shall carry out his or her responsibilities in accordance with current professional practice.
- VII. A member shall keep informed of new concepts and developments in the construction process appropriate to the type and level of his or her responsibilities.

I (have) (have not) previously submitted an application for Institute membership.

I certify statements made by me herein are correct. If elected to membership of the American Institute of Constructors, I agree to abide by the AIC Constructor Code of Ethics and to be governed by the articles of the Incorporation and the by-laws of the Institute, as now framed or as may hereafter be altered, amended or enlarged; and to promote the objectives of the Institute as far as it shall be in my power, to subscribe to the principles of Professional Conduct. If I withdraw, in writing, from the Institute (after satisfying any arrears), I shall be free of these obligations.

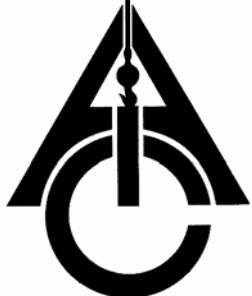
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Applicant's Name (printed)

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Applicant's Signature

Date



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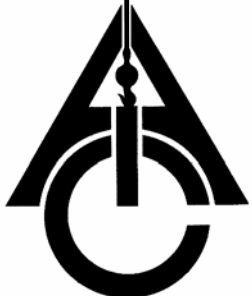
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## AIC MEMBERSHIP APPLICATION CHECK LIST

- Membership Information pages completed
- Completed sponsor information (when requested by applicant)
- Application and first year's dues payment enclosed
- Signed copy of AIC Constructor Code of Ethics

Submitted by \_\_\_\_\_ Date \_\_\_\_\_



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