



CERTIFICATION PROGRAMS

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Bulletin Title:	Bulletin 2020-05.1: Initial Applicants and the COVID-19 virus
Inquiries:	certification@aisc.org
To:	All Initial Applicants

We hope you, your family, and your employees continue to stay safe in the weeks and months to come.

Daily changes due to the COVID-19 virus and CDC Guidance have directly impacted AISC Certification's ability to carry out in-person site audits. In response, AISC began remote assessments on June 15, 2020, for initial applicants in North America and the U.S. territories.

A Temporary New Normal for You and AISC Certification

AISC began scheduling remote assessments on May 27, 2020 for companies that had completed their eligibility review and successfully completed the documentation audit. Those who expedited their application process went first, followed by all others in the order that their Stage 1 Document Audits were completed.

Your Remote Assessment

The auditor will use the video-conferencing platform Zoom. You can find user instructions and helpful resources on Zoom's website and the [AISC Remote Assessment site](#). The auditor will contact you about setting up the remote assessment dates and start time.

The remote assessment plan will include the link to the Zoom meeting, which can be shared with everyone that you need to include in the assessment. It also includes a list of documents and records that you must have available to share or transmit to the auditor during the assessment. The auditor will conduct your remote assessment over the course of two days, and a tour of the fabrication facility or erection jobsite is not required.



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Conditional Certification

Once the Remote assessment is complete and all Corrective Action Requests (CARs) resolved, your application will be reviewed by the Certification Review Group (CRG), who will approve or deny the Conditional Certification. The CRG determination is outlined in Chapter 7 of the [Governing Requirements for Certification Programs](#).

You will receive a letter confirming your Conditional Certification, which will include the date of expiration of the Conditional Certification. Also, you will be listed on the AISC Certification website with your conditional status noted.

Full Certification

A site audit is required as a condition of full certification.

To help achieve full certification, AISC will attempt to schedule an site audit within six months of your remote assessment. You will be notified of your scheduled audit 30 days prior. Erectors must have an active jobsite and fabricators must have work in the shop at the time of the site audit. This site audit is included within your application fee.

Once any CARs issued during the site audit are resolved, the CRG will review your results of the remote assessment and the site audit. If approved by the CRG, you will receive an AISC Certificate and your status on the AISC website will change from Conditional to Certified. If denied, you will be removed from the AISC listing of certified companies.

If the travel restrictions caused by the COVID-19 pandemic do not allow the site audit to take place within six months of the remote assessment, a second remote assessment will be scheduled in lieu of the site audit, and if approved by the CRG, your conditional certification status will remain in place.

Certification Renewal

Approximately three months before your conditional certification expires, AISC will schedule your renewal audit for your next year of certification. You will be responsible for the associated renewal fees.

More Information:

- Electronic and paper copies of the AISC Certificate will not be issued for conditional certifications.
- Please see our FAQ section and other resources at our [Remote Assessment site](#).
- If you have any questions, please contact AISC Certification directly at certification@aisc.org or 312.670.7520.