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## AISC Certification Bulletin No. 2016-01

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**Issue Date:** March 04, 2016

**Effective Date:** May 1, 2016

**Supersedes:** None

**Bulletin Title:** Current Erector Participants Conversion to Standard-Based Erector Certification Program

**Inquiries:** [erectorconversion@aisc.org](mailto:erectorconversion@aisc.org)

**Applies To:**

- All Program Participants
- Current Building Fabricator Certification Program Participants
- Current Bridge Fabricator Certification Program Participants
- Current Component Manufacturer Certification Program Participants
- Current Erector Certification Program Participants

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### Bulletin Scope:

This bulletin provides information regarding the process and timeline for converting current AISC Certification Erector Program participants to the Program Requirements for AISC Certified Erectors of Structural Steel.

These new program requirements introduce a standards-based certification in lieu of a checklist-based certification. This bulletin applies to erector participants with certifications expiring on or after September 1, 2016. Conversion is mandatory for all current erector program participants.

Erectors who are new applicants on or after February 2, 2015 are not subject to this conversion process.

### Governing Program Documents:

Program Requirements for AISC Certified Erectors of Structural Steel can be found at [www.aisc.org/certification](http://www.aisc.org/certification).

### Conversion Application Packet:

Participants currently certified under the AISC Erector Certification Program will receive a Conversion Application Packet (CAP) from AISC.

The CAP will be emailed to the certification contact/management representative for quality and the principal officer AISC currently has on file.



The CAP will contain the items listed below:

- Link to the required application
- Link to the Program Requirements
- Link to the requirements for participant documentation submission

The updated program has only one level of certification that will be known as “Certified Steel Erector.” The designation “Advanced Certified Steel Erector” from the former checklist-based program will no longer apply. All erectors electing to continue with the program conversion will be designated as Certified Steel Erector regardless of their previous certification designation.

Three new optional endorsements will be available for the updated program. Participants may apply for any of them at the time of conversion or in the future. Endorsements must be held in conjunction with the Certified Steel Erector certification. The available endorsements are:

- Seismic Erection Endorsement
- Metal Deck Endorsement
- Bridge Erection Endorsement

Participant’s Conversion Application Packets must be sent back to AISC in electronic format; hard copies of participant’s documents will not be accepted. The organization of submitted documents must be in 10 or less PDF files.

- Email [erectorconversion@aisc.org](mailto:erectorconversion@aisc.org) with the email subject shall contain the facility name as shown on the application.
- Flash drive or CD sent to AISC at 130 E. Randolph Street, Suite 2000, Chicago, IL 60601-6204 to the attention of Certification Program Engineer – Erector Conversion.
- Email [erectorconversion@aisc.org](mailto:erectorconversion@aisc.org) with a link to a file sharing website. The email subject shall contain the facility name as shown on the application.



AISC must receive each participant’s conversion application and required documentation by the following date:

If Your Certificate Expires In	Your CAP is Due by
September 2016	April 25, 2016
October 2016	May 23, 2016
November 2016	June 20, 2016
December 2016	July 18, 2016
January 2017	August 12, 2016
February 2017	September 19, 2016
March 2017	October 10, 2016
April 2017	November 7, 2016
May 2017	December 5, 2016
June 2017	December 26, 2016
July 2017	January 30, 2017
August 2017	February 27, 2017

**Agreement for Certification Services:**

After AISC has received and reviewed your packet, an Agreement for Certification Services will be sent to the Management Representative for Quality that the participant listed on the conversion application and will require a principal’s signature.

The agreement defines the scope of the participant’s audit and the terms & conditions to which the participant must agree in order to proceed with the certification process. AISC reserves the right to change the participant’s certification scope, including endorsements, if the participant is not qualified for the certification or the endorsement(s) requested in the application.

AISC must receive each participant’s agreement signed by the date listed on the agreement. The agreement must be sent via email in PDF format to [erecatorconversion@aisc.org](mailto:erecatorconversion@aisc.org).

**Documentation Audit:**

After the Agreement for Certification Services has been executed, AISC will conduct a documentation audit. The purpose of the documentation audit is to ensure the participant meets the current Program Requirements for AISC Certified Steel Erectors of Structural Steel and to ensure the participant is eligible for the certification and endorsements requested.

If a participant meets the requirements for the certification and endorsements they are applying for, then the agreement will remain with the original scope listed and the site audit will be conducted to that scope. Meeting the requirements of the documentation audit stage does not guarantee a participant will be certified to the certification and endorsements they marked on their application.



If a participant does not meet the requirements for the certification and endorsements they requested, a revised agreement will be sent or the participant will be withdrawn from the certification process

### **Site Audit:**

All site audits for participants converting to the standard-based erector program will be FULL scope audits addressing all elements of Program Requirements for AISC Certified Steel Erectors of Structural Steel. After the conversion, subsequent audits will continue with the cycle the participant held prior to the conversion audit.

### **Certificates:**

Certificates will be issued after successful completion of the conversion process. Participants holding a certificate for "Certified Steel Erector (Advanced)" prior to the conversion process will be issued certificates listing that category for a period of one year. After one year, the "Certified Steel Erector Advanced" category will not appear on certificates.

This transition period will allow specifiers time to modify their specifications to reference the updated erector program.