
The CEAI Examination:

1. The applicant must complete a 3-hour, closed-book, written examination. The examination questions are based on the listed domains of knowledge. For an updated list of exam topics and references to use in test preparation, visit www.acac.org.
2. The examination is closed-book! It is strongly recommended that candidates read the reference materials listed above before taking the examination.
3. There are 100 questions on the examination. Each question is multiple-choice with at least four (4) possible answers. Exam items are drawn from the listed domains of knowledge according to the following blueprint:

CEAI Examination Blueprint

Domain/Cognitive Category	Knowledge	Comprehension	Application	Total # Items	Percentage
The Allergic Response in Humans	8	8	2	18	18
Types of Allergens and their presence in the built environment	7	7	2	16	16
Principles of the built environment	8	8	2	18	18
Investigation principles, procedures, and equipment	9	9	2	20	20
Allergen evaluation and remediation strategies	8	8	2	18	18
Guidelines, regulations and standards	5	5	0	10	10
Total # Items	45	45	10	100	
Percentage	45	45	10		100

4. **Passing score:** The passing score for the CEAI examination is set by the CEAI certification board using the Modified Angoff Method. A score of 75% must be achieved to pass this examination.
5. The examination is delivered electronically at an authorized testing center operated by Kryterion, Inc. There are no paper exams. Once a complete application packet is on file in the Council office, the candidate may register for the examination by calling the office at (888) 808-8381.
6. Candidates should arrive 30 minutes before the testing appointment.
7. Candidates must present two forms of government-issued identification at the testing center, one of which must be picture ID.
8. Candidates must follow proctor instructions with regard to the use of personal belongings and test materials.
9. Candidates failing to abide by these rules will not be permitted to sit for the exam, and a re-examination fee will be required.
10. All examinations contain the same questions; however, the examination questions are presented to each candidate in random order and the examination answers are presented to the candidate in random order.
11. Examinations are graded electronically at the testing facility, and scores are available to candidates immediately. An email is sent to the candidate's email address confirming test results. In the case of state license applicants, exam scores are also reported directly to the appropriate state licensing agency.

Fees:

All fees are listed on the ACAC website. Corporate purchase orders, checks, Visa, MasterCard and American Express are accepted.

Certification Fee for a two-year ACAC certification:

- Certification fees include a non-refundable processing fee.

Examination Fee:

- Examination and certification fees are required prior to taking examinations.

Re-certification Fee:

- Re-certification is for a two-year period and requires documentation of continuing education. Re-certification fees include a non-refundable processing fee.

Re-examination Fees:

- For those who failed a previous exam.

Penalties for late Re-certification:

- May be waived in case of documented active military duty or medical issues.

The Certifying Body:

1. The American Council for Accredited Certification is the certifying body for this certification program.
2. All decisions regarding application materials, examinations and the awarding of certifications are made by the CEAI Certification Board, which functions as part of the ACAC.
3. The certifying body's responsibility to applicants is to provide a credible certification. Operation of the certification program is closely monitored to ensure that reference materials remain current

with the industry guidelines and standards and the eligibility requirements for certification are at appropriate levels. Examination questions are developed by certified CEAs who are currently active in the field of environmental allergen consulting. Pass/fail scores are set by the CEAI Certification Board at the ACAC executive meeting using the modified Angoff method. The Board authorizes an periodic statistical review of examination item performance and test reliability and updates the examination to reflect the latest changes in our rapidly evolving field.

4. Certification Board members are required to abstain from voting on any applicant's completed file that may present a conflict of interest, either personally or professionally.

Re-certification and Reinstatement

ACAC certifications are current for two years from the date of issue. The certificate holder must accumulate forty (40) Re-certification Credits (RCs) prior to the certificate's expiration date. Each RC represents one (1) hour of continuing education or professional development. The certificate holder may accumulate the required hours at any time during the two-year certification period. An updated list of typical recertification activities is available on the Council website at www.acac.org.

Council-certified Environmental Allergen Investigators who do not acquire sufficient CEAI Re-certification Credits by their recertification date will be notified in writing to cease using the CEAI designation. They will be listed as expired on the Council website and will no longer be listed as a CEAI in any ACAC publication until such time as they resubmit to the certification process and successfully meet the current criteria for certification. Appropriate fees will apply.

Due Process Procedures:

1. The CEAI Certification Board is responsible for all facets of the certification program, including the review and evaluation of applications, the development and administration of examinations, the granting and reissuing of certificates and the adjudication of complaints against certificants.
2. Suspensions: If a Council-certified Environmental Allergen Investigator does not accumulate the required re-certification credits, certification shall terminate unless, in the judgment of the Certification Board, extenuating circumstances exist and the deficiency can be readily overcome. Examples of extenuating circumstances include documentation of active military service or documentation of a serious medical condition.
3. Complaints: If a Council-certified Environmental Allergen Investigator fails to abide by the ACAC Code of Conduct or is formally accused of gross negligence in the performance of his or her professional duties, the Certification Board may vote to refuse re-certification.
4. Appeals: Any holder of a valid Council certification or applicant for such a certification may appeal the decisions of the Certification Board.
5. Complaints or appeals shall be made in writing via certified mail to the Certification Administrator.
6. In the case of complaints, the Certification Administrator shall forward the complaint to the accused certificant and allow him or her ample time to respond.
7. The Certification Administrator, at the direction of the Executive Committee, may forward complaints or appeals to the appropriate Certification Board.
8. The Certification Board shall rule on all complaints or appeals by unanimous vote.
9. Complaints or appeals may be continued in writing via certified mail to the National Advisory Board.
10. The National Advisory Board shall be the final court of appeal and will rule on complaints or appeals by unanimous vote.
11. In resolving complaints or appeals, ACAC may rule only on its own decisions to grant or deny certification and recertification.

Emeritus (Retired) Status

1. Retired Council-certified Environmental Allergen Investigators may be granted emeritus status in their designation as long as they are retired from professional practice as a CEAI. Such persons will be granted the title “Emeritus”.
2. Re-certification Fees for Emeritus (Retired) Status: **\$100** USD for each two-year certification.
3. Continuing education is not required.
4. To return to active status, emeritus certificants must notify the Council in writing and pay a fee for a two-year active certification. At the end of the two-year period, all normal re-certification policies will apply.

Use of the CEAI Designation:

1. A Council-certified Environmental Allergen Investigator (CEAI) may use the designation with his/her name on organization letterheads, business cards and all forms of address. When using the CEAI designation, we encourage the spelling out of the designation fully in smaller print immediately below the signature block, as in the following example:

John Doe, CEAI

Council-certified Environmental Allergen Investigator
Board-awarded by the American Council for Accredited Certification

2. Certification is for individuals only. The CEAI designation may not be used to imply that an organization or firm is certified.
3. The CEAI designation may NOT be used by individuals who pass the CEAI examination in order to obtain a state license, unless those individuals also complete the ACAC certification process as described in this document.

ACAC Code of Conduct:

- **Objective**

The objective of this code is to provide guidance for appropriate conduct for the certificants of the American Council for Accredited Certification as they engage in their individual professions.

- **Rules of Conduct**

Certificants of the American Council for Accredited Certification shall:

- Practice their respective professions following accepted industry standards and guidelines.
- Exercise caution not to misrepresent their credentials, training or experience in the course of their professional activities.
- Deal responsibly in advising parties on issues related to their fields of expertise.
- Maintain confidentiality concerning both personal and business information gathered in the performance of their professions, except in the case of overriding legal concerns.
- Avoid instances where conflict of interest may occur.
- Act with integrity to uphold the standards of their profession and of the Council and avoid any conduct that could adversely reflect on the Council and its certificants.

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We reserve the right to change/update our certification examination material, eligibility requirements and re-certification requirements at anytime we deem necessary to maintain the professional integrity and validity of our certification.