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**The Required Skills:**

A Council-certified Indoor Air Quality Manager (CIAQM) has demonstrated the following skills through a combination of documented experience, documented education and training and the successful completion of an examination process.

1. Understand the factors affecting Indoor Air Quality and the relationships between them
  - a. Consider the role of building occupants in affecting and being affected by indoor air quality
  - b. Comprehend the range of indoor air contaminants and their sources in the built environment
  - c. Confront the various transport mechanisms existing within the building envelope (including the HVAC system) and realize their impact on IAQ
2. Develop and Administer an IAQ Management Program
  - a. Assemble an interdisciplinary IAQ Management Team
  - b. Develop an IAQ Building Profile
  - c. Implement an IAQ Management Plan
    - i. Apply knowledge of guidelines, regulations and liabilities related to indoor air quality
    - ii. Establish effective communication and documentation procedures
    - iii. Establish effective facility maintenance and incident prevention procedures
3. Address IAQ problems effectively
  - a. Oversee an IAQ investigation
    - i. Conduct an initial walk-through investigation
    - ii. Collect and organize detailed information related to the problem
    - iii. Determine the need for sampling or the assistance of an indoor environmental professional
  - b. Develop a remediation strategy
    - i. Apply knowledge of guidelines and safety regulations relating to IAQ remediation
    - ii. Design an effective scope of work that may include any or all of the following activities:
      1. Develop project specifications
      2. Engineer containment systems
      3. Remove damaged material and debris
      4. Clean building structure and contents
      5. Conduct remediation of the HVAC system
  - c. Determine the need for assistance from a remediation professional

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**The Certification Process:**

1. Complete and forward the notarized application and project sheets and a copy of diploma or transcripts. Incomplete applications will not be forwarded to the Certification Board for review.
2. Pass the closed-book examination. If the examination is not successfully passed, a mandatory 15-day waiting period and re-examination fee is required before retaking the examination. A maximum of four examinations may be attempted.
3. Applicants have up to 90 days from the date of application to complete the application process. Applications left incomplete after 90 days will be considered null and void.
4. Wait for the awarding of the certification. The Certification Board will meet approximately every four (4) weeks to review the examination results and supporting materials before voting to award the certification.

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**The Application:**

The Application Form provides an area for contact information, academic information and experience background. We strongly recommend a notarized application be sent to the Council office prior to the examination, so that the certification staff may prepare the applicant's file for Board review.

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**Required Documentation:**

The applicant must provide documentation of a) education and b) field experience in building or facilities management, property or asset management, risk management or corporate policy making. Required forms of documentation include:

- College transcripts and diplomas, if the application relies upon college credit;
- Project documentation forms (included in this application packet);
- Employer affidavits for projects on which the candidate worked as an employee (included in this application packet).

The application packet must include four project sheets, at least one of which must date from the first year of experience claimed.

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**The CIAQM Examination:**

1. The applicant must complete a 3-hour, closed-book, written examination. The examination questions are based on the listed core skills and required body of knowledge. For an updated list of exam topics and item references to use in test preparation, visit [www.acac.org](http://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 120 questions on the examination. Each question is multiple-choice with at least four (4) possible answers. A score of 75% must be achieved to pass this examination.
  4. 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.
    - Candidates should arrive 30 minutes before the testing appointment.
    - Candidates must present two forms of government-issued identification at the testing center, one of which must be picture ID.
    - Candidates must follow proctor instructions with regard to the use of personal belongings and test materials, including submitting eyeglasses for inspection and turning out exterior pockets.
    - Candidates failing to abide by these rules will not be permitted to sit for the exam, and a re-examination fee will be required.
  5. 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.
  6. 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.
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**The Certifying Body:**

1. The American Council for Accredited Certification is the certifying body for this program.
2. All decisions regarding application materials, examinations and the awarding of certifications are made by the CIAQM Certification Board, which functions as part of the American Council for Accredited Certification.

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 CIAQMs who are currently active in the field of indoor air quality management. Pass/fail scores are set by the CIAQM Certification Board at the ACAC annual meeting using the modified Angoff method. The Board authorizes an annual statistical review of examination item performance and test reliability and updates the examination to reflect the latest changes in our rapidly evolving field.
4. The CIAQM certification is valid for two (2) years, after which time re-certification is required.
5. 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.

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**Re-certification:**

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 in a Council-registered activity. The certificate holder may accumulate the required 40 hours at any time during the two-year certification period. An updated list of activities which qualify for RCs is available on the Council website at [www.acac.org](http://www.acac.org).

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**Due Process Procedures:**

1. The CIAQM 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 Indoor Air Quality Manager 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 Indoor Air Quality Manager 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.

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**Reinstatement of the CIAQM:**

Council-certified Indoor Air Quality Managers who do not acquire sufficient CIAQM Re-certification Credits by their recertification date will be notified in writing to cease using the CIAQM designation. They will be listed as expired on the Council website and will no longer be listed as a CIAQM 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.

**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 certification:**

- Certification fee includes a non-refundable processing fee.

**Examination Fee:**

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

**Re-certification Fees:**

- 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.

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**Emeritus (Retired) Status:**

1. Retired Council-certified Indoor Air Quality Managers may be granted emeritus status in their designation as long as they are retired from professional practice as a CIAQM. 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.

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**Use of the CIAQM Designation:**

- A Council-certified Indoor Air Quality Manager (CIAQM) may use the designation with his/her name on organization letterheads, business cards and all forms of address. When using the CIAQM 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, CIAQM  
Council-certified Indoor Air Quality Manager  
Board-awarded by the American Council for Accredited Certification

- Certification is for individuals only. The CIAQM designation may not be used to imply that an organization or firm is certified.

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**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 regarding potential damage to property and/or risk to health.
- Maintain confidentiality concerning both personal and business information gathered in the performance of their professions, except in the case of overriding legal and/or health concerns.
- Avoid instances where conflict of interest or compromise of professional judgment 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.

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