



American Council for Accredited Certification

Preparing for the Council-certified Indoor Air Quality Manager (CIAQM) and Council-certified Indoor Air Quality Assistant Manager (CIAQAM) Examinations

Examination Study/Review Guide:

ACAC has developed the following guide to aid candidates in preparation for the CIAQM and CIAQAM examinations:

- Council-certified Indoor Air Quality Manager (CIAQM): Exam Study/Review Guide (ACAC, 2015), www.acac.org/forms/otherpdfs/ciaqmmanual.pdf

Examination Reference Materials:

The CIAQM and CIAQAM examinations are based on standard industry reference texts, not on a particular course curriculum. Examination items are drawn directly from the following references:

- American Council for Accredited Certification, *Code of Conduct* (www.acac.org)
- EPA, *Building Air Quality: A Guide for Building Owners and Facility Managers* (Washington: EPA, 1991)
- Shirley J. Hansen and H. E. Burroughs, *Managing Indoor Air Quality*, 4th edition (2008) **OR** 5th edition (2011).
- Nancy Bollinger, *NIOSH Respirator Selection Logic 2004* (Cincinnati: NIOSH, 2004), www.acac.org/forms/rclibrary/nioshresp2004.pdf

Examination Topics:

The examinations cover **three topics** relevant to indoor air quality management:

(NOTE: For a detailed list of the knowledge and skills tested within each topic area, consult the CIAQM and CIAQAM application booklets)

1. Basic Principles of Indoor Air Quality (40% of questions)
2. IAQ Program Administration (40% of questions)
3. IAQ Investigations and Remediation (20% of questions)

Preparing for the CIAQM and CIAQAM Examinations:

To prepare for the exam, first read the reference books listed above in their entirety. Then review the following sections from each text in more detail:



WARNING: Limiting your study to only the following pages will put you in danger of failing the exam. The exam assumes a comprehensive knowledge of each reference text. Each of the following references provides ONE example of a place where exam topics may be discussed.



1. EPA, *Building Air Quality*

Pages 5, 6, 7, 8, 9, 10, 11, 12, 13, 15, 16, 17, 19, 20, 21, 22, 23, 25, 26, 27, 31, 34, 36, 38, 39, 45, 46, 51, 53, 76, 84 and 85.

2. Burroughs et al., *Managing Indoor Air Quality*

4th Edition

29, 37, 43, 47, 48, 50, 52, 57, 72, 75, 78, 86, 102, 115, 117, 118, 122, 125, 127, 131, 132, 134, 136, 140, 146, 149, 151, 153, 169, 171, 178, 179, 189, 196, 200, 201, 208, 212, 213, 249, 250, 261, 263, 274, 276-279, 281, 284-285.

5th Edition

28, 37, 43, 47, 48, 50, 52, 57, 74, 77, 80, 88, 105, 117, 119, 120, 124, 126, 129, 133, 134, 136, 139, 142, 143, 149, 151, 153, 154, 169, 171, 178, 179, 189, 196, 201, 208, 212, 251, 252, 263, 265, 276, 280, 283, 286-287 and Table 3.1

3. NIOSH *Respirator Selection Logic (2004)*

Pages 1, 4, 5, 8, 13, 17, 19, 20 and 22