

10 QCP Individual Drafting Accreditation Program

10.1 Accreditation Definition

- 10.1.1 The AWI Quality Certification Program's Personal Drafting Accreditation (QCPIDA) attests to the certificant's successful completion and comprehension of required course material, and the ability to produce architectural woodwork engineering drawings ("shop drawings") which conform to project specifications and applicable AWI Standards, with respect to both format and content.
 - 10.1.1.1 The QCPIDA certificant shall be an individual only, and the accreditation is not transferable from one person to another.
 - 10.1.1.2 A maintained and valid QCPIDA is "portable" and remains in force regardless of the certificant's employer, employment status, or business/professional status.
- 10.1.2 A QCPIDA certificate shall consist of the certificant's name, the individual certificate number, the status of the individual's accreditation and any other necessary related information, as registered on a publicly accessible page on QCP's website.
- 10.1.3 There is no physical certificate issued which attests to accreditation for any applicant.
- 10.1.4 The QCPIDA is a program of the AWI Quality Certification Corporation [QCC] and is subject to the policy and governance authority of the QCC Board of Directors. The QCPIDA process is administered by QCC's Quality Certification Program.

10.2 Application for Accreditation

- 10.2.1 Accreditation applicants must complete an application form as designated by QCP, and submit as directed.
- 10.2.2 By submitting a QCPIDA application, the applicant represents that he/she possesses a working knowledge of drafting nomenclature, drafting symbols, typical organization of architectural woodwork shop drawings, and the ability to navigate between the various views which cross reference one another within a drawing.
- 10.2.3 Completed application forms must be accompanied by payment of applicable costs and fees as specified by QCP.
 - 10.2.3.1 Paid application costs and fees are non-refundable
- 10.2.4 An applicant must complete all requirements of the accreditation process within six (6) months of the date on which course work commences for that applicant.

- 10.2.4.1 An applicant who has not completed all accreditation requirements within that six (6) month time frame, and who wishes to continue pursuit of the PAD, must re-apply for accreditation, including payment of applicable costs and fees.

10.3 QCPIDA Curriculum

- 10.3.1. The primary course material associated with the QCPIDA shall be the conformance requirements of any current AWI Standard with respect to submittals and shop drawings.
- 10.3.2 QCPIDA course material shall also include information regarding the current Standard's format and use, as well as the organization of compliance rules and requirements for the categories of manufactured woodwork included in that Standard.

10.4 QCPIDA Initial Testing

- 10.4.1. Testing requirements for initial accreditation shall include at least one written (electronic) multiple choice test based on QCPIDA curriculum material described above.
 - 10.4.1.1 Multiple choice tests shall be comprised of questions randomly selected by computer from a pool of available questions, with each test being unique.
 - 10.4.1.2 Complete Multiple choice test instructions shall be made available to applicants.
 - 10.4.1.3 Passing score for the multiple choice test is 85%. Any decimal value above 84% shall be rounded up.
- 10.4.2 Testing requirements for initial accreditation shall also include the applicant's review of a shop drawing to identify and list all items found (with respect to format, required information, and construction details) which do not conform with specifications or the current Standard, whichever is applicable.
 - 10.4.2.1 The shop drawing and corresponding specifications on which the test is based will be randomly selected by QCP from a pool of such drawings and specifications. The content of these test drawings will relate to material covered in PAD course curriculum.
 - 10.4.2.2 Complete drawing review test instructions and the criteria by which the drawing review test will be graded shall be made available to applicants.

10.4.2.3 Passing score for the drawing review test is 85% Any decimal value above 84% shall be rounded up.

10.4.3 Required tests must be submitted for grading within the six month overall time frame allowed for accreditation as noted under 10.2.4 above.

10.4.3.1 QCPIDA applicants who fail a required test may re-test at any time, but the test must be submitted for grading within the six (6) month overall time frame allowed for accreditation as noted under 10.2.4 above.

10.5 Periodic QCPIDA Re-certification Testing

10.5.1 To maintain an active accreditation, QCPIDA certificants are required to pass a written test or tests provided by QCP no later than three years from the date of their accreditation, and thereafter no more than three years after passing their previous test or tests.

10.5.1.1 At its discretion, QCP may shorten a three-year testing interval if the Architectural Woodwork Institute releases a new standard, or new edition or version of a current standard.

10.5.1.2 Certificants suspended as a result of unpaid fees as described under 10.6.4 below are not eligible for re-accreditation testing unless and until the outstanding fees are paid and the suspension is lifted.

10.5.1.3 The periodic three-year anniversary testing deadlines described in 10.5.1 above are not extended as a result of any other suspension, such as for non-payment of required fees.

10.5.2 QCP shall provide the certificant with a reminder of the periodic testing requirement and notice of the three-year anniversary date at least 60 days in advance of that anniversary date.

10.5.3 The content and form of the written re-certification test shall be at the discretion of the Quality Certification Program.

10.5.4 Failure to pass the written test by the applicable three-year anniversary date shall result in suspension of the certificant's accreditation, and shall be so noted in QCP's register of QCPIDA certificants.

10.5.5 A certificant who fails a written test may re-test immediately, provided he/she is not suspended as a result of unpaid fees as described under 10.6 below.

10.5.5.1 Suspension for test failure or omission shall last a maximum of (6) months from the applicable testing deadline, during which time a certificant with no outstanding fees may pass the test and lift the suspension.

10.5.5.2 If the required written re-certification test is not passed within six (6) months of the applicable testing deadline, the certificant's QCPIIDA will be revoked, which shall be so noted in the QCP website's register of QCPIIDA certificants.

10.6 QCPIIDA Annual Renewal Fee

10.6.1 QCPIIDA certificants shall pay an annual renewal fee to QCP in an amount designated by QCP and posted on its website.

10.6.2 For the year in which the applicant becomes accredited, the annual fee will be pro-rated based on the number of days remaining in that year after the accreditation date, and is due by 11:59 PM EST on December 31st of that year.

10.6.3 Annual renewal fees assessed after the accreditation year will be due by 11:59 PM EST every December 31st.

10.6.3.1 At least one invoice with annual fee payment instructions shall be sent to certificants at least 60 days prior to the payment deadline.

10.6.3.2 It is the responsibility of the applicant or certificant to inform QCP of any changes in addresses or contact information which may bear on the ability of QCP to deliver the annual fee invoice in a timely fashion.

10.6.4 Failure to remit the required annual renewal fee by the designated due date and time will result in suspension of that certificant's accreditation, which shall be so noted in the QCP website's register of QCPIIDA certificants.

10.6.4.1 Certificant retesting or any other administrative function required to maintain the QCPIIDA is not available to a certificant suspended for non-payment of fees.

10.6.4.2 The suspension will last a maximum of six (6) months, during which time receipt of outstanding fees by QCP will lift the suspension.

10.6.4.3 If the outstanding fees are not received as of June 30, 11:59 PM EST following the initial payment deadline, the certificant's QCPIIDA will be revoked, which shall be so noted in the QCP website's register of QCPIIDA certificants.

10.7 Applicant/Certificant Challenge of QCPIDA Administration

10.7.1 A QCPIDA applicant or certificant may appeal to the Quality Certification Corporation (QCC) Executive Director in writing to request redress of any complaints or alleged inequitable application of these QCPIDA Policies and guidelines.

10.7.2 A QCPIDA applicant or certificant who has appealed to the QCC Executive Director to redress a complaint, but disagrees with the appeal outcome may further appeal to the QCC Board of Directors.