

## Typical Course Provider FAQs

### **Are American IAQ Council certification programs accredited?**

- Yes. The CESB accredits the CIEC and CMC as engineering related programs, and the CIE, CMI, CMRS, CMR, CRMI and CIAQM as engineering technician programs.
- The IAQ Council has the only third-party accredited certifications in the indoor air quality industry.

### **Are American IAQ Council certifications board-awarded?**

- Yes. All certifications are awarded by a unanimous vote of a certification board of peers.

### **When can course providers begin offering study/review courses for American IAQ Council certification programs?**

- Immediately.

### **What are the course provider requirements to develop and deliver study/review courses for IAQ Council certifications?**

- There are no requirements.
- There is no contract.
- There are no revenue-sharing agreements.

### **Does the IAQ Council market for course providers of certification preparatory courses?**

- No. Course providers must use their own marketing skills and resources to market their courses for certification preparation.

### **Does the IAQ Council list course providers of certification preparatory courses on their website?**

- No. The IAQ Council does not list the course providers for certification preparation since the IAQ Council has nothing to do with their courses.

### **Does the IAQ Council offer study/review courses?**

- No. The IAQ Council does not conduct study/review courses using in-house personnel or contracted providers.

### **Who can be a course provider for an IAQ Council certification study/review course?**

- Any individual, company or organization may develop and deliver a study/review course for an IAQ Council certification.

### **What should a study/review course for examination preparation include?**

- Our study guides include reference materials, examination topics and item references for each certification exam.
- <http://www.iagcouncil.org/forms/forms.htm>

**Can course providers simply take an existing course and make it a study/review course by adding the examination reference materials?**

- Yes. The quality and quantity of the study/review course is the responsibility of the independent course provider.

**How much should a course provider charge for a study/review course?**

- Pricing is left to the individual providers because the study/review courses for IAQ Council certifications can be presented in many ways.
  - Some providers may want to add this study/review course as a new offering to their clients.
  - Some providers may want to include the study/review course material within an in-house training course.
  - Some providers may want to include the study/review course material within a marketing course for their services or products.
  - Other providers may want to present the course material online in conjunction with another certification course.

**Can consultants and remediators conduct study/review courses to educate their clients?**

- Yes.

**How many study/review courses must a course provider offer each year?**

- The IAQ Council has no requirements for the number of courses or the number of attendees in a course.

**Are course providers required to limit a study/review course to a specific number of hours?**

- There are no requirements for course length. Instructors may present content for their study/review courses in the format with which they are most comfortable.
- Course length is dependent on the mode of presentation and the amount of associated materials incorporated into the course.

**Can study/review courses be conducted online or as webinars?**

- Yes.

**Can study/review courses also count as professional development for re-certification credits (RCs)?**

- Yes. RCs are granted for events registered with the IAQ Council.
- <http://www.iaqcouncil.org/forms/otherpdfs/rcformcourseereg.pdf>

**Where do course providers find the examination reference materials?**

- Examination reference materials are listed on our website and may be purchased from the IAQ Council or directly from the publishers.
- Study/review course providers may send students to the IAQ Council to purchase the reference materials.
- Study/review course providers may also choose to re-sell the reference materials or include them within the course fee.

**Can course providers or their instructors serve on an IAQ Council board?**

- No. Course providers and/or their instructors are not eligible to serve on any IAQ Council board during or for five years following their active work as a certification preparatory course provider and/or instructor.

**Who can be an instructor for a course provider's study/review course?**

- Anyone can be an instructor except IAQ Council board members who serve on the corporate board, national advisory board and various certification boards.
- Instructors do not have to hold the certification designation.

**Can course providers use multiple instructors?**

- Yes. Course providers have free rein to develop and deliver study/review courses.

**Do course providers collect the fees for the certification process?**

- No. Course providers do not collect certification fees.
- All fees involved with the certification process are collected when the student/candidate calls the staff at the IAQ Council (1-800-942-0832).
  - Certification fees include application fees, administration fees, online examination fees, etc.
- Fee details are discussed in the certification application booklets under "How Do I Get Certified?" located on the IAQ Council website at <http://www.iaqcouncil.org/forms/forms.htm>

**Can course providers proctor the certification examinations?**

- No. Course providers can not proctor certification examinations.
- All IAQ Council certification examinations are proctored at secure, independent online proctoring centers.
  - There are more than 100 sites nationwide and many internationally.
  - <http://www.iaqcouncil.org/certification/exams.htm>

**Can course providers have a copy of the examination questions and/or answers?**

- No. Examination security is carefully maintained.

**Can course providers arrange for examination delivery?**

- No. Course providers should direct students/candidates to contact the IAQ Council staff for assistance (1-800-942-0832) as examinations can only be taken after registering with the IAQ Council.
- Examinations are given during regular business hours at independent proctoring centers.

**Are examinations given immediately following the study/review course?**

- No. The examination is based on industry knowledge – not on short-term memory.
- The examination can be scheduled by the candidate for any convenient time by calling the IAQ Council at 800-942-0832.

**Are course providers responsible for registering certification examination candidates prior to taking a course?**

- No. In fact, the IAQ Council does not require candidates to take courses.
- The IAQ Council considers all examinations as “challenges” to prove industry knowledge.

**Do course providers assist students with their certification application?**

- No. Refer all questions about certification applications to our staff (800-942-0832).

**How many questions are on IAQ Council examinations?**

- There are one hundred-twenty (120) multiple choice questions on the CIEC and CMC examinations; each question has four (4) possible answers.
- There are one hundred (100) multiple choice questions on the CIE, CMI, CMRS, CMR, CRMI and CIAQM examinations; each question has four (4) possible answers.
- Each time the examination is taken, the position of the questions within the examination is randomly changed and the position of each answer for each question is randomly changed.

**How should a candidate study for an IAQ Council examination?**

- The candidate should take one of the many study/review courses and/or read all reference materials completely.
- Just prior to sitting for the examination, the candidate should briefly review the examination topics.

**Are practice examinations available?**

- Yes. Practice examinations are available for a nominal fee of \$20.
- The purpose of the practice examination is to familiarize the test-taker with the way the examination is delivered online. Obviously, the questions on the practice examination are not taken from the certification examination.

**Is there a time limit involved in IAQ Council examinations?**

- Yes, each examination has a three-hour time limit from the time the examination begins.
  - Proctors allow candidates to leave the exam to use the restroom; however, the examination clock continues to run.

**When does the candidate know he/she has passed/failed an IAQ Council examination?**

- The candidate's score is presented immediately upon completion of the examination.
- An email will be generated detailing the correct responses in each topic area and congratulating the candidate on passing the examination with a score of 75% or more.
- If the candidate fails the examination, an email will be generated detailing the areas of deficiency and advising the candidate when he/she can retake the examination.

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