



Program Description

Council-certified Moisture Control Investigator

CMCI

The American Council for Accredited Certification offers the Council-certified Moisture Control Investigator (CMCI) to individuals with expertise in the various disciplines related to moisture control investigation.

Objectives of the CMCI Program:

- To raise the standards of those engaged in moisture control investigation.
 - To identify persons with acceptable knowledge of moisture control investigation and the standards and regulations affecting Council-certified Moisture Control Investigators.
 - To award special recognition to those moisture control investigators who have demonstrated verifiable field experience.
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Eligibility:

Applicants for the CMCI certification must demonstrate academic- and experience-related eligibility.

Applicants must possess one of the following combinations of two (2) years education and relevant field experience:

- At least a 2-year post-secondary degree or its equivalent (15 credit hours) in engineering, science, architecture, industrial hygiene or related field of science with a minimum of one (1) years of documented field experience in moisture control investigation.
- No degree, with at least two (2) years of documented field experience in moisture control investigation. (High school diploma or GED required.)

ACAC certification candidates document education by submitting transcripts with the application form.

Candidates document field experience by submitting four project sheets (included in the application packet).

Applicants for state licenses where the CIEC examination is required must meet the eligibility requirements published by each state.

The Required Body of Knowledge:

The effective practice of moisture control investigation requires applying knowledge of building sciences, moisture behavior or structural drying to locate the source, identify the cause, or specify the mitigation of moisture problems in the design, construction and/or maintenance of the built environment. For certification purposes, the candidate for the CMCI designation must demonstrate familiarity with the following reference texts:

1. American Council for Accredited Certification, *Code of Conduct* (www.acac.org)
2. EPA, *Moisture Control Guidance for Building Design, Construction and Maintenance* (Washington, D.C.: EPA, 2013). [Available free of charge at [the EPA website](#)]
3. Ken Larsen, et. al., *Leadership in Restorative Drying, 4th edition* (Wood Dale, IL: Restoration Leadership Institute, 2014).

The Council-certified Moisture Control Investigator (CMCI) examination addresses the following domains of knowledge:

ACAC Code of Conduct

- Understand and conform to all provisions of the ACAC Code of Conduct.

The Science of Water

- Apply scientific knowledge of the principles of water behavior to the assessment of moisture issues related to the design, construction and maintenance of the built environment.
- Apply scientific knowledge of the principles of water behavior to the specification of remediation procedures for addressing such issues.

Site Drainage

- Understand the principles of site drainage and apply this knowledge to the assessment of moisture issues related to the design, construction and maintenance of the built environment.
- Apply the principles of site drainage to the specification of remediation procedures for addressing moisture problems in the built environment.

Foundations

- Understand the principles governing the design, construction and maintenance of building foundations and apply this knowledge to the assessment of moisture issues in the built environment.
- Apply the principles of foundation design, construction and maintenance to the specification of remediation procedures for addressing moisture problems in the built environment.

Walls and Floors

- Understand the principles governing the design, construction and maintenance of walls and floors and apply this knowledge to the assessment of moisture issues in the built environment.
- Apply the principles of wall and floor design, construction and maintenance to the specification of remediation procedures for addressing moisture problems in the built environment.

Roofs and Ceilings

- Understand the principles governing the design, construction and maintenance of roofs and ceilings and apply this knowledge to the assessment of moisture issues in the built environment.
- Apply the principles of roof and ceiling design, construction and maintenance to the specification of remediation procedures for addressing moisture problems in the built environment.

HVAC Systems

- Understand the principles governing the design, construction and maintenance of HVAC systems and apply this knowledge to the assessment of moisture issues in the built environment.
- Apply the principles of HVAC system design, construction and maintenance to the specification of remediation procedures for addressing moisture problems in the built environment.

Structural Drying

- Understand the principles of structural drying and apply this knowledge to the assessment of moisture issues in the built environment.
- Apply the principles of structural drying to the specification of remediation procedures for addressing moisture problems in the built environment.

The ACAC Certification Process:

1. Applicants must 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. Applicants must pass the closed-book examination. If the examination is not successfully passed, a fee is required before retaking the examination.
 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. Applicants must wait for the awarding of the certification. The Certification Board meets approximately every four (4) weeks to review the examination results and supporting materials before voting to award the certification.
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The CMCI Examination:

1. The applicant must complete a 3-hour, closed-book, written examination. The examination questions are based on the listed topic areas and required body of knowledge. For an updated list of exam topics and item 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 120 questions on the examination. Each question is multiple-choice with at least four (4) possible answers. Exam items are drawn from the required body of knowledge according to the following blueprint:

CMCI Examination Blueprint

Domain/Cognitive Category	Principles	Design	Construction	Maintenance	Remediation	Total # Items	Percentage
1. Science of Water	10	0	0	0	5	15	12.5%
2. Site Drainage	4	6	2	3	0	15	12.5%
3. Foundations	4	6	3	2	0	15	12.5%
4. Walls	4	6	3	2	0	15	12.5%
5. Roofs/Ceilings	4	7	3	1	0	15	12.5%
6. Plumbing	4	6	2	3	0	15	12.5%
7. HVAC	4	6	2	3	0	15	12.5%
8. Structural Drying	4	0	0	1	10	15	12.5%
Total # Items	38	37	15	15	15	120	
Percentage	31.7%	30.8%	12.5%	12.5%	12.5%		100

4. **Passing Score:** The passing score for the CMCI examination is set by the CMCI 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, including submitting eyeglasses for inspection and turning out exterior pockets.
 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.
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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 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 Fee:

- 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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The Certifying Body:

1. The American Council for Accredited Certification (ACAC) is the certifying body for this program.
2. All decisions regarding application materials, examinations and the awarding of certifications are made by the CMCI 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 CMCI's who are currently active in the field of moisture control investigation. Pass/fail scores are set by the CMCI 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 CMCI 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.

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 Moisture Control Investigators who do not acquire sufficient CMCI Re-certification Credits by their recertification date will be notified in writing to cease using the CMCI designation. They will be listed as expired on the Council website and will no longer be listed as a CMCI 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 CMCI 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 Moisture Control 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 Moisture Control 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 Moisture Control Investigators may be granted emeritus status in their designation as long as they are retired from professional practice as a CMCI. 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 ACAC 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 CMCI Designation:

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

- Certification is for individuals only. The CMCI 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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ACAC reserves the right to change/update its certification examination material, eligibility requirements and re-certification requirements at any time it deems necessary to maintain the professional integrity and validity of its certifications.

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