



Certification Policies for Advanced Concrete Flatwork Finisher, Concrete Flatwork Finisher, Concrete Flatwork Associate

*Last revised by the Certification Programs Committee
February 13, 2024*

The statements contained herein are a consolidation of approved policies and procedures. This policy statement supersedes all previous action of the ACI Board of Direction with respect to Concrete Flatwork Personnel certification.

The certification program policies are organized into seven sections as follows:

Section 1.0	Certification Criteria
Section 2.0	Examination Criteria
Section 3.0	Reexamination Criteria
Section 4.0	Appeals Procedures
Section 5.0	Sponsoring Group Criteria
Section 6.0	Examiner, Supplemental Examiner Criteria
Section 7.0	ACI Duties and Responsibilities
Section 8.0	Recertification Criteria

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SECTION 1.0 CERTIFICATION CRITERIA

- 1.1 The American Concrete Institute (ACI) certification program includes *Advanced Concrete Flatwork Finisher*, *Concrete Flatwork Finisher*, and *Concrete Flatwork Associate* categories.
- 1.2 Certification as an *Advanced Concrete Flatwork Finisher* requires:
- A) Written Examination – Successful completion of a written examination. [See Section 2.9]
- AND
- B) Work Experience/Performance Examination [See Sections 2.10 - 2.23]
 - 1. A minimum of three years [4500 hours] of direct finishing experience
- OR
- 2. A minimum of one year [1500 hours] of direct finishing experience and successful demonstration of hand skills through a performance examination.
- 1.3 Certification as a *Concrete Flatwork Finisher* requires:
- A) Performance Examination – Successful completion of a performance examination. [See Sections 2.10—2.17]
- AND
- B) Work Experience—A minimum of one year [1500 hours] of direct finishing experience [See Sections 2.20- 2.23]
- 1.4 Certification as a *Concrete Flatwork Associate* requires only the successful completion of the written examination.
- 1.5 ACI Flatwork Certifications shall be valid for a period of five [5] years from the date of completion of all applicable certification requirements.
- 1.6 A Concrete Flatwork Finisher may upgrade to Advanced Concrete Flatwork Finisher at any time during the five [5] year certification period by passing the written examination.
- 1.7 If a Finisher upgrades to Advanced Finisher status, certification as an Advanced Finisher shall be valid for the remainder of the original Finisher certification period.

SECTION 2.0 EXAMINATION CRITERIA

- 2.1 The content of the written and performance examinations shall be derived directly from the *Job Task Analysis for Advanced Concrete Flatwork Finisher, Concrete Flatwork Finisher, and Concrete Flatwork Associate Certification* (Annex 640.1-1).
- 2.2 There will be questions regarding general concrete technology on the written examination. The examinee will be expected to have a basic knowledge of proper finishing procedures for concrete flatwork.
- 2.3 The examination(s) shall be conducted by the ACI approved examiner, proctors, and/or supplemental examiners as applicable. [See Section 6.0]
- 2.4 The ACI approved examiners, proctors, supplemental examiners, and/or sponsoring groups shall not have any jurisdiction over the content of the examination(s), or over the grading of the written examination.
- 2.5 Both the written and performance examination are closed book. Notes or other technical material shall not be permitted in the examination area.

WRITTEN EXAMINATION

- 2.6 The written examination shall consist of at least fifty [50] multiple choice and/or true/false questions.
- 2.7 A maximum of two hours shall be permitted for completion of the written examination.
- 2.8 Verbal administration of the written examination shall be permitted, contingent upon approval by the ACI Certification Department.
- 2.9 Successful completion of the written examination shall require a minimum score of 70%.

PERFORMANCE EXAMINATION

- 2.10 The examinee must place, finish, edge, joint, and begin curing a concrete slab in the direct presence of the examiner or supplemental examiner.
- 2.11 The examinee's performance shall be evaluated based on the criteria of the performance examination checklist.
- 2.12 The examiner/supplemental examiner shall record the symbols 'P' for passing and 'F' for failing on each step of the checklist.
- 2.13 A passing grade in each Part is defined as: no significant variation from proper procedure and no more than 2 variations from proper technique in the execution of the listed finishing operations.
- 2.14 Each Part of the exam must be successfully completed according to the aforementioned criteria.
- 2.15 Immediately following completion of each Part of the performance examination, the examiner/supplemental examiner shall inform the examinee of the results, either pass or fail.

- 2.16 If the first trial was not successfully completed, a second trial shall be allowed after each other examinee has had a turn.
- 2.17 Examinees who fail a second trial, may arrange with the examiner to take the performance examination on another day.

WORK EXPERIENCE

- 2.18 Candidates seeking Advanced Concrete Flatwork Finisher certification shall be exempt from taking the performance examination if satisfactory documentation of experience can be provided as follows:
- A) Experience in concrete flatwork finishing {3 years [4500 hours] total}, after a formal apprentice or training period, including experience in placement, consolidation, finishing, jointing, curing and protection of concrete flatwork.
 - B) A signed form(s) or affidavits from current and/or previous employers or other qualified individual(s) verifying that the Candidate possesses the required amount and range of work experience.
- 2.19 Candidates seeking Advanced Concrete Flatwork Finisher certification who successfully pass the Performance Examination must also include satisfactory documentation of experience as follows:
- A) Experience in concrete flatwork finishing {1 year [1500 hours] total}, including experience in placement, consolidation, finishing, jointing, curing and protection of concrete flatwork.
 - B) A signed form(s) or affidavits from current and/or previous employers or other qualified individual(s) verifying that the Candidate possesses the required amount and range of work experience.
- 2.20 Candidates seeking Concrete Flatwork Finisher certification who successfully pass the Performance Examination must also include satisfactory documentation of experience as follows:
- A) Experience in concrete flatwork finishing {1 year [1500 hours] total}, including experience in placement, consolidation, finishing, jointing, curing and protection of concrete flatwork.
 - B) A signed form(s) or affidavits from current and/or previous employers or other qualified individual(s) verifying that the Candidate possesses the required amount and range of work experience.
- 2.21 Work experience forms from Candidates employed by a company (not self-employed) shall be signed by a human resources representative and project superintendent, or job foremen or owner of a company.
- 2.22 In cases where the Candidate is self-employed, work experience is submitted on at least three (3) Client Affidavit forms reflecting three (3) different projects in three (3) different years.
- 2.23 ACI reserves the right to verify submitted credentials of any candidate or affidavit respondent.

SECTION 3.0 RE-EXAMINATION CRITERIA

- 3.1 Failure of the written examination by the criteria cited under Section 2.9 shall require a reexamination on the entire written examination.
- 3.2 Failure on a part of the performance examination shall require re-examination on only that Part.

SECTION 4.0 APPEALS CRITERIA

Appeals relate to the administration of the exam, not exam content; exam content issues are governed through the challenge procedure described in the question booklet. Examinees who fail either the written or performance exam and feel their knowledge or performance was not fairly assessed due to an administrative issue (e.g., distractions, improper testing environment, etc.), may appeal the decision. Appeals must be made during the exam session and shall be directed to the examiner to facilitate immediate resolution if possible, and to bring the examiner's immediate attention to the issue for documentation and further research and action if warranted. Examiners must return a copy of the documentation with the exam materials, retaining a copy for future reference if needed.

- 4.1 All appeals shall be directed initially to the examiner.
- 4.2 In the event that the examinee is not satisfied with the decision of the examiner regarding an appeal, the examinee may pursue an appeal with ACI according to the following order:
 1. Sponsoring Group
 2. ACI Managing Director of Certification
 3. The Certification Appeals Committee [consisting of the Managing Director of Certification, the Certification Programs Committee Chairman and the Chairman of Committee C 640]
 4. Committee C 640, Craftsman Certification
 5. Certification Programs Committee
- 4.3 Appeals not satisfied by the examiner must be received in writing within sixty [60] days of the receipt of the examination at ACI Headquarters.
- 4.4 Appeals submitted to ACI that are not initially directed to the examiner during the exam session will not be considered.

SECTION 5.0 SECTION 5.0 SPONSORING GROUP CRITERIA

Groups desiring to conduct ACI Certification program(s) shall adhere to the *current Policy on Sponsoring Groups for Certification* (Annex 640.1-2).

SECTION 6.0 EXAMINER, SUPPLEMENTAL EXAMINER, AND PROCTOR CRITERIA AND RESPONSIBILITIES

- 6.1 Examiners for the written exam shall meet the following requirements:
- A) Shall have assisted in the administration of at least two (2) ACI written examination sessions (any program), performing to the satisfaction of the examiner of record
- 6.2 Examiners for the performance exam shall meet the following requirements:
- A) Be certified as a Concrete Flatwork Finisher, Advanced Concrete Flatwork Finisher, or Specialty Commercial/Industrial Concrete Flatwork Finisher at any time within the 10 years prior to application, AND
 - B) Shall have assisted in the administration of at least four (4) ACI performance examination sessions (any program), performing to the satisfaction of the examiner of record
- 6.3 Examiners shall submit qualifications using a current ACI Examiner application.
- 6.4 Examiners shall be approved by ACI.
- 6.5 The examiner shall be present and in full supervision during the examination session.
- Note: Historical administrative experience indicates that a ratio of 5:1 Examinees to Examiners/Supplemental Examiners is advised to facilitate Examiner control of sessions. Exceeding this ratio is permitted if these program policies are maintained throughout the duration of the examination session, and the order, fairness, objectivity and thoroughness of the process intended by the policies are preserved.*
- 6.6 Examiners/supplemental examiners, and proctors shall be unrelated professionally and personally to the examinees.
- 6.7 Examiners/supplemental examiners shall not examine anyone on the performance examination who is employed in the same organization. Governmental organizations may be granted a waiver of this requirement only if it can be shown that the intent of the policy will be maintained.
- 6.8 Supplemental examiners shall be permitted to assist in conducting the performance examination.
- 6.9 Supplemental examiners shall satisfy the following requirements:
- A) Have had recent experience in concrete finishing;
 - B) Be selected and adjudged qualified by the examiner; and
 - C) Be considered trustworthy and conscientious.
- 6.10 Proctors shall be permitted to assist the examiner in conducting the written examination.
- 6.11 Proctors shall be selected by the examiner by virtue of their being trustworthy and conscientious.

- 6.12 The examiner shall be directly responsible for the following:
- A) Final approval of the supplemental examiners and proctors;
 - B) Verify conformance to Sections 6.4 and 6.5 of this Policy;
 - C) Order and receive examinations;
 - D) Verify the identity of each examinee, and assure that the examinees are aware of the certification criteria;
 - E) Verify the performance examinations conducted by the supplemental examiners by co-signing the performance examination checklists;
 - F) Enter the appropriate grade for the completed performance examination on the checklists; and
 - G) Return all written examinations (used and unused), performance examinations and performance affidavits to ACI Headquarters.
- 6.13 Examiners, supplemental examiners or proctors are not allowed to define terms or interpret examination questions during the written examination.
- 6.14 The examination session(s) must be supervised constantly by the examiner, and when required, by the supplemental examiner(s) and/or proctor(s).

SECTION 7.0 ACI DUTIES AND RESPONSIBILITIES

- 7.1 ACI shall approve the sponsoring group.
- 7.2 ACI shall approve the examiner.
- 7.3 ACI shall authorize the sponsoring group to conduct examination sessions for Concrete Flatwork certifications.
- 7.4 ACI shall grade the written examinations, review the results of the performance examinations, verify work experience, and notify the examinee and the examiner of the final results.
- 7.5 ACI shall certify the examinees who have satisfied the certification requirements.
- 7.6 ACI shall issue a certificate and identification card to successful examinees.

SECTION 8.0 RECERTIFICATION CRITERIA

8.1 Advanced Concrete Flatwork Finisher

Recertification is necessary every five years and requires successful completion of either:

- A) The then-current written examination, OR
- B) Submission and verification of records reflecting work-experience and continuing education during the previous five-year period as enumerated below:
 1. Participation in at least 10 hours of approved continuing education. Courses shall be approved by the ACI C640 Committee from offerings from ACI webinars, ACI seminars, ACI Online Education Presentations, educational offerings from sponsoring groups, relevant World of Concrete Seminars, or other entities offering courses relevant to certification*; plus
 2. Possess 4,500 hours of actual on-the-job finishing experience (approximately three years of regular full-time work).

8.2 Concrete Flatwork Finisher

Recertification is necessary every five years and requires successful completion of either:

- A) The then-current performance examination, OR
- B) Submission and verification of records reflecting work-experience and continuing education during the previous five-year period as enumerated below:
 1. Participation in at least 10 hours of approved continuing education. Courses shall be approved by the ACI C640 Committee from offerings from ACI webinars, ACI seminars, ACI Online Education Presentations, educational offerings from sponsoring groups, relevant World of Concrete Seminars, or other entities offering courses relevant to certification*; plus
 2. Possess 1,500 hours of actual on-the-job finishing experience (approximately one year of regular full-time work).

8.3 Concrete Flatwork Associate

Recertification is necessary every five years and requires successful completion of either:

- A) The then-current written examination, OR
- B) Continuing education during the previous five-year period as enumerated below:
 1. Participation in at least 10 hours of approved continuing education. Courses shall be approved by the ACI C640 Committee from offerings from ACI webinars, ACI seminars, ACI Online Education Presentations, educational offerings from sponsoring groups, relevant World of Concrete Seminars, or other entities offering courses relevant to certification.*

**Note: Approved courses include but may not be limited to those listed in Annex 640.1-3. Courses/Seminars will be considered for their approval based their content's relevance of concrete flatwork. Review and approval of new courses will be the responsibility of C640. Each seminar/course may be submitted only once per five year period; credit will not be given for the same course attended more than once during the five year period.*

End of Policy Text

ANNEX 640.1-1

Job Task Analysis (JTA) for ACI Concrete Flatwork Associate, Finisher, and Advanced Finisher Certification

RESOURCES:

CCS-1, *Concrete Craftsman Series: Slabs on Grade*, Chapters 1–10

Written Examination

Required for Advanced Concrete Flatwork Finisher

Required for Concrete Flatwork Associate

- **Understand** the following general concepts, which may not have specified values, procedures, or measurements; *and*
- **Know** the following specific procedures or values; performance of these items may also be assessed on the performance examination.

Chapter 1

- Know PPE
- Understand what specifications are and how to apply them
- Know floor tolerances
- Understand size of placement and how much concrete to order
- Know how much concrete to order per hour depending on placement options
- Know manpower requirements for the size and rate of placement
- Know layout of placement equipment to maximize production
- Understand waiting time on trucks
- Know spacing of trucks
- Know the equipment needed for placement
- Know how to anticipate problems and preparation for them
- Understand the finisher foreman's responsibilities
- Know the concrete discharge crew's responsibilities
- Know the screeding crew's responsibilities
- Know the finisher's responsibilities
- Understand what is needed per pour (placement, screeding, edges, machines, etc.)
- Know the proper crew to be productive and efficient
- Understand items to discuss in pre-construction meetings

Chapter 2

- Understand portland cement sets and hardens by reacting chemically with water and creates heat
- Understand the types of portland cement
- Understand supplementary cementitious materials
- Understand aggregates and the types of aggregates
- Know how to determine the maximum aggregate size
- Understand the types of admixtures
- Know that entrained air makes concrete more workable for a given water content and helps reduce bleeding and segregation
- Know the function of accelerating admixtures
- Understand mixture proportioning is based on a combination of experience and trial batches

ANNEX 640.1-1

Job Task Analysis (JTA) for ACI Concrete Flatwork Associate, Finisher, and Advanced Finisher Certification—Continued

- Know the factors that affect the strength of concrete
- Understand the effect of specifications on mixture proportions
- Understand who performs concrete control tests and what information the tests provide
- Know the frequency for checking air content in concrete
- Know the problems with finishing air entrained concrete
- Understand the methods for measuring air content of concrete
- Understand the yield of concrete
- Understand the purposes of compressive strength test specimens
- Understand the purpose of handling, shipment, and storage requirements for compressive strength test specimens

Chapter 3

- Understand why proper preparation before the concrete arrives is important
- Understand how to remedy a nonuniform subgrade
- Know how to compact granular subbases and sandy soils
- Know proper depth to bury electrical conduit and pipes
- Understand elevation checks before concreting
- Know sequencing for large placements, and know checkerboard placements are no longer recommended
- Know the effects of floor placing and finishing operations on floor flatness and levelness
- Know how to achieve close surface tolerances
- Understand water transmission through hardened concrete
- Know placement of vapor retarders
- Know when the vapor retarder isn't required to be in direct contact with the concrete, placing a layer of granular fill over it may reduce potential problems
- Know proper placement of reinforcement
- Know when and where to mark the locations of joints

Chapter 4

- Understand floor flatness and levelness
- Know how to check levelness
- Know the specification requirements for checking flatness and levelness
- Understand the significance of FF and FL numbers
- Know why floor flatness and levelness have time requirements
- Know concerns related to high FF numbers
- Know how to achieve high FL numbers

Chapter 5

- Know the effects of placing and finishing equipment selection and operation on set time
- Know safety requirements for delivery trucks near excavations
- Know how to place concrete directly from a delivery truck using a chute
- Understand how and when to use truck-mounted conveyors
- Understand how to position trucks to maintain a continuous flow of concrete
- Know discharge rates from a delivery truck

ANNEX 640.1-1

Job Task Analysis (JTA) for ACI Concrete Flatwork Associate, Finisher, and Advanced Finisher Certification—Continued

- Understand when direct placement is not possible
- Know the proper planning for and use of motorized buggies
- Understand when to use a crane and bucket
- Know the capacities of buckets
- Understand the safety implications of using buckets
- Understand when to use a trailer pump
- Know the capacities and reaches of trailer pumps
- Know how to set up a hose for use with a trailer pump and the proper hose size
- Understand when to use a boom pump
- Know the capacities and reaches of boom pumps
- Know proper boom pump positioning
- Understand what jobsite conditions are important when using a boom pump
- Understand when to use multiple pumps

Chapter 6

- Understand the factors that control equipment selection
- Understand the factors that control effort required to spread concrete
- Know the tools used to spread concrete by hand
- Understand the purpose of and methods for consolidating concrete
- Understand and identify types of screeds
- Understand when to use a hand float versus a hand trowel
- Know when to use a hand trowel
- Understand the purpose of pan floats
- Understand the trade-off when using curved pans
- Know the purpose of frequently checking power trowel blade conditions
- Understand and identify the types of saws used to cut joints

Chapter 7

- Understand proper method for screeding concrete surfaces
- Know the effect of flatness and levelness requirements on the installation method
- Understand finishing procedures for lower tolerance floors
- Understand finishing procedures for high tolerance floors
- Know the types of equipment used for lower and higher tolerance slabs
- Know when to use a bullfloat and when to use a darbie
- Understand proper time and use for a highway straightedge
- Know when to start floating operations
- Know application, timing, and techniques for edging and jointing of concrete
- Understand the technique to broom a slab
- Know concrete set time and the effect of placement direction
- Understand number of passes and direction to run float or pan machine
- Know proper timing and direction for troweling operations
- Understand when and which machines to use
- Know how to finish a slab with variable set times
- Understand how to machine float an edge

ANNEX 640.1-1

Job Task Analysis (JTA) for ACI Concrete Flatwork Associate, Finisher, and Advanced Finisher Certification—Continued

- Understand how and when to hand float and trowel edges
- Understand blade pitch for floating and troweling operations

Chapter 8

- Understand the types of joints
- Know the purpose of isolation joints
- Know the materials required for isolation joints
- Understand the purpose of contraction joints
- Know contraction joint placement
- Know the purpose of contraction joints at reentrant corners
- Know when concrete is ready for sawed contraction joints
- Understand sawed contraction joint depth
- Understand early saw cutting
- Understand the purpose of construction joints
- Know when to use keyed joints
- Understand doweled construction joints and the types of dowels
- Understand joint filling

Chapter 9

- Understand concrete curing
- Understand continuous moist curing timing when not cold-weather concreting
- Know when to start curing
- Know methods of curing in hot weather before slab finishing is complete
- Understand craze cracking
- Understand when ponding water on slabs is practical
- Know issues caused by curing with clear plastic sheets
- Understand application rates of curing compounds
- Understand the purpose for air-drying concrete after curing in freeze thaw conditions
- Understand finishing in hot weather
- Know the causes of plastic shrinkage cracking
- Know methods to minimize plastic shrinkage cracking
- Understand the purpose of retarding admixtures
- Know the purpose for minimizing the temperature differential between the concrete and the base
- Understand the effects of surface carbonation of concrete
- Know how to determine adequate concrete strength for freeze protection
- Understanding the uses of calcium chloride for cold-weather concreting
- Understand methods to reduce setting time for cold-weather concreting

Chapter 10

- Understand the factors that affect bleed water
- Understand the effects of slow set
- Know the causes of and remedies for surface crusting
- Know the causes of and methods to avoid blisters
- Understand the difference between the causes of delaminations and blisters

ANNEX 640.1-1

Job Task Analysis (JTA) for ACI Concrete Flatwork Associate, Finisher, and Advanced Finisher Certification—Continued

- Know methods to avoid delamination
- Understand when to avoid fast setting concrete
- Know the effects of erratic set
- Understand the causes of and methods to avoid sticky concrete
- Know how to prevent and mitigate rained-on surfaces
- Understand the causes of random cracking
- Understand the definition of, causes of, and methods to minimize craze cracking
- Understand the causes of concrete color differentials
- Understand the causes of surface dusting of hardened concrete
- Understand the causes of curling
- Understand the causes of scaling
- Know methods to minimize scaling



ANNEX 640.1-1

Job Task Analysis (JTA) for ACI Concrete Flatwork Associate, Finisher, and Advanced Finisher Certification—Continued

Performance Examination

Required for Concrete Flatwork Finisher

Optional for Advanced Concrete Flatwork Finisher (not required if 4500 hrs. work experience)

- Perform—or describe verbally, where allowed—the following tasks or steps, which are part of the specified procedure; knowledge of these items may also be assessed on the written examination.

Chapter 1

- Be able to use PPE
- Be able to use placing equipment at the proper time

Chapter 2

- Demonstrate proper preparation before the concrete arrives
- Demonstrate when and where to mark the locations of joints

Chapter 6

- Perform hand spreading of concrete using the proper tools
- Demonstrate the methods for consolidating concrete
- Identify internal vibrator
- Identify types of screeds
- Be able to identify bull floats, highway straightedges, and darbies
- Be able to identify edgers, groovers, and jointers
- Be able to identify straight-edge
- Identify hand floats and hand trowel
- Be able to identify a fresno
- Be able to discern between float and trowel blades
- Identify the types of saws used to cut joints
- Identify power trowel

Chapter 7

- Demonstrate when to start floating operations
- Demonstrate application, timing, and techniques for edging and jointing of concrete
- Demonstrate proper timing and direction for troweling operations
- Demonstrate how to machine float an edge
- Demonstrate how and when to hand float and trowel edges
- Demonstrate blade pitch for floating and troweling operations

Chapter 8

- Be able to properly apply scoring contraction joints

Chapter 9

- Demonstrate when to start curing
- Be able to perform methods of curing in hot weather before slab finishing is complete

AMERICAN CONCRETE INSTITUTE

**Policy on Sponsoring Groups
for
Certification**

Approved by the ACI Board of Direction
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In developing certification exams for the concrete construction industry, the American Concrete Institute (ACI) has set forth minimum criteria by which an individual's proficiency is to be judged. Typically, ACI is not in a position to deliver certification exams directly to participants; therefore, it is necessary for ACI to have the ability to delegate this authority. However, if the need arises, ACI reserves the right to conduct exam sessions itself according to each program Policy.

In order to allow others to deliver its certification exams, ACI has adopted the "Sponsoring Group" concept. Sponsoring Groups act as agents of ACI in the delivery of ACI certification exams. Therefore, prior to being selected as an ACI Sponsoring Group, and for the duration of the period in which the group is authorized to act as a Sponsoring Group, such groups are subject to the following policies:

1. Sponsoring Groups shall be approved, in writing, by ACI's Certification Department (hereafter referred to as ACI) before they will be permitted to conduct an ACI¹ certification exam session. In all cases, approval of Sponsoring Groups shall be at the sole discretion of ACI.
2. In reviewing applications, ACI will consider, among other factors, the following:
 - A) The ability and willingness of the applicant to include in their constituency segments of the concrete construction industry impacted by the exams which they have applied to conduct. This includes individuals involved in the specification, production, design, construction, testing and inspection of concrete and concrete products. The applicant must establish a governance structure with representation appropriate to all of the exams for which the applicant has applied.

¹ For the purposes of this policy, references to "ACI certification" and "ACI certification program(s)" include only those administered solely by ACI (ACI programs). Programs with cosponsors are not directly addressed by this Policy.

ANNEX 640.1-2

Policy on Sponsoring Groups for Certification

- B) The interest, experience and technical expertise necessary to conduct exam sessions exhibited by the applicant and/or their certification governance structure.
 - C) The legitimate need for the applicant to conduct a specific ACI certification exam within their approved operational jurisdiction.
 - D) The primary objective of the applicant in applying for sponsorship, which must coincide with ACI's overall mission of improving the quality of concrete construction within the political, social, and cultural dynamics of the intended operational jurisdiction.
3. Sponsoring Groups are required to maintain a governance structure to oversee the delivery of ACI exams. The governance structure shall consist of a committee of at least three (3) individuals, each working for a different employer and each producing a different product or service related to the concrete construction industry. At all times, at least one (1) member of the committee shall be a member of ACI. Further, ACI shall be furnished with a complete and accurate listing of contact information for all committee members including names, employers, type of businesses, physical addresses, email addresses, and both office telephone and cell phone numbers as available.
 4. The certification committee shall obtain the services of ACI-approved examiners. The examiners shall operate under the direct supervision of the certification committee to conduct ACI certification exam sessions. Examiners are permitted to conduct ACI certification exam sessions only under the auspices of ACI or ACI-approved Sponsoring Groups; and they must comply with all ACI certification policies and procedures.
 5. At the time of approval, ACI shall assign Sponsoring Groups specific geographical areas within which they will have authority to conduct ACI certification exam sessions. This area is the approved operational jurisdiction for the Sponsoring Group.
 6. ACI shall approve each Sponsoring Group on a calendar year basis for a period not to exceed two (2) years. Prior to the conclusion of this period, all groups shall reapply to ACI for approval to continue to act as an ACI Sponsoring Group.
 7. In the U.S., in areas where no Sponsoring Group is actively administering a specific ACI examination, the local ACI chapter (not a student chapter) shall have first rights to administer that specific exam. International sponsorship for any ACI examination will be assessed on a case-by-case basis.

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Policy on Sponsoring Groups for Certification

8. If an existing Sponsoring Group or ACI Chapter is solicited to administer an examination and participation is declined, or if a sponsor does not request an examination upon initial availability from ACI, or if a requested examination is not administered within two years following approval, administration of said examination may become available to other potential sponsors.
9. If more than one applicant wishes to sponsor an ACI certification exam in the same operational jurisdiction and there is documented need for more than one group to conduct the examination in that jurisdiction or portion thereof, a system of coordination between those groups shall be established. A description of this system shall be considered along with any new Sponsoring Group application and must be included in the governance system for any existing Sponsoring Group. In all cases, ACI reserves the right, in its sole discretion, to select a delivery system that in its judgment is best able to serve the interests of ACI.
10. Applicants wishing to sponsor ACI certification examinations on a "national" or "regional" basis will, in appropriate circumstances, be approved to conduct exams under specific conditions at the discretion of ACI.
11. Approved Sponsoring Groups are responsible for:
 - A) Maintaining control over the administration of ACI Certification exams offered within their operational jurisdiction. This includes, but is not limited to, maintaining control over the ethical and professional integrity of every sponsored examination session and providing ongoing oversight of exam session coordinators, examiners, and other exam delivery personnel.
 - B) Conducting a sufficient number of exam sessions and providing equitable access to those exam sessions for all individuals seeking ACI Certification within the group's operational jurisdiction.
 - C) Conducting all ACI exams in a manner which complies with the intent of ACI's policies and procedures governing certification.
 - D) Formulating, publishing, and enforcing consistent and equitable pricing for ACI Certification exams offered by the Sponsoring Group within their operational jurisdiction.
 - E) Developing and implementing participant registration processes that satisfy the policy requirements of each exam offered by the Sponsoring Group and verifying that each participant has met the eligibility requirements of the program before being allowed to complete an ACI exam.

ANNEX 640.1-2

Policy on Sponsoring Groups for Certification

- F) Collecting exam fees from participants, paying materials invoices to ACI within 30 days of receipt, and distributing compensation to examiners and other program delivery personnel as warranted.
 - G) Developing a program delivery process that establishes separation between the education/training and testing divisions of the Sponsoring Group.
12. ACI has the right to revoke a Sponsoring Group's authority to conduct an ACI certification exam at any time, with or without cause, and with or without notice.
 13. Appeals resulting from the denial or revocation of Sponsoring Group status will be reviewed by ACI Staff for determination of appropriate action on a case-by-case basis.
 14. This policy shall become effective sixty (60) days after its approval by the ACI Certification Programs Committee, and shall render all previous Policy versions null and void. Sponsoring Groups shall be notified of this new policy in writing within thirty (30) days after it is approved by the ACI Certification Programs Committee.
 15. The Certification Programs Committee shall review, revise as necessary, and reapprove this Policy at intervals not exceeding two years in length.