

ACI Specialty Commercial / Industrial Concrete Flatwork Finisher Examinee Information

What do I need to do to be certified as an ACI Specialty Commercial / Industrial Concrete Flatwork Finisher (SCICFF)?

You must pass a written exam, supply evidence of work experience, and perform specific tasks under the direct observation of an ACI Examiner for verification.

How much work experience do I need for certification?

You need 2000 hours (1 year) of **verified** work experience to qualify for certification as an SCICF Finisher.

How is this work experience verified?

The work experience is verified by your former and/or present employer(s) or by former clients; these persons are called **RESPONDENTS**.

What forms do I need?

If the respondent is an employer, you need Form D5 and the INFORMATION FOR RESPONDENT sheet.

If you are self employed, you need Form D17 and the INFORMATION FOR RESPONDENT sheet.

What do I do with the forms?

Form D5, and INFORMATION FOR RESPONDENT sheet — Complete Sections A and B of Form D5 and send to the respondent with a RESPONDENT INFORMATION sheet. Send one of these packages to as many respondents as needed to prove the required number of hours of work experience. Bring the sealed envelopes containing the forms with you to the written exam session, or send them to the ACI Certification Department at:

PO Box 9094
Farmington Hills, MI 48333

Form D17 — Complete Sections A and B and send with an INFORMATION FOR RESPONDENT sheet to three (3) former clients. **These projects must cover a one (1) year span of time.** Bring the sealed envelopes containing the forms with you to the written exam session, or send them to the ACI Certification Department (see above address).

**ACI Specialty Commercial / Industrial Concrete Flatwork Finisher Certification Program
INFORMATION FOR RESPONDENT**

CASE ONE

You are asked by an applicant for ACI certification to be a respondent in order to verify information concerning the applicant's work experience and are asked to complete, sign, and return Form D5.

WHAT THIS MEANS: An individual who wishes to apply for certification as a Specialty Commercial / Industrial Concrete Flatwork Finisher must submit an Examinee Application (Form D5). For certification as a Finisher, the statements made on this form, or affidavit, must be verified by a respondent. You have been selected as a respondent because you are in a position to verify the part of the applicant's work history with which you are familiar.

CASE TWO

You are asked to be a respondent, as above, and are asked to complete, sign, and return Form D17.

WHAT THIS MEANS: In this case, the applicant who provides you with this form was self-employed at the time the stated project was under construction.

REVIEWING AND COMPLETING THE FORMS

FORM D5 (Examinee Application)

This form is used to indicate the applicant's previous work experience. Sections A and B should be already completed by the applicant. You are being asked to complete Section C and sign the form.

Note that in Section B, Item 4, the percentage that is entered should reflect actual circumstances as closely as possible. This number is based on the idea that 100% is equal to 40 hours per week working solely on concrete placement, consolidation, finishing, jointing, curing, and protection. Lower percentages would apply if the average work week (over the time period in Section B, Item 3) was less than 40 hours; or, the applicant had divided job responsibilities between concrete finishing and non-concrete finishing related work. Time-off during the period will lower the percentage. Overtime will increase the percentage. It is possible for the percentage to be higher than 100%.

Example: An applicant who had a mathematically averaged work week of 50 hours and who worked totally on concrete finishing would be given a rating of 125%. If the same applicant worked one half of their time on concrete finishing the rating would be 63% (one-half of 125%).

If you feel the percentage given is not accurate in your judgment, or if any other information is deficient, please cross it out and write in your correction. Applicants are in no way penalized for having forms with information that has been modified by the respondent, unless intentional deception is involved.

Also in Section C is an area provided for you to state a brief summary of your qualifications. Your education, work experience, certifications, and affiliation with professional organizations should be stated here.

Please return the form(s) promptly to the applicant in a sealed envelope.

FORM D17 (Client Affidavit)

This form is used to indicate a self-employed applicant's previous work experience. Sections A and B should be already completed by the applicant. You are being asked to complete Section C and sign the form.

If you feel the net number of months given is not accurate in your judgment, or if any other information is deficient, please cross it out and write in your correction. Applicants are in no way penalized for having forms with information that has been modified by the respondent, unless intentional deception is involved.

Please complete and return the form(s) promptly to the applicant in a sealed envelope.

If any questions or uncertainties arise regarding the meaning of these instructions, please contact the ACI Certification Department at (248) 848-3790. Thank you for your cooperation.