

ACI Concrete Flatwork Finisher Examinee Information

What do I need to do to be certified as an ACI Concrete Flatwork Finisher?

You must pass a written exam, supply evidence of work experience and possibly pass a performance exam.

How much work experience do I need for certification?

You have two options:

1. If you will not be taking a performance exam, you need 4500 hours (3 years) of **verified** work experience to qualify for certification as a Finisher.
2. If you will be taking the performance exam, you need 1500 hours (1 year) of **verified** work experience to qualify for certification as a 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 intend to be certified without taking the performance exam (under the 4500 hour option), you must also use Form D16.

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

If you are a union employee, please see the “Union Participant” instructions following this page.

What do I do with the forms?

Form D5, D16, and INFORMATION FOR RESPONDENT sheet — Complete Sections A and B of Form D5 and send to the respondent along with a D16 Form and 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 a INFORMATION FOR RESPONDENT sheet to three (3) former clients. **These projects must cover a three (3) 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)

**Union Participant
Flatwork Finisher Work Experience
Paperwork Requirements**

1. **Employer Contribution Record reflecting 4500 hours worth of contributions** — This paperwork must be a copy of the detailed, chronological contribution record that is maintained for each individual union finisher. Unions may maintain these records locally, regionally, or nationally; it is the responsibility of the examinee to request and obtain these documents from the union and forward them to ACI.

Letters from Business Agents or any other individual attesting to the amount of hours are NOT acceptable!

2. **One (1) completed D5 form (Examinee Application Form)** — Sections A & B of this form are to be completed by the examinee and submitted to either a current employer (who may or may not be listed on the contribution record), or a former employer (who is listed on the contribution record) for verification. The total hours reflected on the single required D5 form will typically be less than the 4500 hours reflected by the contribution record; this is acceptable.

Employers ONLY may verify the work experience submitted on the D5 form; verifications from Business Agents are NOT acceptable!

3. **One (1) completed D16 form (Alternative Performance Evaluation)** — This form is completed by an individual who has direct, first-hand knowledge of the applicant's finishing abilities. Persons from whom this paperwork is acceptable are: the employer's representative (foreman, supervisor, inspector, etc.), or an ACI-certified Flatwork Finisher (this person may be a union finisher working alongside the examinee; this is acceptable).

The above-listed persons *ONLY* may provide the information submitted on the D16 form; forms completed and signed by Business Agents are NOT acceptable!

**ACI 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 Concrete Flatwork Finisher must submit an Examinee Application (Form D5). For certification as a Flatwork 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 the following:

- Form D5
- Form D16

WHAT THIS MEANS: In this case, the applicant who provides you with these forms is intending to demonstrate that the minimum work experience requirement has been satisfied for Finisher certification and **ALSO** to demonstrate additional qualifications that are necessary for a waiver of the performance examination requirement.

CASE THREE

You are asked to be a respondent, as above, and are asked to complete, sign, and return the following:

- Form D17

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

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 D16

Performance Examination Checklists (Parts 1 through 4 of Form D16)

The checklists you have been given are similar to that used by the Examiner in the actual examination. You are expected to use your best judgment and indicate whether you feel the applicant *would pass* the examination if required. Each element should be judged on the applicant's ability to achieve a quality end product. Your careful attention in this subjective process is essential.

Each element of each part on the checklists must be scored with either a "YES" indicating that you have a direct personal knowledge of acceptable performance, a "NO" indicating a direct knowledge of unacceptable performance, or a "N/A" indicating that you are not aware of the applicant's abilities, positive or negative, in this area.

Performance Checklist Report (Part 5 of Form D16)

The Performance Checklist Report, based on the Examiner's Checklist Report, summarizes the results of the individual checklists. In the actual examination, a passing grade on each part is defined as follows:

- "No significant variation from proper procedure (i.e., each operation was conducted in the proper sequence and NO one error was significant enough to cause totally unacceptable or inferior quality)"
- "Not more than two variations from proper technique (identified by a "NO" response on the Checklist) were observed." [Note the exception in Part 4 - Curing and Protection]

For the purposes of this alternative evaluation, you must use this same criteria to determine if the applicant possesses:

- "Proven satisfactory work performance ability of which you have a direct personal knowledge"

In order to achieve an overall passing grade that will result in a waiver of the performance examination requirement, the applicant must receive a passing grade on each part of the Checklist Report. If you are not the only respondent, a negative grade given by you on one or more of the Parts will not result in failure if another qualified respondent gives a passing grade on the same Part(s).

Please complete all pages of Form D16 as requested and include them in the sealed envelope that you return to the applicant.

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.