

Reinforced Concrete Special Inspector Applicant Information

What do I need to do to be certified as an Reinforced Concrete Special Inspector?

You need to successfully complete an objective examination (contact the International Code Council [ICC] for this information), hold a current valid certification as an ACI Concrete Field Testing Technician — Grade I, and meet education and/or work experience requirements.

How much education and/or work experience do I need for certification?

You must meet one of the three following criteria:

1. Two years of verified college or technical school (copy of diploma or transcript required) **and** two years of verified work experience in reinforced concrete construction inspection.
2. High school or equivalent graduate (copy of diploma or certificate required) **and** 3 years of verified work experience in reinforced concrete construction inspection.
3. Five years of verified work experience in reinforced concrete construction inspection.

Note: Work experience during this time period must include: decision-making responsibility and authority; verification of compliance with plans, specifications and codes; evaluation of reinforced concrete construction in the field; documentation and reporting of inspection results. Inspection experience must include the following: formwork installation, reinforcements, embedments; sampling and testing of freshly mixed concrete; conveying, placing, consolidating, finishing, and jointing; curing protection, and formwork removal.

How is this work experience verified?

You complete form(s) and submit them to your present and/or former employer(s); these persons are called **RESPONDENTS**. Each respondent will comment and/or verify the information.

What forms do I need?

You need the **Education/Work Experience Form** and the **INFORMATION FOR RESPONDENT** sheet, and the payment information form.

What do I do with the forms?

Education/Work Experience Form and INFORMATION FOR RESPONDENT sheet — Complete Sections A and B of the **Education/Work Experience Form** and send to the respondent along with the **INFORMATION FOR RESPONDENT**. Send one package of these forms to as many respondents as needed to prove the amount of work experience that applies to your particular situation as described above. Each respondent completes Section C and returns the form to you in sealed envelope(s).

Send the sealed envelope(s), copies of your transcript(s) or diploma(s) if applicable, payment in the amount of \$39.00 U.S. (personal check, cashier's check, Visa or MasterCard), and your completed payment information sheet by traceable mail (certified, registered, UPS, etc.) to:

ACI Certification Department
Attn: Exam Processing
38800 Country Club Drive
Farmington Hills, MI 48331
(248) 848-3790

What happens next?

ACI will evaluate the form(s) and notify you of the results of the evaluation within 60 days of the receipt of the information; we will send a copy of these results to the ICC responsible for processing your certification.

**Reinforced Concrete Special Inspector Certification Program
INFORMATION FOR RESPONDENT**

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

WHAT THIS MEANS: An individual who wishes to apply for certification as a Reinforced Concrete Special Inspector must submit an **Education/Work Experience Form**. For certification as a Reinforced Concrete Special Inspector, 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.

COMPLETING THE FORMS

Education/Work Experience Form

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 5, 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 inspection-related work. Lower percentages would apply if the average work week (over the time period in Section B, Item 4) was less than 40 hours; or, the applicant had divided job responsibilities between concrete inspection and non-concrete inspection 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 inspection would be given a rating of 125%. If the same applicant worked one half of their time on concrete inspection 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.

Please 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.