

INSTRUCTIONS

The applicant must complete both Sections A and B of this form and then forward the form to the respondent (past and/or former employers), who use Section C to verify the statements made in Section B. **Photocopy form as necessary.**

SECTION A - to be completed by the applicant

1. Name of Applicant _____ Social Security No. _____
 Address _____ City _____ State _____ Zip _____
 Present Employer _____ Employer Phone _____

2. Photocopy of front and back of current valid ACI Concrete Field Testing Technician — Grade I wallet card attached.

3. EDUCATIONAL BACKGROUND

Name of Institution	City & State	Degree Received or Credit Hours	Dates of Attendance
High School			
College/Technical School			

Attach a copy of your diploma, transcript, or other proof of education.

- Diploma or documentation enclosed
- Diploma or documentation not enclosed; will be sent later. Please process this application pending receipt.

If you do not attach verification of your educational background, your application will be held until verification is received.

SECTION B - to be completed by the applicant

4. Employer (during time period in question) _____
 Name of Respondent _____ Title (during time period in question) _____
 Employer Address _____ City _____ State _____ Zip _____

5. Term of working relations between applicant & respondent: From _____ to _____ = _____
month & year month & year Net # of months

During this time period, the relationship of the respondent to the applicant was:

- Supervisor Employer Other. Please explain _____

6. Percentage of total time of employment in the time period listed in #5 above that was spent in concrete inspection related work:

List percentage here _____% Note: 100% means you worked strictly as a full-time employee (40 hours) with concrete inspection-related work as your only responsibility. Less than 100% means your weekly time spent in concrete inspection related work, averaged over your period of employment, was less than 40 hours. This condition would exist if you had divided responsibility between concrete inspection & non-concrete inspection related work; or, you worked solely on concrete inspection work, but less than full time OR not steadily during the time period.

7. List the percentage of time spent on the following areas of concrete inspection (Total MUST equal the percentage given in #6 above):

- _____ % Formwork installation, reinforcements, embedments
- _____ % Sampling and testing of freshly mixed concrete
- _____ % Conveying, placing, consolidating, finishing, jointing
- _____ % Curing, protection, formwork removal
- _____ % TOTAL

SECTION B - continued

8. In this time period, my work experience included:
- | | Yes | No |
|--|--------------------------|--------------------------|
| Decision making responsibility and authority | <input type="checkbox"/> | <input type="checkbox"/> |
| Verification of compliance with plans, specifications, codes | <input type="checkbox"/> | <input type="checkbox"/> |
| Evaluation of reinforced concrete construction in the field | <input type="checkbox"/> | <input type="checkbox"/> |
| Documentation and reporting of inspection results | <input type="checkbox"/> | <input type="checkbox"/> |

Applicant signs below

I authorize those whom I have given as references to furnish to the American Concrete Institute or its agents information concerning my work experience and other background relevant to the stated requirements of the Reinforced Concrete Special Inspector certification program. I agree to release and hold harmless any individual, company or institution, including the American Concrete Institute, and any persons connected therewith from liability imposed by law in furnishing such information.

I understand that untruths or misrepresentation contained here-in constitute grounds for denial of certification.

Signature of Applicant

Date

Print Name

SECTION C - to be completed by the respondent

To the respondent: Please examine all of the information provided by the applicant in Section B. You are being asked to verify work experience in order for this applicant to meet qualifications for certification as a Reinforced Concrete Special Inspector. Please note that the disclaimer signed by the applicant in Section B above releases you from civil liability in regard to statements, provided to the best of your knowledge, about the applicant, and establishes that the applicant is freely requesting that you provide this information.

1. The information provided in Section B is:

- correct as stated. correct as modified.

Take note of stated dates and time periods, job responsibilities, etc., and correct any and all inconsistencies and ambiguities by writing in corrections in Section B.

2. In the time period listed in Section B, #5, I would characterize the applicant's job performance as:

- Satisfactory Unsatisfactory No Opinion

NOTE: If any box other than "satisfactory" is checked, explain reasons in detail below.

3. Comments _____

Respondent signs below:

I have honestly evaluated the information being submitted on this form by the applicant. I have supplied whatever modifications may have been necessary to make all statements here-in conform to the truth, to the best of my knowledge. I submit this form in the belief that it contains no misrepresentations whatsoever.

Signature of Respondent

Date

Print Name

Title

Present Employer

Employer Telephone

IMPORTANT NOTE TO RESPONDENT:

The applicant should not see this form after you have completed Section C.
Return the completed form to the applicant in a sealed envelope.