

**Examiner Step-by-Step Checklist and Instructions for conducting
ACI-CRSI Adhesive Anchor Installer Certification examination sessions**

- Read *ACI-CRSI Certification Policies for Adhesive Anchor Installer* — this policy must be adhered to at all times. When in doubt, check the policy first, *then* call ACI!
- Save the location of this form and download a new form for use prior to each exam session; this form may change without notice.

PRIOR TO EXAM

- Determine examination date
- Determine certification/exam materials needs of individuals registered for exam session:
 - _____ # Seeking certification (either first-time or renewal) — order one (1) **FULL EXAMINATION** for each. Recertification requires passing both the written **and** performance exams.
 - _____ # Seeking written reexamination (examinee has passed the performance exam within one year of your scheduled exam date) — order one (1) **WRITTEN EXAMINATION** for each.
 - _____ # Seeking performance reexamination (examinee has passed the written exam within one year of your scheduled exam date) — order one (1) **PERFORMANCE EXAMINATION** for each. Please note: If the examinee had failed only one PART of the performance exam, he/she may be tested on only that PART failed — use only that checklist needed and the checklist report. If the examinee had failed both PARTS, he/she must retake the **entire** performance exam.
- Order materials at least four (4) weeks prior to examination date from the **ACI Certification Department by phone or Email** using Sponsoring Group's Certification Account Number, or provide above information to SG ordering agent. *Do not send blind FAXes. Do not over-order by more than five (5) exams!*
- If exam materials package does not arrive at least two (2) weeks prior to the exam session, call **ACI CERTIFICATION DEPARTMENT** (248) 848-3700.
- Upon arrival, immediately inspect package for correct contents:
 - _____ # Exam booklets — one (1) for each examinee *if applicable*
 - _____ # Demographic/Answer sheets — one (1) for each examinee plus extras *if applicable*
 - _____ # Performance exams — one (1) for each examinee *if applicable*
 - _____ # Post Examination Report (Form D6) — one (1) for the session.

continued

ON EXAM DAY

- Review *ACI-CRSI Certification Policies for Adhesive Anchor Installer* — keep this policy in your possession at all times for reference!
- Distribute Demographic/Answer sheets and relay the instructions (provided in the exam materials package) to the examinees — allow enough time for all examinees to complete properly.
- During completion of Demographic information, verify Examinee identity by checking photo identification against Demographic information; counter-check signatures.

Written exam — *if applicable*

- Distribute Exam Question Booklets — allow enough time before beginning exam for examinees to read instructions and ask questions. Begin exam.
- Stop exam after 90 minutes (1-1/2 hours) has elapsed. Collect booklets and answer sheets.

Performance exam — *if applicable*

- Verify that all individuals serving as Supplemental Examiners conform to the requirements in *ACI-CRSI Certification Policies for Adhesive Anchor Installer* **before** beginning the exam.
- Make sure testing stations are fully equipped and set up according to the *AAI Performance Instructions* included in the exam materials package.
- Distribute Performance exams — verify that all examinees have signed the waiver on the checklist report **PRIOR** to beginning the exam; **do not allow an examinee to begin the exam if he/she has not signed the release!!** Begin exam session; make sure to reset the testing station between each examinee.
- Collect and account for ALL Generic MPIIs prior to releasing examinees from the testing facility!** The Generic MPII is an ACI-CRSI exam document **ONLY** and **MUST NOT** be used for actual product installation.
- Collect all performance examinations, verify individual checklists have been signed by Examiner or Supplemental Examiner, and complete and sign each **CHECKLIST REPORT**.

FOLLOWING EXAM SESSION(S)

- Complete and sign the **POST EXAMINATION REPORT** (Form D6).
- Collate each examinee's exam booklet, demographic/answer sheet together (keep each examinee's materials together — do not organize booklets and scanner sheets into separate stacks). **Carefully** repackage all materials (used and unused) and either send to ACI via UPS, or hold for UPS pickup (if return label is used). Other shipping arrangements and charges may be necessary for sessions conducted outside the contiguous U.S.

*The ACI-CRSI Certification Policies for Adhesive Anchor Installer are designed to provide a program that maintains objectivity, fairness, and meaningfulness without being unreasonably restrictive or inflexible. As the Examiner, you are ACI-CRSI's representative on site and are responsible for overseeing the adherence to the letter and intent of the program policies. If you have a question, or require ACI-CRSI's interpretation of a particular policy item, please do not hesitate to call the **ACI CERTIFICATION DEPARTMENT** (248) 848-3700.*