



Certification

Certification Policies for Aggregate Base Testing Technician

*Last revised by the Certification Programs Committee
December 21, 2018*

The statements contained herein are approved policies and procedures. This revised policy statement supersedes all previous action with respect to Self-Consolidating Concrete Testing Technician certification.

The certification program policies are broken down into eight sections as follows:

- Section 1. Certification Criteria
- Section 2. Examination Criteria
- Section 3. Reexamination Criteria
- Section 4. Appeals Criteria
- Section 5. Sponsoring Group Criteria
- Section 6. Examiner/Supplemental Examiner Criteria
- Section 7. ACI Responsibilities
- Section 8. Recertification Criteria

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SECTION 1.0 CERTIFICATION CRITERIA

- 1.1 The American Concrete Institute (ACI) certification program for Aggregate Base Testing Technician (ABTT) shall require successful completion of both a written examination and a performance examination.
- 1.2 No specific education or work experience are required for Aggregate Base Testing Technician certification.
- 1.3 ACI certification for ABTT shall be valid for a period of five [5] years from the date of completion of all certification requirements.
- 1.4 A technician shall be permitted to renew certification by satisfying the recertification requirements.

SECTION 2.0 EXAMINATION CRITERIA

GENERAL REQUIREMENTS

- 2.1 ACI ABTT certification will be issued upon successful completion of the written and performance examination requirements.
The content of the written examination for certification as an ABTT shall be derived directly from the following nine (9) Standards:

ASTM/AASHTO D75/T2	Sampling of Aggregates
C702/R76	Reducing Samples of Aggregates to Testing Size
D4318/T89	Determining the Liquid Limit of Soils
D7928/T88	Particle Size Analysis of Soils
D2216/T265	Laboratory Determination of Moisture Content of Soils
R58	Dry Preparation of Disturbed Soil and Soil Aggregate Samples for Test
D4318/T90	Determining the Plastic Limit and Plasticity Index of Soils
D1557/T180	Moisture-Density Relations of Soils Using a 4.54 kg (10-lb) Rammer and a 457-mm (18-in.) Drop

D698/T99 Moisture-Density Relations of Soils Using a 2.5 kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop

The content of the performance examination for certification as an ABTT shall be derived from the afore-referenced resource Standards except R58.

Information contained in the footnotes and appendices of the afore-referenced documents shall not be subject for examination.

Both the written and performance examinations for ABTT must be successfully completed within a one (1) year period.

2.2 The examinations shall be conducted by the examiner, proctors, and/or supplemental examiners as applicable. [See Section 6.]

2.3 The examiners, proctors, supplemental examiners, and/or sponsoring groups have no jurisdiction over the content of any examination, or over the grading of the written examination. [®]

2.4 The written examination is open book; reference materials other than those approved by ACI shall not be permitted in the examination area. The performance examination is closed book; notes or other technical material shall not be permitted in the examination area. Simple function (non-programmable) pocket calculators shall be permitted for all examinations.

WRITTEN EXAMINATION

2.5 The written examination shall consist of approximately one hundred [100] multiple-choice questions, with eight to twelve [8-12] questions on each Standard.

2.6 A maximum of two [2] hours shall be permitted for completion of the written examination.

2.7 Oral administration of the written examination is permitted, contingent upon approval by the ACI Certification Department.

2.8 Successful completion of the written examination shall be considered as meeting both of the following requirements:

- A) Score sixty percent [60%] or higher on each individual Standard (e.g. six [6] correct out of ten [10] questions); AND
- B) Score a minimum of seventy percent [70%] for the overall examination (e.g., seventy [70] correct out of a possible one hundred [100]).

PERFORMANCE EXAMINATION

- 2.9 The performance examination shall require the examinee to perform, pursuant to the contents of the ACI performance examination checklists, procedures described in each of the Standards listed in Section 2.01, except R58 as noted.

Note: Some procedures and test methods may be described verbally as indicated on the performance exam checklists. Specific instructions keyed to these areas and describing administration procedures will be included with the exam materials for each session.

- 2.10 The examinee shall conduct the performance examination in the direct presence of the examiner or supplemental examiner(s).
- 2.11 The examinee's performance shall be evaluated based on the criteria of the performance examination checklist.
- 2.12 Grading for the individual performance examinations shall be on a pass/fail basis only, with the examiner/supplemental examiner indicating pass or fail for each step of the checklist.
- 2.13 Incorrect performance, or omission of one or more of the steps of the performance checklist, shall constitute failure of that trial.
- 2.14 All sections of the performance exam required for certification must be taken within a single examination session not exceeding eight calendar days.

Note: This provision was adopted to address the number of tests on the performance exam, their complexity, and the amount of time in setup and administration necessary to conduct one initial full exam (all sections) once through in its entirety. It is not intended that examinees be allowed more than two attempts to pass any one test method within any single eight-day exam session.

- 2.15 An examinee shall be allowed a second trial, on the same day of the examination, if the first trial was not successfully completed for each of the applicable Standards.
- 2.16 The second trial of a particular test shall not be conducted immediately following the first trial.
- 2.17 An examinee shall be permitted to suspend one trial and begin the procedure over again. A voluntary suspension of a trial shall not be counted as a failure of that trial.
- 2.18 The examiner/supplemental examiner shall not stop a trial at any point which an error is made.

- 2.19 A second trial, or voluntary repeat of a trial, shall require performance of the entire test method from the beginning, not from the point the error was made.
- 2.20 Immediately following completion of each trial, the examiner/supplemental examiner shall inform the examinee of the results, either pass or fail.
- 2.21 When a failure of a trial occurs, the examiner/supplemental examiner shall inform the examinee of the particular step(s) performed incorrectly.
- 2.22 The examinee shall be permitted to leave the examining area between trials to consult notes or books.
- 2.23 It shall be the Sponsoring Group's responsibility to provide equipment which conforms to the applicable Standards and that it is in good working order. The examinee shall not be penalized as a result of faulty or incorrect equipment.

Note: In cases where the Supplemental Examiners have been approved to conduct the performance examination without the direct supervision of an approved Examiner, the Supplemental Examiner shall be responsible for determining that the equipment requirements listed in Section 2.23 are met.

- 2.24 Failure on any of the required Standards after two [2] trials will constitute failure of that section of the performance examination.

SECTION 3.0 REEXAMINATION CRITERIA

- 3.1 Failure of the written examination by either of the criteria cited under Section 2.08 shall require reexamination on the entire written examination.
- 3.2 Failure or invalidation (for example non-conformance with Section 6.05) of any of the required Standards covered by the performance examination in any one session shall require reexamination on the entire performance examination.
- 3.3 Reexamination on the written or performance examination must be taken within one [1] year of the initial examination. Otherwise, both the written and the performance examinations must be retaken in their entireties.

SECTION 4.0 APPEALS CRITERIA

- 4.1 All appeals shall be directed initially to the examiner.
- 4.2 In the event that the examinee is not satisfied with the decision of the examiner regarding an appeal. The examinee may pursue an appeal with ACI according to the following order:

1. Local Sponsoring Group
 2. ACI Director of Certification
 3. The Certification Appeals Committee [consisting of the Director of Certification; the Chairman of the Certification Programs Committee, and the Chairman of Committee C620
 4. Committee C620, Laboratory Testing Technician Certification
 5. Certification Programs Committee
- 4.3 Appeals submitted to ACI for consideration must be received, in writing, within sixty [60] days of the receipt of the examination at ACI Headquarters.

SECTION 5.0 SPONSORING GROUP CRITERIA

Groups desiring to conduct ACI Certification program(s) shall adhere to the current Policy on Sponsoring Groups for Certification.

NOTE: The Sponsoring Group Policy was approved by the ACI Board of Direction on March 21, 1991.®

SECTION 6.0 EXAMINER / SUPPLEMENTAL EXAMINER CRITERIA

- 6.1 The examiner shall be authorized by ACI to conduct the ACI certification examinations for Aggregate Base Testing Technician.
- 6.2 The examiner shall be approved by ACI. Qualifications shall be submitted on Form D1/D3 and shall be evaluated in accordance with the criteria on Form D-13.
- 6.3 The examiner shall meet the following requirements:
 - A) Be a registered professional engineer;
 - B) Have had at least two [2] years of recent experience in concrete construction, inspection, or testing; and
 - C) Be thoroughly familiar with the current applicable Standards.
- 6.4 Examiners, supplemental examiners, examiners acting as supplemental examiners and proctors shall not conduct any portion of the examination for anyone with whom he/she is personally related.
- 6.5 Examiners/supplemental examiners shall not examine anyone on the performance examination who is employed in the same organization. Governmental or other organizations may petition ACI, in writing, and request a waiver of this requirement. Waivers shall be granted, on a case by case basis, only if it can be shown that the intent of the policy will be maintained.

- 6.6 Supplemental examiners shall be permitted to assist in conducting the performance examination, and may be authorized to conduct the performance examination without direct supervision of an Examiner with prior approval of ACI Committee C620.
- 6.7 Supplemental examiners shall satisfy the following requirements:
- A) Have had recent experience in concrete testing;
 - B) Be selected and adjudged qualified by the examiner or ACI Committee C620;
 - C) Be considered trustworthy and conscientious.
- 6.8 Proctors shall be permitted to assist the examiner in conducting the written examination.
- 6.9 Proctors shall satisfy the following requirements:
- A) Be considered trustworthy and conscientious by the Examiner.
- 6.10 The examiner shall be directly responsible for:
- A) Selection of the supplemental examiners and proctors, except in cases where the supplemental examiners are approved by ACI Committee C620;
 - B) Verification that the qualifications of the supplemental examiners and proctors conform to the criteria outlined in Section 6.04 through 6.09 of this policy;
 - C) Assuring the secure handling of examination materials;
 - D) Verification of the identity of each examinee, and assuring that the examinees are aware of the certification criteria;
 - E) Verification that the examinees have signed the release statement on the written and performance examinations prior to testing;
 - F) Verification that the performance examinations are conducted by approved supplemental examiners, and co-signing the performance checklists where appropriate;
 - G) Entering the appropriate grade for the completed performance examination on the checklist report;
 - H) Assuring that all examinees have an opportunity to take a second trial on any failed procedure of the performance examination; and
 - I) Assuring that terms are not defined and examination questions are not interpreted during the course of the written examination.
- 6.11 Examiners or supplemental examiners shall not observe more than one examinee conducting tests at any one time during the performance examination.
- 6.12 The examination sessions must be supervised constantly by the examiner, supplemental examiner(s), and/or proctor(s).

SECTION 7.0 ACI DUTIES AND RESPONSIBILITIES

- 7.1 ACI shall approve the local sponsoring group.
- 7.2 ACI shall authorize the local sponsoring group to conduct examination sessions for Aggregate Base Testing Technician certification.
- 7.3 ACI shall approve the examiner.
- 7.4 ACI shall grade the written examinations, review the performance examinations, and notify the examinees and the examiner of the final results in writing.
- 7.5 ACI shall certify the examinees who have satisfied the certification requirements.
- 7.6 ACI shall issue a certificate and wallet card to successful examinees.

SECTION 8.0 RECERTIFICATION CRITERIA

Recertification as an Aggregate Base Testing Technician requires successful completion of the certification requirements outlined in Sections 1.0, 2.0 and 3.0 of this policy.

End of Policy Text

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AMERICAN CONCRETE INSTITUTE

Policy on Sponsoring Groups for Certification

Approved by the ACI Board of Direction
March 21, 1991

Last revised by the ACI Certification Programs Committee
October 18, 2011

In developing certification exams for the concrete construction industry, the American Concrete Institute (ACI) has set forth minimum criteria by which an individual's proficiency is to be judged. Typically, ACI is not in a position to deliver certification exams directly to participants; therefore, it is necessary for ACI to have the ability to delegate this authority. However, if the need arises, ACI reserves the right to conduct exam sessions itself according to each program Policy.

In order to allow others to deliver its certification exams, ACI has adopted the "Sponsoring Group" concept. Sponsoring Groups act as agents of ACI in the delivery of ACI certification exams. Therefore, prior to being selected as an ACI Sponsoring Group, and for the duration of the period in which the group is authorized to act as a Sponsoring Group, such groups are subject to the following policies:

1. Sponsoring Groups shall be approved, in writing, by ACI's Certification Department (hereafter referred to as ACI) before they will be permitted to conduct an ACI¹ certification exam session. In all cases, approval of Sponsoring Groups shall be at the sole discretion of ACI.
2. In reviewing applications, ACI will consider, among other factors, the following:
 - A) The ability and willingness of the applicant to include in their constituency segments of the concrete construction industry impacted by the exams which they have applied to conduct. This includes individuals involved in the specification, production, design, construction, testing and inspection of concrete and concrete products. The applicant must establish a governance structure with representation appropriate to all of the exams for which the applicant has applied.

¹ For the purposes of this policy, references to "ACI certification" and "ACI certification program(s)" include only those administered solely by ACI (ACI programs). Programs with cosponsors are not directly addressed by this Policy.

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- B) The interest, experience and technical expertise necessary to conduct exam sessions exhibited by the applicant and/or their certification governance structure.
 - C) The legitimate need for the applicant to conduct a specific ACI certification exam within their approved operational jurisdiction.
 - D) The primary objective of the applicant in applying for sponsorship, which must coincide with ACI's overall mission of improving the quality of concrete construction within the political, social, and cultural dynamics of the intended operational jurisdiction.
3. Sponsoring Groups are required to maintain a governance structure to oversee the delivery of ACI exams. The governance structure shall consist of a committee of at least three (3) individuals, each working for a different employer and each producing a different product or service related to the concrete construction industry. At all times, at least one (1) member of the committee shall be a member of ACI. Further, ACI shall be furnished with a complete and accurate listing of contact information for all committee members including names, employers, type of businesses, physical addresses, email addresses, and both office telephone and cell phone numbers as available.
 4. The certification committee shall obtain the services of ACI-approved examiners. The examiners shall operate under the direct supervision of the certification committee to conduct ACI certification exam sessions. Examiners are permitted to conduct ACI certification exam sessions only under the auspices of ACI or ACI-approved Sponsoring Groups; and they must comply with all ACI certification policies and procedures.
 5. At the time of approval, ACI shall assign Sponsoring Groups specific geographical areas within which they will have authority to conduct ACI certification exam sessions. This area is the approved operational jurisdiction for the Sponsoring Group.
 6. ACI shall approve each Sponsoring Group on a calendar year basis for a period not to exceed two (2) years. Prior to the conclusion of this period, all groups shall reapply to ACI for approval to continue to act as an ACI Sponsoring Group.
 7. In the U.S., in areas where no Sponsoring Group is actively administering a specific ACI examination, the local ACI chapter (not a student chapter) shall have first rights to administer that specific exam. International sponsorship for any ACI examination will be assessed on a case-by-case basis.

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8. If an existing Sponsoring Group or ACI Chapter is solicited to administer an examination and participation is declined, or if a sponsor does not request an examination upon initial availability from ACI, or if a requested examination is not administered within two years following approval, administration of said examination may become available to other potential sponsors.
9. If more than one applicant wishes to sponsor an ACI certification exam in the same operational jurisdiction and there is documented need for more than one group to conduct the examination in that jurisdiction or portion thereof, a system of coordination between those groups shall be established. A description of this system shall be considered along with any new Sponsoring Group application and must be included in the governance system for any existing Sponsoring Group. In all cases, ACI reserves the right, in its sole discretion, to select a delivery system that in its judgment is best able to serve the interests of ACI.
10. Applicants wishing to sponsor ACI certification examinations on a "national" or "regional" basis will, in appropriate circumstances, be approved to conduct exams under specific conditions at the discretion of ACI.
11. Approved Sponsoring Groups are responsible for:
 - A) Maintaining control over the administration of ACI Certification exams offered within their operational jurisdiction. This includes, but is not limited to, maintaining control over the ethical and professional integrity of every sponsored examination session and providing ongoing oversight of exam session coordinators, examiners, and other exam delivery personnel.
 - B) Conducting a sufficient number of exam sessions and providing equitable access to those exam sessions for all individuals seeking ACI Certification within the group's operational jurisdiction.
 - C) Conducting all ACI exams in a manner which complies with the intent of ACI's policies and procedures governing certification.
 - D) Formulating, publishing, and enforcing consistent and equitable pricing for ACI Certification exams offered by the Sponsoring Group within their operational jurisdiction.
 - E) Developing and implementing participant registration processes that satisfy the policy requirements of each exam offered by the Sponsoring Group and verifying that each participant has met the eligibility requirements of the program before being allowed to complete an ACI exam.

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- F) Collecting exam fees from participants, paying materials invoices to ACI within 30 days of receipt, and distributing compensation to examiners and other program delivery personnel as warranted.
 - G) Developing a program delivery process that establishes separation between the education/training and testing divisions of the Sponsoring Group.
12. ACI has the right to revoke a Sponsoring Group's authority to conduct an ACI certification exam at any time, with or without cause, and with or without notice.
 13. Appeals resulting from the denial or revocation of Sponsoring Group status will be reviewed by ACI Staff for determination of appropriate action on a case-by-case basis.
 14. This policy shall become effective sixty (60) days after its approval by the ACI Certification Programs Committee, and shall render all previous Policy versions null and void. Sponsoring Groups shall be notified of this new policy in writing within thirty (30) days after it is approved by the ACI Certification Programs Committee.
 15. The Certification Programs Committee shall review, revise as necessary, and reapprove this Policy at intervals not exceeding two years in length.