



**Certification Policies
for
Aggregate Base Testing Technician**

*Last approved by the Certification Programs Committee
March 22, 2019*

*Last revised by Committee C 620
September 21, 2020*

The statements contained herein are approved policies and procedures. This revised policy statement supersedes all previous action of the ACI Board of Direction with respect to Concrete Strength Testing Technician certification.

The certification program policies are organized into eight sections as follows:

- | | |
|-------------|---|
| Section 1.0 | Certification Criteria |
| Section 2.0 | Examination Criteria |
| Section 3.0 | Re-examination Criteria |
| Section 4.0 | Appeals Criteria |
| Section 5.0 | Sponsoring Group Criteria |
| Section 6.0 | Examiner/Supplemental Examiner Criteria |
| Section 7.0 | ACI Responsibilities |
| Section 8.0 | Recertification Criteria |

Copyright © 2020, American Concrete Institute

All rights reserved including rights of reproduction and use in any form or by any means, including the making of copies by any photo process, or by electronic or mechanical device, printed, written, or oral, or recording for sound or visual reproduction or for use in any knowledge or retrieval system or device, unless permission in writing is obtained from the copyright proprietors.

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 The content of the written and performance examinations for certification as an Aggregate Base Testing Technician is derived from the *Job-Task Analysis for ACI Aggregate Base Testing Technician Certification* (Annex 620.4-1).

ACI will grant certification to examinees who successfully complete both the written and performance examinations within a one (1) year period.
- 2.2 There shall be no questions regarding general concrete technology on the written examination.
- 2.3 The examinations shall be conducted by the examiner, proctors, and/or supplemental examiners as applicable. [See Section 6.0]
- 2.4 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.
- 2.5 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 will not be permitted in the examination area. Use of simple-function (*i.e.*, non-programmable) calculators will be permitted, but examinees will not be allowed to share calculators.

WRITTEN EXAMINATION

- 2.6 The written examination shall consist of approximately one hundred [100] multiple-choice questions, with eight to twelve [8–12] questions on each Standard.
- 2.7 A maximum of two [2] hours shall be permitted for completion of the written examination.
- 2.8 Verbal administration of the written examination is permitted, contingent upon approval by the ACI Certification Department.
- 2.9 Successful completion of the written examination shall be considered as meeting both 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

- 2.10 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.
- 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.
- 2.11 The examinee shall conduct the performance examination in the direct presence of the examiner or supplemental examiner(s).
- 2.12 The examinee's performance shall be evaluated based on the criteria of the performance examination checklist.
- 2.13 Grading for the individual performance examinations shall be on a pass/fail basis only, with the examiner/supplemental examiner indicating a passing or failing score for each step of the checklist.
- 2.14 Incorrect performance, or omission of one or more of the steps of the performance checklist, shall constitute failure of that trial.

- 2.15 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.

- 2.16 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.

- 2.17 The second trial of a particular test shall not be conducted immediately following the first trial.

- 2.18 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.

- 2.19 The examiner/supplemental examiner shall not stop a trial at any point which an error is made.

- 2.20 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.

- 2.21 Immediately following completion of each trial, the examiner/supplemental examiner shall inform the examinee of the results, either pass or fail.

- 2.22 When a failure of a trial occurs, the examiner/supplemental examiner shall inform the examinee of the particular step(s) performed incorrectly.

- 2.23 The examinee shall be permitted to leave the examining area between trials to consult notes or books.

- 2.24 It shall be the Sponsoring Group's responsibility to provide equipment that 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.

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

SECTION 3.0 RE-EXAMINATION CRITERIA

- 3.1 Failure of the written examination by either of the criteria cited under Section 2.8 shall require re-examination on the entire written examination.
- 3.2 Failure or invalidation (e.g., non-conformance with Section 6.5) 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 C 620]
 4. Committee C 620, Laboratory 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

- 5.1 Groups desiring to conduct ACI Certification program(s) shall adhere to the current *Policy on Sponsoring Groups for Certification* (Annex 620.4-2).

SECTION 6.0 EXAMINER / SUPPLEMENTAL EXAMINER CRITERIA

- 6.1 To maintain access to the ACI examination materials, the examiner shall maintain approval from ACI and authorization from the Sponsoring Group.

- 6.2 Applicants must be selected by an approved Sponsoring Group and shall submit a current ACI Examiner Application to ACI through that same Sponsoring Group.
- 6.3 In order to be considered for examiner status, the applicant shall have assisted in the administration of at least two (2) ACI examination sessions (any program including written and performance components where applicable), performing to the satisfaction of the examiner of record, and:
- A) Satisfy the following criteria
1. Be a registered professional engineer, or hold equivalent international credentials; and
 2. Have been certified as an ACI Aggregate Base Testing Technician; and
 3. Have had at least two (2) years of verifiable experience in concrete construction, inspection, or testing.
- OR
- B) Satisfy the following alternate criteria:
1. Be certified as an ACI Aggregate Base Testing Technician at the time of application; and
 2. Have had at least five (5) years of verifiable experience in ACI certification administration, concrete construction, inspection or testing; and
 3. Have participated in at least four (4) ACI examination sessions as a proctor and/or supplemental examiner for any ACI certification program. This is in addition to the administration assistance, as stated above, but is permitted to be completed concurrently.
- 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 restriction. ACI may grant waivers, on a case-by-case basis, only if 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 the direct supervision of an Examiner with prior approval of ACI Committee C 620.
- 6.7 Supplemental examiners shall satisfy the following requirements:
- A) Have recent experience in concrete testing;
- B) Be selected and adjudged qualified by the examiner or ACI Committee C 620;
- 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) Ensuring the secure handling of examination materials;
 - D) Verification of the identity of each examinee, and ensuring 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) Ensuring that all examinees have an opportunity to take a second trial on any failed procedure of the performance examination; and
 - I) Ensuring 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 examinee.

SECTION 8.0 RECERTIFICATION CRITERIA

- 8.1 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



Annex 620.4-1

Job-Task Analysis (JTA) for ACI Aggregate Base Testing Technician Certification

HOW TO USE THIS JTA:

On the written examination, the Candidate must:

- **Understand** the following general concepts, which may not have specified values, procedures, or measurements; *and*
- **Know** the following specific procedures or values; performance of these items may also be assessed on the performance examination.

On the performance examination:

- **Perform**—or describe verbally, where allowed—the following tasks or steps, which are part of the specified procedure; knowledge of these items may also be assessed on the written examination.

RESOURCES:

AASHTO R 90/ASTM D75 – Standard Method of Test for Sampling of Aggregates

AASHTO T 76/ASTM C702/C702M – Standard Method of Test for Reducing Samples of Aggregate to Testing Size

AASHTO R 58/ASTM D421 Dry Preparation of Disturbed Soil and Soil-Aggregate Samples for Test

AASHTO T 89/ASTM D4318 Standard Method of Test for Determining the Liquid Limit of Soils

AASHTO T 90/ASTM D4318 Standard Method of Test for Determining the Plastic Limit and Plasticity Index of Soils

AASHTO T 88/ASTM D422 Standard Method of Test for Particle Size Analysis of Soils

AASHTO T 265/ASTM D2216 Standard Method of Test for Laboratory Determination of Moisture Content of Soils

AASHTO T 180/ASTM D1557 Standard Method of Test for Moisture-Density Relations of Soils Using a 4.54-kg (10-lb) Rammer and a 457-mm (18-in.) Drop

AASHTO T 99/ASTM D698 Standard Method of Test for Moisture-Density Relations of Soils Using a 2.5-kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop

AASHTO R 90/ASTM D75 – Standard Method of Test for Sampling of Aggregates

- Understand scope of practice
- Understand distinction between "maximum" and "nominal maximum" aggregate sizes
- Understand significance and use of this practice
- Know general sampling requirements
- Know general inspection requirements of sample
- Know sampling requirements for a flowing aggregate stream
- Know sampling requirements for a conveyor belt
- Know sampling requirements for stockpiles and transportation units
- Understand scope of sampling practice from stockpiles and transportation units
- Know procedure for sampling aggregate from stockpiles
- Know procedure for sampling aggregate from transportation units
- Understand number and masses of field samples
- Know how to determine mass of field samples
- Understanding shipping requirements of samples

Annex 620.4-1

Job-Task Analysis (JTA) for ACI Aggregate Base Testing Technician Certification (Continued)

AASHTO T 76/ASTM C702/C702M – Standard Method of Test for Reducing Samples of Aggregate to Testing Size

- Understand scope of practice
- Understand significance and use of practice
- Reduction in size may not be recommended in some circumstances
- Know requirements for reducing fine aggregates
- Know reducing requirements for coarse aggregate
- Know equipment requirements for mechanical splitters
- Know and perform the procedure for introducing sample to splitter
- Know and perform procedure for quartering sample
- Understand alternative procedure for quartering sample
- Know and perform procedure for miniature stockpile samples

AASHTO R 58/ASTM D421 Dry Preparation of Disturbed Soil and Soil-Aggregate Samples for Test

- Understand scope of procedure
- Understand significance and use
- Know requirements for the balance
- Understand that use of a mortar and rubber-covered pestle may be required
- Know what sieve sizes will be required
- Understand sample reduction by riffle sampler or quartering
- Know how to air-dry sample, break up aggregations with mortar and pestle and how to reduce sample to representative amounts for testing
- Know required amounts of material passing the No. 10 sieve that are needed for particle size analysis of sandy soils and silt/clay soils
- Know required amounts of material passing the No. 40 sieve needed for testing of soil constants
- Know how to initially prepare the sample by separating material on the No. 10 sieve, washing material retained on the No. 10 sieve and then sieving over the No. 4 sieve, after drying, to obtain the mass retained on the No. 4 sieve
- Know how to select representative portions passing the No. 10 sieve of proper size for sandy soils and silt/clay soils
- Know how to select material passing the No. 40 sieve for determination of soil constants

AASHTO T 89/ASTM D4318 Standard Method of Test for Determining the Liquid Limit of Soils & AASHTO T 90/ASTM D4318 Standard Method of Test for Determining the Plastic Limit and Plasticity Index of Soils

- Understand scope of the procedure
- Understand terminology and definitions
- Know the summary of how liquid limit, plastic limit and plasticity index are determined
- Understand the significance and use
- Understand the requirements for equipment used to determine liquid limits
- Understand the requirements for equipment used to determine plastic limit
- Know how to obtain a representative sample of material passing the No. 40 sieve
- Understand how to check the liquid limit device and tools for wear
- Know how to check and adjust the height of drop for the cup

Annex 620.4-1

Job-Task Analysis (JTA) for ACI Aggregate Base Testing Technician Certification (Continued)

- Know how to prepare an appropriate sized sample of material passing the No. 40 sieve using the wet preparation method
- Know how to prepare an appropriate sized sample of material passing the No. 40 sieve using the dry preparation method
- Know how to obtain multi-point liquid limit values (method A) by adjusting water content so as to close the soil groove in the cup in 25 to 30 blows; 20 to 30 blows; and 15 to 25 blows
- Know how to obtain and perform moisture content on soil samples obtained from each trial within the required blow count range
- Know how to perform the one-point liquid limit determination (method B) by adjusting moisture of the soil to produce closure of the soil groove after 20 to 30 blows
- Know how to calculate the liquid limit using the average of two moisture samples and Table 1 factors
- Know how to select a 20g sample for plastic limit determination
- Know how to roll a portion of the sample into a thread of uniform diameter until 1/8" diameter is achieved
- Know how to break up the soil-thread and reform mass in order to repeat the rolling operation until (due to drying) the thread breaks apart before reaching 1/8" diameter
- Know how to gather broken soil thread pieces and retain them for moisture content testing
- Know how to roll additional samples to end point, and retaining pieces in a covered container until at least 6 g of soil is obtained for conducting a moisture content test
- Know how to calculate the average of two moisture content tests each containing at least 6 g of soil from the rolling operation (This moisture content is the plastic limit)
- Know how to calculate the plasticity index using the moisture content values from the liquid limit and plastic limit determinations
- Understand information required on the report
- Understand the variances between ASTM D4318 and AASHTO T89 and T90

AASHTO T 88/ASTM D422 Standard Method of Test for Particle Size Analysis of Soils

- Understand scope of the procedure
- Understand requirements for apparatus
- Understand composition of the dispersing agent
- Understand use of distilled or demineralized water in the test and control of water temperature during the test
- Know how to obtain and prepare a soil sample for the test
- Know how to separate material on the No. 10 sieve and how to conduct a sieving operation on the material retained on the No. 10 sieve
- Understand how to determine a composite correction for hydrometer readings using a mixture of distilled and demineralized water
- Understand how to determine the hygroscopic moisture content of the sample to be used in the hydrometer test
- Understand how to obtain an appropriately sized sample and to pre-soak the sample in a beaker with 125 ml of the dispersing agent for at least 16 hr
- Know how to further disperse the sample in the stirring apparatus after the soaking period
- Know how to transfer the dispersed sample to a 1000 ml glass cylinder, adding distilled or demineralized water to the 1000 ml mark
- Know how to cover the cylinder and agitate the mixture by inverting and then uprighting the cylinder continuously for a period of 1 min.

Annex 620.4-1

Job-Task Analysis (JTA) for ACI Aggregate Base Testing Technician Certification (Continued)

- Know how to conduct hydrometer readings and temperature measurements at appropriate time intervals following the agitation procedure (adjust hydrometer readings for the composite correction factor)
- Know how to transfer the suspension mixture to a No. 200 sieve and wash with tap water until clear; then transfer material retained on the No. 200 sieve to a suitable container, dry to constant weight and conduct a sieve analysis
- Know how to determine the portion of the sample that was retained on the No. 10 sieve
- Know how to calculate the hygroscopic correction factor
- Know how to determine the percentages of soil in suspension at each hydrometer reading
- Know how to determine the diameter of soil particles corresponding to the percentages indicated at each hydrometer reading
- Understand how to determine sieve analysis values for the portion of the sample finer than the No. 10 sieve
- Understand how to develop a graph of the test results
- Understand information required on the report
- Understand variances between ASTM D422 and AASHTO T88

AASHTO T 265/ASTM D2216 Standard Method of Test for Laboratory Determination of Moisture Content of Soils

- Understand scope of the test method
- Understand terminology
- Know the summary of the test method
- Understand significance of use
- Understand requirements for apparatus
- Understand proper handling and transporting of samples
- Understand requirements for test specimen size
- Understand guidelines for selection of samples
- Know how to determine the mass of the container (and lid)
- Know how to select a representative sample
- Know how to determine the mass of the container and the moist specimen
- Know how to dry the specimen to constant mass
- Know how to determine the mass of the container and the dry specimen
- Know how to calculate the percent water content (moisture) of the sample
- Understand the information required to be reported
- Understand variances between ASTM D2216 and AASHTO T265

AASHTO T 180/ASTM D1557 Standard Method of Test for Moisture-Density Relations of Soils Using a 4.54-kg (10-lb) Rammer and a 457-mm (18-in.) Drop

- Understand scope of methods
- Understand terminology
- Know the summary of the test method
- Understand the significance of use
- Understand requirements for apparatus
- Understand requirements for standardization/calibration of apparatus

Annex 620.4-1

Job-Task Analysis (JTA) for ACI Aggregate Base Testing Technician Certification (Continued)

- Understand how to estimate the mass of the test specimen needed and how to select the appropriate method for testing
- Understand how to assemble the compaction mold and check equipment prior to testing
- Understand how to select and prepare 4 or 5 subspecimens using the moist preparation method
- Understand how to select and prepare 4 or 5 subspecimens using the dry preparation method
- Know how to compact subspecimens using the proper size mold for the method selected and the proper number of blows per each layer
- Know how to remove the mold collar and baseplate and how to trim the specimen after compaction
- Know how to determine the mass of the specimen and the mold
- Know how to extract the specimen from the mold and obtain a representative sample for determining the molded moisture content
- Know how to compare wet weight values and conduct additional test points, if necessary, to obtain test point data which will fall on each side of the optimum moisture content
- Understand how to calculate the dry mass of each specimen using the wet mass and the moisture content of the sample
- Understand how to determine the oversize (coarse) fraction percentage
- Understand how to determine the test (finer) fraction percentage
- Understand how to calculate molding water content, moist density, dry density and dry unit weight of each compacted specimen
- Understand how to plot the dry unit weight and molding water content values and how to draw a smooth curve connecting the points; and how to draw the saturation curve
- Understand the information to be included on the report
- Understand variances between ASTM D1557 and AASHTO T180

AASHTO T 99/ASTM D698 Standard Method of Test for Moisture-Density Relations of Soils Using a 2.5-kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop

- Understand scope of methods
- Understand terminology
- Know the summary of the test method
- Understand the significance of use
- Understand requirements for apparatus
- Understand requirements for standardization/calibration of apparatus
- Understand how to estimate the mass of the test specimen needed and how to select the appropriate method for testing
- Understand how to assemble the compaction mold and check equipment prior to testing
- Understand how to select and prepare 4 or 5 subspecimens using the moist preparation method
- Understand how to select and prepare 4 or 5 subspecimens using the dry preparation method
- Know how to compact subspecimens using the proper size mold for the method selected and the proper number of blows per each layer
- Know how to remove the mold collar and baseplate and how to trim the specimen after compaction
- Know how to determine the mass of the specimen and the mold
- Know how to extract the specimen from the mold and obtain a representative sample for determining the molded moisture content
- Know how to compare wet weight values and conduct additional test points, if necessary, to obtain test point data which will fall on each side of the optimum moisture content

Annex 620.4-1

Job-Task Analysis (JTA) for ACI Aggregate Base Testing Technician Certification (Continued)

- Understand how to calculate the dry mass of each specimen using the wet mass and the moisture content of the sample
- Understand how to determine the oversize (coarse) fraction percentage
- Understand how to determine the test (finer) fraction percentage
- Understand how to calculate molding water content, moist density, dry density and dry unit weight of each compacted specimen
- Understand how to plot the dry unit weight and molding water content values and how to draw a smooth curve connecting the points; and how to draw the saturation curve
- Understand the information to be included on the report
- Understand variances between ASTM D698 and AASHTO T99

ANNEX 620.4-2

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.

ANNEX 620.4-2

Policy on Sponsoring Groups for Certification

- 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.

ANNEX 620.4-2

Policy on Sponsoring Groups for Certification

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.

ANNEX 620.4-2

Policy on Sponsoring Groups for Certification

- 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.