



**Certification Policies
for
Decorative Concrete Flatwork Finisher and Associate**

Approved by the Certification Programs Committee
December 3, 2017

The statements contained herein are a consolidation of proposed policies and procedures. This policy statement supersedes all previous action of the ACI Board of Direction with respect to DCFE certification and is effective December 3, 2017.

The certification program policies are as follows:

- Section 1.0 Certification Criteria
- Section 2.0 Examination Criteria
- Section 3.0 Education/Work Experience
- Section 4.0 Reexamination Criteria
- Section 5.0 Appeals Criteria
- Section 6.0 Sponsoring Group Criteria
- Section 7.0 Examiner/Supplemental Examiner Criteria
- Section 8.0 ACI: Duties and Responsibilities
- Section 9.0 Recertification Criteria

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SECTION 1.0 CERTIFICATION CRITERIA

- 1.1 The American Concrete Institute (ACI) certification program includes both Decorative Concrete Flatwork Finisher (DCFF) and Decorative Concrete Flatwork Associate (DCFA) categories.
- 1.2 Certification as a DCFF requires:
- a) Current certification as an ACI Concrete Flatwork Finisher & Technician (CFFT);
- AND
- b) Successful completion of a written examination [See Section 2.6-9];
- AND
- c) A minimum of one year [1500 hours] of work experience in finishing decorative concrete flatwork [see Section 3].
- 1.3 Certification as a DCFA requires
- a) Current certification as an ACI Concrete Flatwork Technician (CFT);
- AND
- b) Successful completion of a written examination [See Section 2.6-9];
- 1.4 ACI DCFF and DCFA Certifications shall be valid for a period of five [5] years from the date of completion of all applicable certification requirements.
- 1.5 A Certified DCFA may upgrade to Certified DCFF at any time during the five [5] year certification period by fulfilling the work experience requirements for CFFT and DCFF.
- 1.6 If a DCFA upgrades to DCFF status, certification as a DCFF shall be valid for the remainder of the original DCFA certification period.

SECTION 2.0 EXAMINATION CRITERIA

- 2.1 The content of the written examination shall be derived directly from ACI Publication CCS-5 (16) Placing and Finishing Decorative Concrete Flatwork.
- 2.2 The examinee will be expected to have a basic knowledge of proper installation and finishing procedures for decorative concrete flatwork as detailed in the Job Task Analysis. [See Annex]
- 2.3 The examination(s) shall be conducted by the ACI approved examiner and/or proctors as applicable. [See Section 6.0]

- 2.4 The ACI approved examiners, proctors, and/or sponsoring groups shall not have any jurisdiction over the content of the examination(s), or over the grading of the written examination.
- 2.5 The written examination is closed book. Notes or other technical material shall not be permitted in the examination area.

WRITTEN EXAMINATION

- 2.6 The written examination shall consist of approximately fifty [50] questions.
- 2.7 Two hours shall be permitted for completion of the written examination.
- 2.8 Verbal administration of the written examination shall be permitted, contingent upon approval by the ACI Certification Department.
- 2.9 Successful completion of the written examination shall require a minimum score of 70%.

SECTION 3.0 WORK EXPERIENCE

- 3.1 The examinee shall satisfy the requirements of Section 1.2 c) if satisfactory documentation of experience can be provided as follows:
 - a) Experience in placing and finishing decorative concrete flatwork {1 year [1500 hours] total, see Appendix A for detail}, including:
 - i. a minimum of 250 hours each from:
 - 1. Coloring
 - 2. Stamping
 - 3. Exposed finishes
 - 4. Stairs

AND

- ii. a minimum of 40 hours from:
 - 1. Cleaning/sealing the concrete surface

- b) A signed affidavit or affidavits from current and/or previous employers or other qualified individual(s) verifying that the applicant possesses the required amount and range of work experience.
- 3.2 Affidavits for work experience and work performance shall be signed by a project superintendent, and/or job foremen and/or owner of a company.
- 3.3 In cases where the examinee is self-employed and cannot furnish proof of employment as in Section 3.1-2, three letters of reference from clients over at least a one year period will serve as an alternate method of work experience verification.
- 3.4 ACI reserves the right to verify submitted credentials of any candidate or affidavit respondent.

SECTION 4.0 REEXAMINATION CRITERIA

- 4.1 Failure of the written examination by the criteria cited under Section 2.9 shall require a reexamination on the entire written examination.

SECTION 5.0 APPEALS CRITERIA

- 5.1 An appeal may be lodged by an examinee to address an administrative issue (procedural or environmental) that may have an adverse impact on the examinee's ability to participate in the testing process in a fair and equitable manner. An appeal shall be directed initially to the examiner at the time of testing to provide the examiner with an opportunity to document and resolve the issue.
- 5.2 In the event that the examinee is not satisfied with the action of the examiner regarding an appeal, the examinee may pursue an appeal following the examination according to the following order:
 - a) Sponsoring Group
 - b) ACI Director of Certification
 - c) The Certification Appeals Committee [consisting of the Director of Certification, the Chairman of the Certification Programs Committee, and the Chairman of Committee C641]
 - d) Committee C641 Decorative Concrete Finisher
 - e) Certification Programs Committee
- 5.3 Appeals submitted to ACI for consideration must be received in writing within sixty [60] days of the receipt of the examination at ACI Headquarters. Appeals that are not first brought to the attention of the examiner during the exam session will not be considered.

SECTION 6.0 SPONSORING GROUP CRITERIA

- 6.1 Groups conducting ACI Certification program(s) shall adhere to the current Policy on Sponsoring Groups for Certification.

SECTION 7.0 EXAMINER/SUPPLEMENTAL EXAMINER CRITERIA

- 7.1 The examiner shall be authorized by ACI to conduct the ACI certification examinations for:
- a) Decorative Concrete Flatwork Finisher
 - b) Decorative Concrete Flatwork Associate.
- 7.2 The Examiner shall be present and in full supervision during the examination session.
- 7.3 The Examiner shall meet one of the following requirements:
- a) Be currently certified as a DCFF.
 - b) Be currently approved as an ACI Flatwork Finisher Examiner
- 7.4 Examiners and proctors shall be unrelated professionally and/or personally to the examinees.
- 7.5 Proctors shall be permitted to assist the Examiner in conducting the written examination.
- 7.6 Proctors shall be selected by the Examiner by virtue of their being trustworthy and conscientious.
- 7.7 The Examiner shall be responsible for overseeing the following:
- a) Approval of supplemental examiners and proctors;
 - b) Verify conformance to Sections 7.4 and 7.5 of this Policy;
 - c) Order and receive examinations;
 - d) Verify the identity of each examinee (government issued identification), and ensure that the examinees are aware of the certification criteria; and
 - e) Return all written examinations (used and unused) and all other required session documentation to ACI Headquarters.
- 7.8 Examiners or proctors are not allowed to define terms or interpret examination questions during the written examination.
- 7.9 Approved Examiners, proctors, and sponsoring groups shall not have any jurisdiction over the content of the examination(s), or over the grading of the written examination.

SECTION 8.0 ACI DUTIES AND RESPONSIBILITIES

- 8.1 ACI shall approve the sponsoring group.
- 8.2 ACI shall approve the Examiner.
- 8.3 ACI shall authorize the sponsoring group to conduct examination sessions for:
 - a. Decorative Concrete Flatwork Finisher
 - b. Decorative Concrete Flatwork Associate
- 8.4 ACI shall grade the written examinations and notify the examinee and the Examiner of the final results.
- 8.5 ACI shall verify work experience and determine conformance with requirements of applicants as a Decorative Concrete Flatwork Finisher
- 8.6 ACI shall issue certification credentials to successful examinees.

SECTION 9.0 RECERTIFICATION CRITERIA

- 9.1 Recertification shall extend the ACI certification as a DCFF or DCFA for a period of five [5] years, beginning at the date the recertification requirements are completed.
- 9.2 Recertification requires successful completion of the then-current written examination.

End of Policy Text