



**Certification Policies
for
Tilt-Up Supervisor
And Technician**

*Last approved by the Certification Programs Committee
November 3, 2025*

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 Tilt-Up Supervisor certification.

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

Section 1.0	Certification Criteria
Section 2.0	ACI Responsibilities
Section 3.0	Examiner Criteria
Section 4.0	Examination Criteria
Section 5.0	Re-examination Criteria
Section 6.0	Appeals Procedures

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SECTION 1.0 CERTIFICATION CRITERIA

- 1.01 The American Concrete Institute (ACI) certification program includes both Tilt-Up Supervisor and Tilt-Up Technician categories.
- 1.02 Certification as a Tilt-Up Supervisor requires:
 - A. Successful completion of a written examination. (See Section 4.0)
 - B. A minimum of 5 years (7500 hours) of verifiable construction experience of which at least 3 years (4500 hours) is tilt-up related (i.e., supervisory, assistant supervisory and/or tilt-up technician experience) with a minimum of 2000 hours supervisory experience as enumerated in Section 4.09.
- 1.03 Time in the classroom while in an apprentice or other formal training program shall not be included in meeting the required work experience noted in Section 1.02B.
- 1.04 Certification as a Tilt-Up Technician requires only the successful completion of the written examination.
- 1.05 ACI Certification for Tilt-Up Supervisor or Technician shall be valid for a period of five (5) years from the date of completion of all applicable certification requirements.
- 1.06 A certified Tilt-Up Technician may upgrade to Tilt-Up Supervisor at any time during the five (5) year certification period by completing the then-current Tilt-Up Supervisor experience requirements.
- 1.07 If a Technician upgrades to Supervisor status, certification as a Supervisor shall be valid for the remainder of the original Technician certification period.

SECTION 2.0 ACI RESPONSIBILITIES

- 2.01 ACI shall approve the local sponsoring group.
- 2.02 ACI shall approve the examiner.
- 2.03 ACI shall authorize the sponsoring group to conduct examination sessions for Tilt-Up Supervisor or Technician certification.
- 2.04 ACI shall grade the written examinations and notify the examinee and the examiner of the final results in writing.
- 2.05 ACI shall certify the examinees who have satisfied the certification requirements.
- 2.06 ACI shall issue a certificate, laminated wallet card, and hard-hat decal to successful examinees.

SECTION 3.0 EXAMINER CRITERIA

- 3.01 In order to be considered for approval as an examiner for the ACI Tilt-Up Supervisor Certification program, an individual shall:
- A. Be a licensed design professional.
- or**
- B. Satisfy the following alternate criteria:
 - 1. The individual shall have proctored under an approved examiner for a minimum of 2 ACI written Certification exams; and
 - 2. The individual shall provide 2 written references from the exams for which they served as Proctor.
- 3.02 The examiner shall be approved by ACI.
- 3.03 The examiner shall be authorized by ACI to conduct the ACI certification examination for Tilt-Up Supervisor and Tilt-Up Technician.
- 3.04 The examiner shall be present and in full supervision during the examination session.
- 3.05 Examiners and proctors shall be unrelated professionally and personally to the examinees.
- 3.06 Proctors shall be permitted to assist the examiner in conducting the written examination.
- 3.07 Proctors shall be selected by the examiner by virtue of their being trustworthy and conscientious.
- 3.08 The examiner shall be directly responsible for the following:
- A. Final approval of the proctors;
 - B. Verify conformance to Section 3.05 of the Policy;
 - C. Order and receive examination;
 - D. Verify the identity of each examinee, and assure that the examinees are aware of the certification criteria;
 - E. Return all written examinations (used and unused) to ACI headquarters.
- 3.09 Examiners and proctors are not allowed to define terms or interpret examination questions during the written examination.

SECTION 4.0 EXAMINATION CRITERIA

- 4.01 The content of the written examination shall be derived directly from the *Job Task Analysis for Tilt-Up Supervisor and Technician Certification* (Annex 650.1-1).

- 4.02 The examination(s) shall be conducted by the ACI-approved examiner and proctors, as applicable. (See Section 3.0)
- 4.03 The ACI-approved examiners and proctors shall not have any jurisdiction over the content of the examination(s) or over the grading of the written examination.
- 4.04 The examination is closed-book. Notes or other technical material shall not be permitted in the examination area.

WRITTEN EXAMINATION

- 4.05 The written examination shall consist of approximately eighty (80) multiple-choice or true/false questions.
- 4.06 A maximum of two hours shall be permitted for completion of the written examination.
- 4.07 Verbal administration of the written examination shall be permitted, contingent upon approval by the ACI Certification Department.
- 4.08 A minimum test score of 70% shall be considered as successful completion of the written examination.

WORK EXPERIENCE AFFIDAVIT

- 4.09 The examinee, as part of the 3-year (4500 hour) requirement to qualify as an ACI-certified tilt-up supervisor, shall document a minimum of 2000 hours of experience and training as a tilt-up supervisor with a minimum of 75% of the required hours obtained as field experience. Training is defined as a Tilt-up Concrete Association (TCA) or ACI-sponsored seminar or class in the respective area.
 - A. Tilt-up supervisory experience areas noted below are expected to be part of the training and knowledge of the individual:
 - 1. Safety Communications and Procedures
 - 2. Planning and Scheduling
 - 3. Structural Systems
 - 4. Site Preparation & Foundations
 - 5. Slabs on Grade
 - 6. Forming and Layout
 - 7. Concrete Properties and Placement
 - 8. Erection and Bracing
 - 9. Panel Finishes and Finishing Buildings
 - B. Experience shall be documented by a signed affidavit or affidavits from current and/or previous employers enumerating:

1. A listing of tilt-up projects on which the examinee has worked, including project names and addresses;
2. A description of each of the above projects, including size, height or stories, and special concerns or characteristics;
3. The examinee's involvement in the above-listed jobs;
4. The duration of the examinee's involvement in the respective areas listed in Section 4.09A.

4.10 Affidavits for work experience and work performance shall be signed by a project superintendent, a previously certified tilt-up superintendent, or an owner of a company.

4.11 In cases where the examinee is self-employed and cannot furnish proof of employment as defined in Sections 4.09 and 4.10, letters of reference from design professionals or general contractors on at least three tilt-up projects in which the applicant has performed in a supervisory role shall be provided attesting to the applicant's work experience.

4.12 ACI reserves the right to verify submitted credentials of any candidate or affidavit respondent.

SECTION 5.0 RE-EXAMINATION CRITERIA

5.01 Failure of the written examination by the criteria cited under Section 4.08 shall require a reexamination on the entire written examination.

SECTION 6.0 APPEALS CRITERIA

6.01 Appeals shall be directed initially to the examiner, who shall respond within 10 working days.

6.02 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. Sponsoring Group
2. ACI Director of Certification
3. The Certification Appeals Committee [consisting of the Director of Certification; the Certification Programs Committee Chairman, and the Chairman of Committee C650.]
4. Committee C650
5. Certification Programs Committee

6.03 Appeals submitted directly to ACI for consideration after the exam session must be received, in writing, within sixty [60] days of the receipt of the examination at ACI Headquarters.

SECTION 7.0 SPONSORING GROUP CRITERIA

7.01 Groups desiring to conduct ACI Certification program(s) shall adhere to the current *Policy on Sponsoring Groups for Certification* (Annex 650.1-2).

End of Policy Text