



Certification Policies for Shotcrete Inspector and Associate Shotcrete Inspector

*Last revised by the Certification Programs Committee
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The statements contained herein are a consolidation of approved policies and procedures. This policy statement supersedes all previous action regarding Shotcrete Inspector certification.

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

Section 1.0	Certification Criteria
Section 2.0	Examination Criteria
Section 3.0	Appeals Criteria
Section 4.0	Sponsoring Group Criteria
Section 5.0	Examiner/Proctor Criteria
Section 6.0	ACI Responsibilities
Section 7.0	Recertification Criteria

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SECTION 1.0 CERTIFICATION CRITERIA

1.1 The American Concrete Institute (ACI) shall recognize individuals certified as Shotcrete Inspector and Associate Shotcrete Inspector.

1.2 Certification as an Associate Shotcrete Inspector shall require:

- A) Successful completion of the ACI Shotcrete Inspector written examination, and
- B) Fulfillment of either of the following requirements in the field testing of concrete:
 - 1. Be currently certified as an ACI Concrete Field Testing Technician—Grade I, ACI CSA-Standards Field Testing Technician, or CCIL Basic Concrete Field Type QF technician.

OR

- 2. Pass the written examination for any of the programs listed in Section B1, above, within one [1] year of passing the Shotcrete Inspector exam.

If either of the above field testing requirements (part B, above) is not held at the time of testing for Inspector (part A, above), it must be obtained within one [1] year; otherwise, all requirements (parts A and B) must be retaken in their entireties.

Note: The certification program policies, which describe a program's content and operation, for ACI Concrete Field Testing Technician—Level I and ACI CSA-Standards Concrete Field Testing Technician can be found in Annexes 661.1-1 and 661.1-2, respectively. (Content and operation of the CCIL field testing programs are governed by the Canadian Council of Independent Laboratories.)

1.3 Certification as a Shotcrete Inspector shall require:

- A) Fulfillment of the requirements for ACI Associate Shotcrete Inspector, and
- B) Demonstration of satisfactory education and/or work experience.

1.4 The education and work experience required for Shotcrete Inspector certification is as follows:

- A) Three [3] years of satisfactory work experience.

1.5 Satisfactory work experience must include at least two of the following:

- A) Testing, inspection, and quality control of shotcrete.
- B) Supervision of shotcrete construction work.
- C) Design of shotcrete structures.

- D) Placement of shotcrete as a certified ACI Shotcreter. ACI Shotcreter certification program content and operation are described in *ACI Certification Policies for Shotcreter and Shotcreter-in-Training*, Annex C661.1-3.
- 1.6 Shotcrete training/education may be applied towards up to two [2] years of experience to satisfy the requirements of 1.4. Recognized training/education programs are listed in *Recognized Training and Education Programs for ACI Shotcrete Inspector Certification*, Appendix 661.1-1.
- 1.7 ACI certification shall be valid for a period of five [5] years from the date of completion of all certification requirements.
- 1.8 An Associate Shotcrete Inspector may upgrade to Shotcrete Inspector at any time during the five [5] year certification period by demonstrating satisfactory education and/or work experience.
- 1.9 If an Associate Shotcrete Inspector upgrades to Shotcrete Inspector status, certification as a Shotcrete Inspector shall be valid for the remainder of the original Associate Shotcrete Inspector certification period.

SECTION 2.0 EXAMINATION CRITERIA

- 2.1 The written examination shall consist of approximately eighty [80] multiple choice.
- 2.2 The written examination is derived from the information listed in *Job Task Analysis (JTA) for ACI Shotcrete Inspector Certification*, Annex 661.1-4.
- 2.3 The written examination is open-book. The technical materials allowed into the examination room are limited to the resource materials listed in Annex 661.1-4.
- 2.4 A maximum time of one hundred twenty [120] minutes shall be allowed to complete the written examination.
- 2.5 The examination shall be supervised by an ACI-approved Examiner, assisted, when necessary, by a proctor appointed by the Examiner.
- 2.6 The Examiner, proctors, and members of the Sponsoring Group have no jurisdiction over the content of questions on any specific examinations.
- 2.7 Verbal administration of the examination shall be permitted, contingent upon prior approval by the ACI Certification Department.
- 2.8 Successful completion of the written examination requires a minimum grade of 75%.

2.9 Examinations shall be graded by ACI.

SECTION 3.0 APPEALS CRITERIA

3.1 An appeal procedure shall be available if the examinee feels some aspect of the examination process is unclear, incorrect, or unfair.

3.2 Appeals regarding the conduct of the examination should be referred initially to the Examiner. If the Examiner cannot satisfy the complaint, it should be referred to the Sponsoring Group.

3.3 Appeals referred to ACI are handled in order by the following people or groups:

1. Sponsoring Group
2. ACI Managing Director of Certification
3. The Certification Appeals Committee [consisting of the Managing Director of Certification; the Certification Programs Committee Chairman, and the Chairman of Committee C661]
4. Committee C661, Shotcrete Inspector Certification
5. Certification Programs Committee

SECTION 4.0 SPONSORING GROUP CRITERIA

Groups desiring to conduct ACI Certification program(s) shall adhere to the current *Policy on Sponsoring Groups for Certification*, Annex 661.1-5.

SECTION 5.0 EXAMINER/PROCTOR CRITERIA

5.1 The Examiner must be authorized by ACI to conduct sessions for this program. Examiner applications must be submitted by the Sponsoring Group and will be evaluated based on the applicant's experience and familiarity with this and/or other ACI Certification programs.

5.2 The Examiner shall be present and in full supervision during the examination session.

5.3 Proctors adjudged trustworthy and conscientious by the Examiner shall be permitted to assist the Examiner in conducting the written examination.

5.4 Examiners and proctors shall be unrelated professionally and personally to the examinees. Government organizations may petition ACI, in writing, and request a waiver of this requirement. Waivers shall be granted only if it can be shown that the intent of the policy will be maintained.

- 5.5 The Examiner shall:
1. Verify the identity of each examinee and ensure that the examinees are aware of the certification criteria.
 2. Confirm the suitability of the facilities selected by the Sponsoring Group.
 3. Maintain exam security and secrecy of the examination content.
 4. Not define terms or interpret examination questions while conducting the examination.

SECTION 6.0 ACI RESPONSIBILITIES

- 6.1 ACI shall:
1. Approve the Sponsoring Group.
 2. Approve the Examiner.
 3. Grade the examinations and notify the examinee of the final results in writing.
 4. Evaluate education and work experience and determine conformance with requirements of applicants as a Shotcrete Inspector.
 5. Authorize the Sponsoring Group to conduct examination sessions for Shotcrete Inspector.
 6. Issue certification credentials to successful examinees.
 7. Process appeals.

SECTION 7.0 RECERTIFICATION CRITERIA

Recertification criteria shall be the successful completion of the then-current requirements for certification. Reevaluation of work experience is not required for recertification.

End of Policy Text