

INSTRUCTIONS

When work experience for Decorative Concrete Flatwork Finisher certification cannot be verified by an employer, self-employed individuals can meet the requirement by contacting a minimum of three Respondents from decorative concrete flatwork finishing projects performed over at least a one year period. If you are not self-employed, please fill out the **Decorative Concrete Flatwork Finisher Work Experience Form**.

The Candidate completes **Section A** and **Section B** for each form, and then sends the entire form to the named Respondent. The Respondent completes **Section C** and sends the form directly to ACI. ACI will review the form and contact the Respondent to verify that the information provided is accurate. All information must be complete and legible.

SECTION A—To be completed by the Candidate

Candidate Name: _____ Certification ID/Last 4 digits of SSN: _____

Address: _____

Candidate Phone: _____ Candidate Email Address: _____

SECTION B—To be completed by the Candidate

Respondent Name: _____

Project Start Date: _____ Project End Date: _____

Candidate Authorization to Release Information

I authorize the Respondent to supply to ACI, or its agents, information concerning my work experience and other background relevant to the stated requirements of the Decorative Concrete Flatwork Finisher certification program. I agree to release and hold harmless any individual, company or institution, including ACI, and any connected persons from liability imposed by law in supplying such information.

I understand that any false information or misrepresentation constitute grounds for denial of certification.

Candidate Signature_____
Date_____
Candidate Name (Print)**Send this form, including ALL sections, to the Respondent.**

SECTION C—To be completed by the Respondent

A Candidate seeking Decorative Concrete Flatwork Finisher certification has selected you to verify their work experience based on your professional relationship to them. Please review the information provided by the Candidate in **Section B**, and return the form to ACI.

Note that the disclaimer signed by the candidate in **Section B** above releases you from civil liability regarding statements, provided to the best of your knowledge, about the candidate, and establishes that the candidate is freely requesting that you provide this information. If any information provided in **Section B** is incorrect, inconsistent, or ambiguous, please mark and initial those corrections.

Candidate Name (Print): _____

The information in Section B is: Correct as stated Correct as modified

I, the Respondent, customer or client for this Candidate, have honestly evaluated the information provided on this form by the Candidate. I have supplied any modifications necessary to make all statements accurate, to the best of my knowledge. I submit this form attesting that it contains no misrepresentations or false information.

Respondent Signature

Date

Respondent Name (Print): _____

Respondent Address: _____

Respondent Phone: _____ Respondent Email: _____

Return completed form to ACI:

Email: aci.certification@concrete.org | FAX: (248) 848-3793

ACI Certification
38800 Country Club Drive
Farmington Hills, MI 48331

For more information, contact ACI Certification at:

(248) 848-3790

www.acicertification.org