



INSTRUCTIONS

Work experience for Decorative Concrete Flatwork Finisher certification can be performed under multiple employers/companies, resulting in multiple Work Experience Forms sent to various Respondents to meet the requirements. You are responsible for contacting as many Respondents as necessary to submit the required amount of work experience. If you are self-employed, please fill out the **Client Reference (for Self-Employed Candidates)**.

The Candidate completes **Section A** and **Section B**, on multiple forms if necessary, to show the required work experience, 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.

QUALIFICATIONS

Candidates must demonstrate at least 1500 hours (1 year) of placing and finishing decorative concrete flatwork, including a minimum in each of the following areas:

- 250 hours of coloring
- 250 hours of stamping
- 250 hours of exposed finishes
- 250 hours of stairs
- 40 hours of cleaning/sealing surfaces

Respondents must be current or previous employers in the role of superintendent, job foreman, and/or company owner.

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

Employer (during work experience): _____

Respondent Name: _____ Respondent Title: _____

List the number of hours spent placing and finishing decorative concrete in each of the following areas under this Respondent:

- Coloring: _____
- Stamping: _____
- Exposed finishes: _____
- Stairs: _____
- Cleaning/sealing concrete surface: _____
- Total: _____

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

Name (Print)

Date

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, who acted as a superintendent, job foreman, and/or company owner 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 Employer/Business: _____ Business Website: _____

Business Address: _____

Respondent Title: _____ Respondent Business Email: _____

Respondent Business Phone: _____

Return completed form to ACI:Email: aci.certification@concrete.org | FAX: (248) 848-3793ACI Certification
38800 Country Club Drive
Farmington Hills, MI 48331**For more information, contact ACI Certification at:**(248) 848-3790
www.acicertification.org