

ACI Concrete Flatwork Certification Client Affidavit Form Instructions

The **ACI Concrete Flatwork Certification Client Affidavit Form** is for self-employed individuals who were hired by a Customer or Client for a project. If you are non-self-employed or submitting work history from a period in which you were employed by a concrete contractor or similar company, please use the **ACI Concrete Flatwork Certification Work Experience Form**. Union participants, please see **ACI Concrete Flatwork Certification Instructions for Union Participants**.

1. To become certified as an **ACI Advanced Concrete Flatwork Finisher** you must pass the written examination for ACI Concrete Flatwork Associate, plus *EITHER*:
 - A. Submit three (3) **Client Affidavit Forms** from former satisfied clients; each form needs to be from a different year and should not contain any repeating clients, *OR*
 - B. Submit one (1) **Client Affidavit Form** as proof of concrete finishing* experience and perform an actual hands-on performance exam¹.
2. To become certified as an **ACI Concrete Flatwork Finisher** you submit one (1) **Client Affidavit Form** as proof of concrete finishing* and perform an actual hands-on performance exam¹.

*“*Finishing*” includes: concrete placement, consolidation, jointing, curing and protection, finishing, form setting, prep work, rubbing, patching, and saw cutting; does not include: employee breaks, drive time between jobs, days not worked, startup and cleanup, or any type of work not listed above.

Submit one Client Affidavit Form for each former Customer or Client, as required.

For the Candidate

This section is to be completed by the individual who is requesting to be certified as an ACI Concrete Flatwork Finisher or ACI Advanced Concrete Flatwork Finisher.

Please provide the information requested in the space provided.

For the Customer or Client

Number 1: Verify you are the Customer or Client—this section must be completed by the Customer/Client/Owner who hired the Candidate for the project.

Number 2: Verification of the information listed in the Candidate’s section—Project Dates, Project Type, Client information.

Number 3: Circle one of the following—“Satisfactory” or “Unsatisfactory” to characterize the Candidate’s job performance during the time period referenced in the Candidate Section above.

Please submit Work Experience Forms, Client Affidavits, and/or Union Contribution Records in a sealed envelope to the Examiner at the time of your written examination; or mail or FAX to:

ACI Certification
38800 Country Club Drive
Farmington Hills, MI 48331
Phone: (248) 848-3790
FAX: (248) 848-3793
www.ACICertification.org

¹Contact your ACI Sponsoring Group for availability