

ACI Concrete Flatwork Certification Work Experience Form Instructions

The **ACI Concrete Flatwork Certification Work Experience Form** is for non-self-employed individuals who typically work for a concrete contractor or similar company. If you are self-employed or submitting work history from a period in which you were self-employed, please use the **ACI Concrete Flatwork Certification Client Affidavit 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 proof of concrete finishing* experience totaling at least 4500 hours (approximately 3 years/36 months), *OR*
 - B. Submit proof of concrete finishing* experience totaling at least 1500 hours (approximately 1 year/12 months) and perform an actual hands-on performance exam¹.
2. To become certified as an **ACI Concrete Flatwork Finisher** you must submit proof of concrete finishing* experience totaling at least 1500 hours (approximately 1 year/12 months) 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. With a typical work schedule, 1 calendar year (12 months) will yield approximately 1500 finishing hours.

Submit one Work Experience Form for each current and/or former employer; submit as many forms as needed to show the 4500 or 1500 hours, 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.

Average # of Months FINISHING per Year: Assuming for varied work stoppages (e.g. during winter months or during short periods between finishing jobs), this number might not (but may) be as high as 12.

Average # of Hours FINISHING per Week: (See description of “finishing,” above.) This number will typically be less than 40, but can be higher in cases of heavy workload or consistent overtime work.

For the Employer

Section 1: Verification of Dates of Employment—this section may be completed by a Human Resources representative (or equivalent) to verify dates of employment *only*, or by a Supervisor or Manager who is/was in direct supervision of the Candidate. (This may or may not be the same person as in Section 2.)

Section 2: Verification of Finishing Experience—this section must be completed by a Supervisor or Manager who can verify the candidate’s experience and is/was in direct supervision of the Candidate.

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