

Flatwork Finisher Instructions for Union Participants — ACI Certification

Union participants who would like to become Flatwork Finisher certified should complete the items listed below. If you are not in a union, nor submitting work history from a period when you participated in a union, please see one of the other instruction sheets for Flatwork Finisher Work Experience.

- 1. Pass the written examination for ACI Concrete Flatwork Technician.**
- 2. Provide Union Contribution Record reflecting 4500 hours' worth of contributions** — This paperwork must be a copy of the detailed, chronological contribution record that is maintained for each individual union finisher. Unions may maintain these records locally, regionally, or nationally; it is the responsibility of the examinee to request and obtain these documents from the union and forward them to ACI.

Letters from Business Agents or any other individual attesting to the amount of hours are NOT acceptable!

- 3. Provide one (1) completed Flatwork Finisher Work Experience Form** — The first section of this form is to be completed by the Candidate and submitted to either a current employer (who may or may not be listed on the contribution record), or a former employer (who is listed on the contribution record) for verification. The total hours reflected on the single required Work Experience form will typically be less than the 4500 hours reflected by the contribution record; this is acceptable.

Employers ONLY may verify the work experience described on the Work Experience form; verifications from Business Agents are NOT acceptable!

For the Candidate

This section is to be completed by the individual who is requesting to be certified as an ACI 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