

## **AMERICAN CONCRETE INSTITUTE**

### **Certification Policies for Specialty Commercial / Industrial Concrete Flatwork Technician and Finisher & Technician**

*Approved by the ACI Certification Programs Committee  
April 24, 2007*

*Last revised by the Certification Programs Committee April 1, 2008*

The certification program policies are grouped into eight sections as follows:

- Section 1.0 Certification Criteria
- Section 2.0 Examination and Appraisal Criteria
- Section 3.0 Reexamination Criteria
- Section 4.0 Appeals Criteria
- Section 5.0 Sponsoring Group Criteria
- Section 6.0 Examiner/Supplemental Examiner Criteria
- Section 7.0 ACI Duties and Responsibilities
- Section 8.0 Recertification Criteria

## SECTION 1.0 CERTIFICATION CRITERIA

- 1.01 The American Concrete Institute (ACI) certification program includes *Specialty Commercial / Industrial Concrete Flatwork (SCICF) Technician*, *SCICF Finisher & Technician*, and *Specialist* categories for installation of high tolerance flatwork, application of surface treatments, and high performance (silica fume) concrete.
- 1.02 Certification as an *SCICF Technician* requires only the successful completion of the written examination. (See Sections 2.06 – 2.09.)
- 1.03 Certification as an *SCICF Finisher & Technician* requires:
- A. Prior or current certification as an *ACI Concrete Flatwork Finisher & Technician*;
  - B. Successful completion of a written examination (Sections 2.06 – 2.09);
  - C. Successful demonstration of hand skills through a performance examination (Sections 2.10 – 2.13); and
  - D. Successful completion of work experience requirements by submitting written evidence reflecting a minimum of one year (2000 hours) of verifiable work experience in commercial concrete and/or industrial concrete flatwork (Sections 2.14 – 2.18).
- Note: This work experience is in **addition** to that submitted for the prerequisite Concrete Flatwork Finisher & Technician Certification – time periods identified to ACI for the purpose of obtaining ACI Certification in these two programs **are not permitted to overlap.***
- 1.04 Program participants may seek optional certification designations in high tolerance floor construction, and/or the application of surface treatments, and/or high strength (silica fume) concrete. Designations are obtained by completing the requirements of Sections 1.03 and 2.12.
- 1.05 Time in the classroom while in an apprentice or other formal training program shall not be included in the calculation of required work experience expressed in Section 1.03 D.
- 1.06 ACI Certification for *SCICF Technician* and *SCICF Finisher & Technician* shall be valid for a period of five [5] years from the date of completion of all applicable certification requirements.
- 1.07 An ACI-certified *SCICF Technician* may upgrade to *SCICF Finisher & Technician* at any time during the five (5) year certification period by successfully completing all prerequisites, performance appraisal, and work experience requirements (See Section 1.03 A, C, and D).

- 1.08 When a *Technician* upgrades to *Finisher & Technician* status, certification as a *Finisher & Technician* shall be valid for the remainder of the original *Technician* certification period.
- 1.09 When a *Finisher & Technician* upgrades credentials to include designation in high tolerance floor construction and/or the application of surface treatments, or high performance silica fume concrete, certification in these designation(s) shall be valid 5 years from the completion of the certification requirements.

## **SECTION 2.0 EXAMINATION AND APPRAISAL CRITERIA**

### ***General***

- 2.01 The content of the written examination shall be derived directly from *Guide for Concrete Floor and Slab Construction*, ACI Publication 302.1R, and the *Silica Fume User's Manual*.
- 2.02 There will be questions regarding general concrete technology on the written examination. The examinee will be expected to have a basic knowledge of proper finishing procedures for Specialty Commercial / Industrial Concrete Flatwork Finishing including: high tolerance floor construction; application of surface treatments; and high performance silica fume concrete.
- 2.03 The examination(s) shall be conducted by the ACI approved examiner and proctor(s) as applicable. (See Section 6.0.)
- 2.04 The ACI approved examiners, proctors, and/or sponsoring groups shall not have any jurisdiction over the content of the examination(s), or over the grading of the written examination.
- 2.05 Both the written and performance examination are closed book. Notes or other technical material shall not be permitted in the examination area.

### ***Written Examination***

- 2.06 The written examination shall consist of approximately eighty [80] multiple choice questions.
- 2.07 A maximum of two hours shall be permitted for completion of the written examination.
- 2.08 Oral administration of the written examination shall be permitted, contingent upon approval by the ACI Certification Department.
- 2.09 The written exam passing grade for both the *Technician* and *Finisher & Technician* categories is 70%.

### **Performance Examination**

- 2.10 The performance examination requirements apply only to the *Finisher & Technician* category. No performance examination is required for the *Technician* category. (See Section 1.02.)
- 2.11 The examinee's performance shall be evaluated based on the criteria of the performance examination checklist.
- 2.12 The examinee's performance must be evaluated according to Section I of the performance examination for certification as an *SCICF Finisher & Technician*. If additional designation(s) in High Tolerance Floor Construction and/or the Application of Surface Treatments and/or High Performance Silica Fume Concrete is desired, the examinee's performance must be evaluated using the applicable checklists in Section II, Parts 1, 2, and/or 3 of the performance examination for each specialty option pursued. (See Section 1.04.)
- 2.13 During the performance examination(s), the examinee must perform operations on a concrete slab in the direct presence of an ACI-approved SCICF examiner.

### **Work Experience**

- 2.14 Work experience requirements apply only to the *Finisher & Technician* category. No work experience is required for the *Technician* category. (See Section 1.02.)
- 2.15 The work experience requirements are:

One (1) year (2000 hours) of verifiable experience in finishing specialty commercial / industrial concrete flatwork, after any formal apprentice or training period. Work experience in the following areas only are considered in calculating the required amount of work experience:

Commercial Flatwork Construction  
Industrial Flatwork Construction  
Application of Surface Treatments  
High Tolerance (Superflat) Flatwork Construction  
High Performance Silica Fume Concrete Flatwork Construction

- 2.16 Forms for work experience shall be signed by a project superintendent, job foremen, owner of a company, or company owner's representative possessing direct knowledge or record of the examinee's employment history.
- 2.17 In cases where an examinee is self-employed and cannot furnish proof of employment as in Section 2.15 and 2.16, three (3) completed ACI affidavits from satisfied clients over at least a three (3) year period will serve as an alternate method of compiling work experience.

- 2.18 ACI reserves the right to invalidate submitted work experience of any candidate or respondent that cannot be satisfactorily verified.

### **SECTION 3.0 REEXAMINATION CRITERIA**

- 3.01 Failure of the written examination by the criteria cited under Section 2.09 shall require re-examination on the entire written examination.
- 3.02 Failure of any individual checklist (Parts within each Section denoted by Arabic numerals; i.e., 1, 2, 3, etc.) of the performance examination shall require re-examination on only that checklist.

### **SECTION 4.0 APPEALS CRITERIA**

- 4.01 All appeals shall be directed initially to the examiner.
- 4.02 In the event that the examinee is not satisfied with the decision of the examiner regarding an appeal, the examinee may pursue an appeal with ACI according to the following order:
1. Local Sponsoring Group
  2. ACI Director of Certification
  3. The Certification Appeals Committee [consisting of the Director of Certification, the Certification Programs Committee Chairman and the Chairman of Committee C640].
  4. C640 – Craftsman Certification Committee
  5. Certification Programs Committee (CPC)
- 4.03 Appeals submitted to ACI for consideration must be received in writing within sixty [60] days of the receipt of the examination at ACI Headquarters.

### **SECTION 5.0 SPONSORING GROUP CRITERIA**

Groups desiring to conduct ACI Certification program(s) shall adhere to the current *Policy on Sponsoring Groups for Certification*.

### **SECTION 6.0 EXAMINER CRITERIA**

- 6.01 The examiner shall:
- A. Be a graduate of an accredited engineering or construction management program or have experience in concrete technology and finishing verified by at least three letter references from employers, clients, etc., or be an approved ACI Concrete Flatwork Finisher Examiner; and

- B. Pass the Specialty Commercial/Industrial Concrete Flatwork Finisher written exam with a score of 70% or higher; and
  - C. Have a minimum of three years experience in Specialty Commercial/Industrial Flatwork Construction for the specific type of performance examination he/she will administer as referenced in section 6.10 below. Experience can be substantiated by submitting a list of specialty commercial industrial projects where the examiner had been involved including the type of projects and the examiner role and responsibility; and
  - D. Submit his/her qualifications to ACI using the most current and approved ACI SCICF examiner application form for review and approval.
- 6.02 ACI shall approve the examiner if all of the conditions in Section 6.01 are judged to be satisfactory. Only ACI may approve SCICF examiners.
- 6.03 The examiner shall be authorized by ACI to conduct the ACI certification written examinations for *SCICF Technician* and *SCICF Finisher & Technician*.
- 6.04 The examiner shall be present and in full supervision during the written examination session. The examiner shall be present during the performance examination (see Section 2.13).
- 6.05 Examiners and proctors shall be unrelated professionally and personally to the examinees.
- 6.06 Proctors shall be permitted to assist the examiner in conducting the written examination.
- 6.07 Proctors shall be selected by the examiner by virtue of their being trustworthy and conscientious.
- 6.08 The examiner shall be directly responsible for:
- A. Final approval of the proctors;
  - B. Verifying compliance with Section 6.10 and 6.11 of this Policy;
  - C. Ordering and receiving examinations;
  - D. Verifying the identity of each examinee, and assuring that the examinees are aware of the certification criteria;
  - E. Entering the appropriate grade for the completed performance examination on the checklists; and

- F. Returning all written examinations (used and unused), performance examinations, performance evaluations, and work experience forms to ACI Headquarters.
- 6.09 Examiners, supplemental examiners or proctors are not allowed to define terms or interpret examination questions during the written examination.
- 6.10 Examiners are authorized to conduct performance examinations only in the areas for which they are approved:
- A. Section I – Commercial/industrial finishing (use of mechanized finishing tools)
  - B. Section II, Parts 1 and 2 – High tolerance floor construction and application of surface treatments
  - C. Section II, Part 3 – High performance silica fume concrete

*Note: It is the intent of this Policy to ensure that examiners possess the knowledge and expertise necessary to accurately and effectively evaluate the performance of examinees in specific methods of concrete construction. Since it is possible for examiners to possess expertise in some areas covered by this program and not others, the Policy is designed to allow for the possibility/likelihood that multiple examiners and evaluations may be needed for proper evaluation across all program areas sought by the participant. By virtue of meeting the requirements of 6.01C, Examiners are expected to fall into the following categories of approval:*

*A and B  
A and C  
A, B and C*

- 6.11 Examiners shall not examine anyone on the performance examination who is employed in the same organization. Governmental organizations may petition ACI in writing, and request a waiver of this requirement. Waivers may be granted only when it can be shown that the intent of the policy will be maintained.

## **SECTION 7.0 ACI DUTIES AND RESPONSIBILITIES**

- 7.01 ACI shall approve the local sponsoring group.
- 7.02 ACI shall approve the examiner.
- 7.03 ACI shall authorize the local sponsoring group to conduct examination sessions for *SCICF Technician* and *SCICF Finisher & Technician*.
- 7.04 ACI shall grade the written examinations, and compile and review the results of the performance examinations or evaluations and work experience and notify the examinee and the examiner of the final results in writing.
- 7.05 ACI certifies examinees who have satisfied the certification requirements.

7.06 ACI shall issue certification credentials to successful examinees.

### **SECTION 8.0 RECERTIFICATION CRITERIA**

8.01 Recertification shall extend the ACI certification as a *SCICF Technician* and *SCICF Finisher & Technician* for a period of five [5] years, beginning at the date the recertification requirements are completed.

8.02 Recertification under any designation offered by this program requires successful completion of the then-current *SCICFF Technician* written examination; recertification under any or the *Specialist* categories also requires verification of continued performance proficiency.

8.03 ACI reserves the right to request updated work experience.