

ACI Specialty Commercial/Industrial Concrete Flatwork Finisher Work Experience Form Instructions — ACI Certification

The **ACI Specialty Commercial / Industrial Concrete Flatwork Finisher Work Experience Form** is for conventional, 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 Specialty Commercial / Industrial Concrete Flatwork Finisher Client Affidavit Form**.

Certification as an ACI Specialty Commercial/Industrial Flatwork Finisher requires:

- A. Prior or current certification as an ACI Concrete Flatwork Finisher & Technician;
- B. Successful completion of a written examination for ACI Specialty Commercial/Industrial Flatwork Technician;
- C. Successful demonstration of hand skills through the then current performance examination;
and
- D. Successful completion of work experience requirements by submitting written evidence. Submit proof of Commercial/Industrial concrete FINISHING* experience totaling at least 2000 hours (approximately 1 years/12 months)

*“FINISHING” includes any of the below: Commercial Flatwork Construction, Industrial Flatwork Construction, Application of Surface Treatments (Hardeners), High Tolerance (superflat) Flatwork Construction, Silica Fume Concrete Flatwork Construction. Finishing 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.

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.

Submit one Work Experience Form for each current and/or former employer; submit as many forms as needed to show the 2000 hours, as required.

For the Candidate

This section is to be completed by the individual who is requesting to be certified as an ACI Specialty Commercial / Industrial 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 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