

# ACI Tilt-Up Supervisor

## Work Experience Form and Client Reference (for Self-Employed Candidates) Instructions

Certification is valid for 5 years from the date of completion of all applicable requirements. A certified Technician may upgrade to Supervisor upon completion of the work experience requirements. If a Technician upgrades to Supervisor status, certification as a Supervisor shall be valid for the remainder of the original Technician certification period.

### For All Candidates—Work Experience Form and Client Reference

#### Section A—Candidate completes

Use your full legal name and current address. **Leave no spaces blank.** Make copies of the form after completion of **Section A** if you wish.

Send the completed form, including **all** pages, sections, and instructions to the Respondent listed in **Section B**. The Respondent sends the form directly to ACI after completing **Section C**.

### For Non-Self Employed Candidates Only—Work Experience Form

#### Section B—Candidate completes

Fill out one form for each employer, current and/or former, for whom you are submitting work experience.

**Respondent Name and Title**—Use the name and title of the person under whom you worked for the employer listed. This may be an owner, supervisor, superintendent, or manager qualified to judge your performance.

**Term of Employment**—Specify the time period (month and year) you worked for the employer listed.

1. **On-Site Construction Work**—During the term of employment provided, list the number of hours actually worked at construction sites. This information is counted towards the five (5) year (7500 hour) overall construction experience requirement.
2. **Tilt-Up Construction Work**—Of the hours stated in Part 1, list the number of hours worked specifically on tilt-up projects. This information is counted towards the three (3) year (4500 hour) tilt-up construction experience requirement.
3. Of the tilt-up hours stated in Part 2, list the hours performing supervisory duties in each of the categories shown. Descriptions of the categories are listed later in these instructions. Supervisory roles include positions as Foreman, Crew Leader, or other job descriptions in which you were responsible for a particular phase of the project. Credit may be given for attendance in ACI or TCA training courses related to each specific category; for proper credit, complete information must be provided as directed on the form—class time in each category is limited to 25% of the **per category** minimum supervisory experience requirements.
4. **Projects**—Attach a list of the projects on which you worked for the hours listed on the form. Indicate whether or not the project was constructed with tilt-up walls. Special circumstances may include very tall or heavy panels, use of off-slab or stack casting, insulated sandwich panels, or other non-standard practices.

### For Self-Employed Candidates Only—Client Reference

#### Section B—Candidate completes

Fill out one form for each project. You must submit forms for at least three separate projects spanning a three-year period.

**Respondent**—A client or owner of a construction project, who is not personally related to you.

**Construction Project**—Please provide the dates that you were employed on the construction project and information about the project, as indicated. Indicate any special circumstances such as very tall or heavy panels, use of off-slab or stack casting, insulated sandwich panels, or other non-standard practices.

On the project stated, indicate the areas for which you were responsible for supervisory duties in each of the categories shown. Descriptions of the categories are listed later in these instructions.

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## Work Experience Form and Client Reference (for Self-Employed Candidates) Instructions

### For All Respondents—Work Experience Form and Client Reference

#### Section C—Respondent completes

Respondents filling out the Work Experience Form are present or past employers, supervisors, superintends, managers, or other qualified individuals who can judge the performance of the Candidate. Respondents filling out the Client Reference are the clients or owners of the construction projects the Candidate worked on during the period indicated.

Indicate the accuracy of the information in Section B. If any information provided is incorrect, inconsistent, or ambiguous, please mark and initial those corrections. Indicate if the applicant's performance was satisfactory or unsatisfactory, providing details if the performance was unsatisfactory. Initial page 1 in the space provided.

**Send the completed form, including all pages and sections, to ACI:**

Email: [aci.certification@concrete.org](mailto:aci.certification@concrete.org) | FAX: (248) 848-3793

ACI Certification

38800 Country Club Drive

Farmington Hills, MI 48331

**For more information, contact ACI Certification at:**

(248) 848-3790 | [www.acicertification.org](http://www.acicertification.org)

### TILT-UP SUPERVISOR EXPERIENCE AREAS

Use this information to assist in completing **Section B** for the *Work Experience Form* or *Client Reference*. The number of hours required in each category is shown in parentheses at the end of each description.

<b>Safety</b>	All forms and aspects of site safety implementation, including clearing and grubbing, excavation, foundations, forming of panels; handling rebar; concrete placement, structural member erection, roofing, exterior treatment application, interior construction and equipment commissioning and testing. Pre-erection and/or safety meetings; personal protection and equipment training and inspections; use of tools; review MSDS sheets; daily jobsite inspections, and first aid training or recertification. <b>(100 hours)</b>
<b>Communications and Procedures</b>	Reading and interpretation of structural and architectural drawings; reinforcement drawings; tilt-up panel drawings; structural steel drawings; MEP drawings for coordination; lift insert drawing; and bracing drawing. Scheduling the delivery and staging of all construction material; allocation of manpower and equipment; panel and steel erection; and completion of building shell. <b>(200 hours)</b>
<b>Planning and Scheduling</b>	Knowledge and understanding of the attachments of the structural systems to the tilt-up panels; removal of bracing; and various structural systems such as wood, concrete, steel, and hybrid systems; and, safety involved with the structural systems. <b>(100 hours)</b>
<b>Structural Systems</b>	Reading, use, and interpretation of soils report; architectural and structural drawings; rebar shop drawings; and coordination of jobsite conditions such as overhead power lines and underground utilities. Knowledge of proper soil preparation procedures. <b>(100 hours)</b>
<b>Site Preparations and Foundations</b>	Reading structural and architectural plans. Knowledge and understanding of the preparation and placement of slabs on grade including blockouts, reinforcing steel, placement, finishing, and curing. Proper use of bondbreakers, hardeners and sealers. <b>(160 hours)</b>
<b>Slabs on Grade</b>	Layout of tilt-up panels; steel embeds; brace inserts; lifting inserts; layout of temporary bracing and anchorage; crane travel areas; and, storage of materials. Knowledge and understanding proper use of forming materials—wood, composites, and steel; attachment of panel forms and form liners—adhesives, screws, nails; and application of bond breakers. <b>(240 hours)</b>
<b>Forming and Layout</b>	Knowledge and understanding of concrete mix design; ingredients of concrete: aggregate, cement, sand and admixtures; placement methods for concrete—pump, chute, buggy, conveyor; finishing processes and curing. <b>(440 hours)</b>
<b>Concrete Properties and Placement</b>	Knowledge and understanding of crane capacity; layout of panels; rigging; erection hardware; safety requirements of erection; analysis of the surroundings of the erection crane; bracing components; and, lifting hardware. <b>(440 hours)</b>
<b>Erection and Bracing</b>	Know and understand different types of finishes, preparation and joint treatment. Understand types and purposes of different connections. Know different insulation methods. <b>(220 hours)</b>
<b>Panel Finishes and Finishing Buildings</b>	