ACI Tilt-Up Supervisor and Technician
Recertification Instructions

The following numbered items are excerpted from the Certification Policies for Tilt-Up Supervisor and Technician:

8.01 Individuals who have been certified by ACI as either a Technician or Supervisor are eligible for recertification, except as noted in Section 8.02B. The recertification period as a Tilt-Up Supervisor or Technician is five (5) years in duration. The date the recertification period commences is dependent upon the method of recertification employed.

8.02 Recertification for the program may be obtained by one of the following methods:

A. Successful completion of the then-current written examination. The recertification period begins on the date the examination is successfully completed. For Supervisor recertification, no additional work experience is required to be submitted if using this recertification method.

OR

B.  

1. Technician Recertification: Submission and verification of records reflecting a minimum of 10 hours of approved continuing education during the previous five (5) year period. Courses shall be from listings pre-approved by the C650 committee and the Tilt-Up Concrete Association from offerings at conventions, exhibitions or similar venues. Please refer to Appendix B for a list of pre-approved courses. Applicant must fill out the Recertification for Tilt-Up Technician and Supervisor Education Verification Form.

2. Supervisor Recertification: Submission and verification of records reflecting work experience and continuing education for the previous five (5) year period as enumerated below:

   a. Participation in at least 10 hours of approved continuing education. Courses shall be from listings pre-approved by the C650 committee and the Tilt-Up Concrete Association from offerings at conventions, exhibitions or similar venues. Please refer to Appendix B for a list of pre-approved courses. Applicant must fill out the Recertification for Tilt-Up Technician and Supervisor Education Verification Form.

   b. Tilt-Up supervisory experience on a minimum of 3 Tilt-Up projects or, a project(s) with a minimum of 100 panels. Applicant must also fill out the Recertification for Tilt-Up Supervisor Work Experience Verification Form.

8.03 Recertification begins upon the date the examination is successfully completed under 8.02 A or upon approval of the work experience and education requirements submitted to ACI under 8.02 B.

Note: Individuals who have allowed their certification to lapse by two years or more are no longer eligible to recertify via the Work Experience/Education method and must follow the requirements of 8.02A.
Current approved Courses for Tilt-Up Technician and Supervisor Recertification

For a detailed list of approved courses, please see the current year’s Recertification for Tilt-Up Technician and Supervisor Education Verification Form. This outlines the approved courses that were offered at the TCA Convention and/or World of concrete.

If you need a form to document a course taken from a previous year, please contact ACI Certification for assistance. The Certification Department may be reached by calling: (248) 848-3790.

Instructions to Apply for Recertification as a Tilt-Up Technician or Supervisor

1. If you are maintaining an Education and Work Experience Logbook issued by the Tilt-Up Concrete Association, please refer directly to those instructions beginning at Step # 9.

2. If you are not maintaining a logbook, obtain the current application forms and instructions; this can be done by visiting www.ACICertification.com, clicking the button labeled “Certification Forms” and selecting the recertification forms and instructions from the list under “Tilt-Up Concrete Supervisor.”

3. Tilt-up Technicians need only submit the Education Verification Form, Supervisors are required to submit BOTH the Education Verification Form AND the Work Experience Verification Form.

4. Recertification for Tilt-Up Technician and Supervisor Education Verification Form

Please make sure you have copies of receipts, certificates, or provider-issued attendance records for the approved courses you will be indicating as attended on the form.

Section A
Print your full legal name, current address and last 4 digits of your Social Security No. If you are currently unemployed, list your most recent employer. Provide all information requested.

Section B
Check the box next to each approved course attended during the 5 years preceding application for recertification; provide the day, month, and year you attended the course. Only approved courses are listed; the Education Verification Form and these accompanying instructions are updated as new courses are added, so it is important to make sure you have the current forms and instructions; please refer to #2 above for instructions on how to obtain the current forms and instructions.

Section C
Provide all information requested. You must properly complete and sign the form for your recertification application to be processed.

5. Complete the Recertification Payment Form.

6. Applicants for Technician Recertification – Organize the form and attached copies of receipts, certificates or other provider-issued attendance records corresponding to the information provided in Section B of the form, the Recertification Payment form (and check if no credit card information is provided). Make copies for your records. Enclose the forms, attachments, and payment in an envelope and mail it directly to:

ACI Certification Department
38800 Country Club Dr.
Farmington Hills, MI 48331
7. **Applicants for Supervisor Recertification** – In addition to Steps #4 and #5, Supervisors are required to submit evidence of continuing Work Experience by completing and submitting one or more *Work Experience Verification* forms.

**Recertification for Tilt-Up Supervisor Work Experience Verification Form**

**Section A**

Print your full legal name, current address and last 4 digits of your Social Security No. **Leave no spaces blank.** Complete one form for each project. Make copies of the form after completion of Section A if you wish; **copies must be two-sided.**

**Section B**

You must submit at least three (3) forms for 3 separate tilt-up projects or, a project(s) with a minimum of 100 panels. Complete one form for each current and/or former employer or client for whom you performed the tilt-up work.

*Name of Respondent/Title* - Use the name and title of the person under whom you directly worked for the employer listed. Indicate their address and phone number. Specify the relationship of the respondent to you. This may be an owner, supervisor, superintendent, or client qualified to judge your performance.

*Term of Employment* - Specify the time period (month and year) you worked for the employer listed. Provide information about the project as indicated.

On the project stated, indicate the number of construction panels under your supervision.

Sign, print your name and date the form, then forward the form to the Respondent for completion of Section C and return to you in a sealed envelope.

**Section C – Owner or Client completes** – The respondent is the person whose name appears in Section B, Step 2.

**Respondents**

- Indicate the accuracy of the information in Section B
- Indicate whether or not the applicant’s performance was satisfactory
- Provide details as to why the applicant’s job performance was unsatisfactory, if so reported
- Provide contact information and sign the form
- Make a copy of the form for your records
- Return the form to the applicant in a sealed envelope

8. Organize the Education form and attached copies of receipts, certificates or other provider-issued attendance records corresponding to the information provided in Section B of the form, the Work Experience forms in their sealed envelopes from the Respondents, and the Recertification Payment form (and check if no credit card information is provided). Make copies of all materials (except the Work Experience forms that must remain in their sealed envelopes) for your records. Enclose the forms, attachments, and payment in an envelope and mail it directly to:

ACI Certification Department  
38800 Country Club Dr.  
Farmington Hills, MI 48331
9. **TCA Logbooks**

If you have been maintaining a logbook issued by the Tilt-Up Concrete Association to record education and work experience, please photocopy the pertinent information (from the 5 years prior to reapplying for recertification) from your logbook: if recertifying as a Technician, send only those pages with education information recorded; if recertifying as a Supervisor, send both the education information AND your work experience information; Please make sure to photocopy pages 2 to 5 of the log book. Both Technicians and Supervisors applying for recertification must also complete the Recertification Payment form and remit payment (check or credit card is accepted) to:

ACI Certification Department  
38800 Country Club Dr.  
Farmington Hills, MI 48331