Certification

Certification Policies for Concrete Construction Special Inspector

Last revised by the Certification Programs Committee
March 21, 2014; effective January 1, 2015

The statements contained herein are a consolidation of approved policies and procedures. This policy statement supersedes all previous action regarding Concrete Construction Special Inspector certification.

The certification program policies are organized into seven sections as follows:

Section 1.0	Certification Criteria
Section 2.0	Examination Criteria
Section 3.0	Appeals Criteria
Section 4.0	Sponsoring Group Criteria
Section 5.0	Examiner/Proctor Criteria
Section 6.0	ACI Responsibilities
Section 7.0	Recertification Criteria

SECTION 1.0 CERTIFICATION CRITERIA

1.1 The American Concrete Institute (ACI) shall recognize two classifications of certification for inspectors:

Concrete Construction Special Inspector
Associate Concrete Construction Special Inspector

1.2 Certification as an Associate Concrete Construction Special Inspector shall require:

A) Successful completion of respective written examinations on inspection and plans reading.

B) Fulfillment of requirements in ACI Concrete Field Testing Technician—Grade I (CFTT) as follows:

1. Be currently certified as an ACI Concrete Field Testing Technician—Grade I

   OR

2. Have been certified as an ACI Concrete Field Testing Technician—Grade I at one time

   AND

3. Pass the current ACI Concrete Field Testing Technician—Grade I written exam within one year of passing the Inspector exam.

   If the Concrete Field Testing Technician—Grade I requirement is not held at the time of testing for Associate Concrete Construction Special Inspector, the requisite Concrete Field Testing Technician—Grade I certification or validation of prior Concrete Field Testing Technician—Grade I certification with successful completion of the current Concrete Field Testing Technician—Grade I written examination must be obtained within one year of the first examination passed for Inspector. Otherwise, the written inspection and plans reading examinations must be retaken in their entireties. No specific education or work experience shall be required to sit for the examination for Associate Concrete Construction Special Inspector.

   ACI CFTT certification program content and operation is described in *ACI Certification Policies for Concrete Field Testing Technician – Grade I*, Appendix C630.1-1.

1.3 Certification as a Concrete Construction Special Inspector shall require:

A) Successful completion of respective written examinations on inspection and plans reading.

B) Fulfillment of requirements in ACI Concrete Field Testing Technician—Grade I as follows:

1. Be currently certified as an ACI Concrete Field Testing Technician—Grade I ACI Certification Concrete Construction Special Inspector

   OR

2. Have been certified as an ACI Concrete Field Testing Technician—Grade I at one time

AND

3. Pass the current ACI Concrete Field Testing Technician—Grade I written exam within one year of passing the Inspector exam.

If the ACI Concrete Field Testing Technician—Grade I requirement is not held at the time of testing for Concrete Construction Special Inspector, the requisite ACI Concrete Field Testing Technician—Grade I certification or validation of prior ACI Concrete Field Testing Technician—Grade I certification with successful completion of the current ACI Concrete Field Testing Technician—Grade I written examination must be obtained within one year of the first examination passed for Inspector. Otherwise, the written inspection and plans reading examinations must be retaken in their entireties.

ACI CFTT certification program content and operation is described in *ACI Certification Policies for Concrete Field Testing Technician – Grade I*, Appendix C630.1-1.

C) Demonstrate satisfactory education and work experience.

1.4 The education and work experience required for Concrete Construction Special Inspector certification is as follows:

A) A B.S. degree in Civil Engineering, Civil Engineering Technology, Engineering Technology, Construction Engineering or Construction Engineering Technology from a program accredited by ABET (aka Accreditation Board for Engineering and Technology), including courses in concrete materials, design or construction, plus six months satisfactory work experience, or

B) A B.S. degree in an engineering program, plus one year of satisfactory work experience, or

C) A minimum of two years of college or technical school, earning at least 60 credit hours, plus two years of satisfactory work experience, or

D) A high school diploma, or equivalent, plus a minimum of three years of satisfactory work experience, or

E) Five years of satisfactory work experience.

1.5 Satisfactory work experience must include:

A) Decision making responsibility and authority.

B) Verification of compliance with plans, specifications, and codes. ACI Certification Concrete Construction Special Inspector

C) Evaluation of concrete construction in the field.

D) Documentation and reporting of inspection results.

E) Construction Special Inspector Certification requires proficiency in the following areas of inspection: formwork installation and removal, reinforcement, embedments, sampling and testing of freshly mixed concrete, conveying, placement, consolidation, finishing, jointing, curing, and protection.

1.6 ACI certification shall be valid for a period of five years from the date of completion of all certification requirements. An Associate Inspector shall be upgraded to full Inspector upon completion of appropriate certification requirements.

SECTION 2.0 EXAMINATION CRITERIA

2.1 The written inspection examination shall consist of approximately 80 multiple choice questions pertaining to inspection and reporting of inspection information for pre-placement, placement, and post-placement periods of concrete construction. The written plans reading examination shall consist of approximately 20 multiple choice questions designed to test the examinee's ability to read and understand engineering drawings.

2.2 The written inspection examination includes questions on formwork installation and removal, reinforcement, embedments, conveying, placement, consolidation, finishing, jointing, curing, protection, drilled piers, pilings, pavements and soil cement, as appropriate. The written plans reading examination includes questions on terminology, reinforcement, tolerances, and special requirements as expressed on engineering drawings.

2.3 The Concrete Construction Special Inspector written inspection examination is derived from the information listed in *Job Task Analysis (JTA) for ACI Concrete Construction Special Inspector Certification,* Appendix 630.1-2.

2.4 The examinations are open book. The technical materials allowed into the examination room are limited to the resource materials listed in Appendix 630.1-2.

2.5 A maximum time of three hours shall be allowed to complete the written inspection examination. A maximum time of one hour shall be allowed to complete the written plans reading examination.

2.6 The examination shall be supervised by an ACI-approved Examiner, assisted, when necessary, by a proctor appointed by the Examiner.

2.7 The Examiner, proctors, and members of the Sponsoring Group have no jurisdiction over the content of questions on any specific examinations.

2.8 Oral administration of the examinations shall be permitted, contingent upon prior approval by the ACI Certification Department.

2.9 Successful completion of each written examination requires a minimum grade of 70%.

2.10 The written inspection and plans reading examinations may be taken separately, but must be passed within one [1] year of each other. Otherwise, both the written inspection and plans reading examinations must be retaken in their entireties.

2.11 Examinations shall be graded by ACI.

2.12 Multiple versions of the examinations, of approximately equal difficulty, may be provided.

2.13 Arrangements for reexamination shall be made with the Sponsoring Group.

SECTION 3.0 APPEALS CRITERIA

3.1 An appeal procedure shall be available if the examinee feels some aspect of the examination process is unclear, incorrect, or unfair.

3.2 Appeals regarding the conduct of the examination should be referred initially to the Examiner. If the Examiner cannot satisfy the complaint, it should be referred to the Sponsoring Group.

3.3 Challenges regarding specific questions shall be referred to ACI in writing.

3.4 A challenge form shall be provided with each exam on which the examinee may describe a complaint involving specific questions. It should be returned with the completed examination.

3.5 ACI will consider a written challenge/appeal if it is received by the ACI Certification Department within 60 days from the receipt of the examination by ACI.

3.6 Appeals referred to ACI are handled in order by the following people or groups:

1. Sponsoring Group
2. ACI Managing Director of Certification
3. The Certification Appeals Committee [consisting of the Managing Director of Certification; the Certification Programs Committee Chairman, and the Chairman of Committee C 630]
4. Committee C 630, Construction Inspector Certification
5. Certification Programs Committee

SECTION 4.0 SPONSORING GROUP CRITERIA

Groups desiring to conduct ACI Certification program(s) shall adhere to the current *Policy on Sponsoring Groups for Certification,* Appendix 630.1-3.

SECTION 5.0 EXAMINER/PROCTOR CRITERIA

5.1 The Examiner shall be authorized by ACI to conduct the ACI certification examinations for:

Concrete Construction Special Inspector
Associate Concrete Construction Special Inspector

5.2 The Examiner shall be present and in full supervision during the examination session.

5.3 The Examiner shall be approved by ACI. Qualifications shall be submitted on the Examiner Application.

5.4 The Examiner shall meet the following requirements:

1. Be a registered professional engineer,
2. Have had five years of recent experience in inspection of concrete construction, and
3. Be adjudged qualified by ACI.

5.5 Proctors shall be permitted to assist the Examiner in conducting the written examination.

5.6 Proctors shall satisfy the following requirements:

1. Have some knowledge of concrete construction,
2. Be trustworthy and conscientious, and
3. Be adjudged qualified by the examiner.

5.7 Examiners and proctors shall be unrelated professionally and personally to the examinees. Government organizations may petition ACI, in writing, and request a waiver of this requirement. Waivers shall be granted only if it can be shown that the intent of the policy will be maintained.

5.8 The Examiner shall:

1. Select the proctors and inform ACI of their names.
2. Verify the identity of each examinee, and ensure that the examinees are aware of the certification criteria.
3. Confirm the suitability of the facilities selected by the Sponsoring Group.
4. Receive inspector applications, evaluate education and work experience, and determine if requirements for certification are met. This responsibility may be performed by ACI, if delegated by the Sponsoring Group.
5. Maintain secrecy of the examination content.

6. Refrain from defining terms or interpreting examination questions while conducting the examination.

SECTION 6.0 ACI RESPONSIBILITIES

6.01 ACI shall:

1. Approve the Sponsoring Group.
2. Approve the Examiner.
3. Grade the examinations and notify the examinee and the examiner of the final results in writing.
4. Evaluate education and work experience and determine conformance with requirements of applicants as a Concrete Construction Special Inspector if requested by the Sponsoring Group.
5. Authorize the Sponsoring Group to conduct examination sessions for:

   Concrete Construction Special Inspector
   Associate Concrete Construction Special Inspector

6. Issue a certificate and wallet card to successful examinees.
7. Process appeals.

SECTION 7.0 RECERTIFICATION CRITERIA

Recertification criteria shall be the successful completion of the then-current requirements for certification. Reevaluation of work experience is not required for recertification at the same certification level.

End of Policy Text

Certification

Certification Policies for Concrete Field Testing Technician - Grade I

Last revised by the Certification Programs Committee
January 12, 2018

The statements contained herein are approved policies and procedures. This revised policy statement supersedes all previous action of the ACI Board of Direction with respect to Concrete Field Testing Technician certification.

The certification program policies are organized into seven sections as follows:

Section 1.0	Certification Criteria
Section 2.0	Definitions
Section 3.0	ACI Responsibilities
Section 4.0	Examiner, Supplemental Examiner, and Proctor Criteria and Responsibilities
Section 5.0	Examination Criteria
Section 6.0	Re-examination Criteria
Section 7.0	Appeals Procedures

SECTION 1.0 CERTIFICATION CRITERIA

1.01 The American Concrete Institute (ACI) certification program for Concrete Field Testing Technician - Grade I shall require successful completion of both a written examination and a performance examination.

1.02 No specific education or work experiences are required as prerequisites for Concrete Field Testing Technician - Grade I certification.

1.03 ACI certification for Concrete Field Testing Technician - Grade I shall be valid for a period of five [5] years from the date of completion of all certification requirements.

1.04 Recertification requires the successful completion of both a written and performance examination according to Section 5 of this policy.

1.05 Groups desiring to conduct ACI Certification program(s) shall adhere to the current *Policy on Sponsoring Groups for Certification* (Annex 610.1-1).

SECTION 2.0 DEFINITIONS

2.01 Examinee - a person taking either the written or performance examination, or both.

2.02 Examiner - a person authorized by ACI to be in responsible charge of an examination session.

2.03 Performance Exam Checklist - a list of criteria used by the supplemental examiner to judge the compliance of the examinee with the provisions of the performance examination.

2.04 Proctor - a person authorized to assist the Examiner in conducting the written examination.

2.05 Supplemental Examiner - a person who assists the Examiner by administering the performance examination.

SECTION 3.0 ACI RESPONSIBILITIES

3.01 ACI shall assemble, maintain and distribute all examination materials.

3.02 ACI shall approve the local sponsoring group.

3.03 ACI shall authorize the local sponsoring group to conduct examination sessions for Concrete Field Testing Technician - Grade I certification.

3.04 ACI shall approve the examiner.

3.05 ACI shall grade the written examinations, review the performance examinations, and notify the examinee and the examiner of the final results in writing.

3.06 ACI shall certify examinees who meet the certification requirements.

3.07 ACI shall issue a certificate, wallet card, and hard hat decal to examinees who meet the certification requirements.

SECTION 4.0 EXAMINER, SUPPLEMENTAL EXAMINER, AND PROCTOR CRITERIA AND RESPONSIBILITIES

4.01 To maintain access to ACI examination materials, the examiner shall maintain approval from ACI and authorization from the Local Sponsoring Group.

4.02 Applicants must be selected by an approved Sponsoring Group and shall submit a current ACI Examiner Application to ACI through that same Sponsoring Group.

4.03 In order to be considered for examiner status, the applicant shall have assisted in the administration of at least two (2) ACI examination sessions (any program including written and performance components where applicable), performing to the satisfaction of the examiner of record, and:

A) Satisfy the following criteria:

1. Be a registered professional engineer, or hold equivalent international credentials; and
2. Have been certified as a Concrete Field Testing Technician – Grade I; and
3. Have had at least two (2) years of verifiable experience in concrete construction, inspection or testing.

OR

B) Satisfy the following alternate criteria:

1. Be certified as an ACI Concrete Field Testing Technician – Grade I at the time of application; and
2. Have had at least five (5) years of verifiable experience in ACI certification administration, concrete construction, inspection or testing; and
3. Have participated in at least four (4) ACI examination sessions as a proctor and/or supplemental examiner for this program. This is in addition to the administration assistance, as stated above, but is permitted to be completed concurrently.

4.04 The examiner shall be present at, and supervise, the examination session.

4.05 The examiner shall be directly responsible for the following activities:

A) Select the supplemental examiners and proctors;
B) Verify the qualifications of the supplemental examiners and proctors according to the criteria outlined in Section 4.06 through 4.12 of this policy;
C) Order examinations;
D) Verify the identity of each examinee;
E) Assure that the examinees are aware of the certification criteria;
F) Verify that the examinees have signed the release statement on the performance examination prior to performing any test methods or procedures;
G) Verify the performance evaluations conducted by the supplemental examiners by co-signing the performance examination checklist report;
H) Enter the appropriate grade for the completed performance examination on the checklist report;
I) Assure that all examinees have an opportunity to perform each test method at least once and to take a second trial on any failed procedure of the performance examination;
J) Refrain from interpreting examination questions during the course of the written examination;
K) Assist, if requested, the examinee by providing definitions for general use words (i.e. “depict” = “shows”). Examiners shall not define terms specific to the ASTM Standards whose definitions are readily available through adequate study of the Standards.

4.06 Proctors may assist the examiner in conducting the written examination.

4.07 Proctors shall satisfy the following requirements:

A) Be selected, and adjudged qualified by the examiner; and
B) Be considered trustworthy and conscientious.

4.08 Supplemental examiners shall assist the examiner by conducting the performance examination.

4.09 Supplemental examiners shall satisfy the following requirements:

A) Have had experience in concrete testing;
B) Be selected and adjudged qualified by the examiner;
C) Be considered trustworthy and conscientious;
D) Be certified as an ACI Concrete Field Testing Technician - Grade I or be an ACI-approved examiner.
E) Be thoroughly familiar with current applicable ASTM Standards as appropriate

4.10 Examiners, supplemental examiners, examiners acting as supplemental examiners and proctors shall not conduct any portion of the examination for anyone with whom he/she is personally related.

4.11 Examiners, supplemental examiners, and examiners acting as supplemental 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 shall be granted only if it can be shown that the intent of the policy will be maintained.

4.12 Supplemental examiners and examiners acting as supplemental examiners monitoring the performance examination for ASTM C 231 shall be qualified for whichever type meter he/she is monitoring.

SECTION 5.0 EXAMINATION CRITERIA

5.01 The content of the written and performance examinations shall be derived directly from the *Job Task Analysis for ACI Concrete Field Testing Technician – Grade I Certification* (Annex 610.1-2).

5.02 Questions regarding general concrete technology shall not be included on either examination.

5.03 The examinations shall be conducted by the examiner, proctors, and supplemental examiners as applicable. [See Section 4.]

5.04 The examiners, proctors, supplemental examiners, and sponsoring groups have no jurisdiction over the content of either examination, or over the grading of the written examination.

5.05 Both the written and performance examinations are closed book. Notes or other technical material related to the subject matter shall not be permitted in the examination area. Non-programmable calculators shall be permitted.

WRITTEN EXAMINATION

5.06 The written examination shall consist of approximately fifty-five [55] multiple choice questions, with five to ten [5-10] questions on each ASTM Standard.

5.07 One hour shall be permitted for completion of the written examination, after which the exam answer sheets must be collected. Additional time, up to one-half hour, with access to the exam question booklet will be allotted to the examinee to facilitate exam question challenges.

5.08 If an examinee is incapable of understanding the written examination, it may be administered orally upon approval of the Examiner.

5.09 Successful completion of the written examination shall require the examinee:

A) Score sixty percent [60%] or higher on each individual ASTM Standard (i.e. five [5] correct out of eight [8] questions); AND

B) Score a minimum of seventy percent [70%] for the overall examination (i.e., thirty-nine [39] correct out of a possible fifty-five [55]).

PERFORMANCE EXAMINATION

5.10 Successful completion of the performance examination shall require the examinee to satisfactorily perform each of the following ASTM Standard Test Methods: C172, C143, C138, C231, C173, C1064, and C31.

5.11 It shall be the sponsoring group's responsibility to provide equipment which conforms to the applicable ASTM Standards and that is in good working order. The examinee shall not be penalized as a result of faulty or incorrect equipment.

5.12 The examinee shall conduct the performance examination in the direct presence of the supplemental examiner or the examiner when acting as a supplemental examiner.

5.13 Supplemental examiners and examiners acting as supplemental examiners shall observe only one examinee conducting tests at a time while conducting the performance examination.

5.14 The procedures of ASTM C172 may be described verbally or performed at the local sponsoring group's discretion.

5.15 The examinee shall have the option of using either a Type A or Type B meter when performing method C 231 if a supplemental examiner qualified in the operation of a Type A meter is available (see Section 4.12).

5.16 For ASTM C31, the examinee shall fabricate a compression test specimen.

5.17 At the conclusion of performing each test method the examinee must record the results of the test.

5.18 The examinee's performance shall be evaluated based on the criteria of the performance examination checklist.

5.19 The supplemental examiner shall indicate pass or fail for each step on the checklist.

5.20 Grading for the performance examination shall be on a pass/fail basis only.

5.21 An examinee shall be permitted to suspend one trial and begin the procedure over again. A voluntary suspension of a trial shall not be counted as a failure of that trial.

5.22 The supplemental examiner shall not stop a trial at any point which an error is made.

5.23 Incorrect performance, or omission, of one or more of the steps of the performance checklist shall constitute failure of that trial.

5.24 An examinee shall be allowed a second trial for each standard test method if the first trial was not successfully completed.

5.25 The second trial of a particular test shall not be conducted immediately following the first trial.

5.26 The second trial shall be administered by a different supplemental examiner than the first trial if more than one supplemental examiner is available.

5.27 A second trial, or voluntary repeat of a trial, shall require performance of the entire test method from the beginning, not from the point the error was made.

5.28 Immediately following completion of each trial, the supplemental examiner shall inform the examinee of the results, either pass or fail.

5.29 When a failure of a trial has occurred the supplemental examiner shall inform the examinee of the particular step(s) performed incorrectly.

5.30 The examinee shall be permitted to leave the examining area between trials to consult notes or books.

5.31 Failure on any of the prescribed ASTM Standards after two [2] trials will constitute failure of that part of the performance examination.

SECTION 6.0 RE-EXAMINATION CRITERIA

6.01 Failure of the written examination by either of the criteria cited under Section 5.09 shall require a reexamination on the entire written examination.

6.02 Invalidation of the performance examination (for example non-conformance with Section 4.11) or **failure on one [1] or more** of the seven [7] required ASTM Standards shall require reexamination on the entire performance examination.

6.03 Reexamination on the written or the performance examination must be taken within one [1] year of the initial examination. Otherwise, both the written and the performance examinations must be retaken in their entireties.

SECTION 7.0 APPEALS CRITERIA

7.01 Appeals regarding the conduct of the exam should be made during the exam session and shall be directed to the examiner.

7.02 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. 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 C 610.]
4. Committee C 610, Field Testing Technician Certification
5. Certification Programs Committee

7.03 Appeals submitted directly to ACI for consideration after the exam session must be received, in writing, within sixty [60] days of the receipt of the examination at ACI Headquarters.

End of Policy Text

APPENDIX 630.1-1
ANNEX 610.1-1

AMERICAN CONCRETE INSTITUTE

Policy on Sponsoring Groups for Certification

Approved by the ACI Board of Direction
March 21, 1991

Last revised by the ACI Certification Programs Committee
October 18, 2011

In developing certification exams for the concrete construction industry, the American Concrete Institute (ACI) has set forth minimum criteria by which an individual's proficiency is to be judged. Typically, ACI is not in a position to deliver certification exams directly to participants; therefore, it is necessary for ACI to have the ability to delegate this authority. However, if the need arises, ACI reserves the right to conduct exam sessions itself according to each program Policy.

In order to allow others to deliver its certification exams, ACI has adopted the "Sponsoring Group" concept. Sponsoring Groups act as agents of ACI in the delivery of ACI certification exams. Therefore, prior to being selected as an ACI Sponsoring Group, and for the duration of the period in which the group is authorized to act as a Sponsoring Group, such groups are subject to the following policies:

1. Sponsoring Groups shall be approved, in writing, by ACI's Certification Department (hereafter referred to as ACI) before they will be permitted to conduct an ACI[1] certification exam session. In all cases, approval of Sponsoring Groups shall be at the sole discretion of ACI.

2. In reviewing applications, ACI will consider, among other factors, the following:

   A) The ability and willingness of the applicant to include in their constituency segments of the concrete construction industry impacted by the exams which they have applied to conduct. This includes individuals involved in the specification, production, design, construction, testing and inspection of concrete and concrete products. The applicant must establish a governance structure with representation appropriate to all of the exams for which the applicant has applied.

[1] For the purposes of this policy, references to "ACI certification" and "ACI certification program(s)" include only those administered solely by ACI (ACI programs). Programs with cosponsors are not directly addressed by this Policy.

B) The interest, experience and technical expertise necessary to conduct exam sessions exhibited by the applicant and/or their certification governance structure.

C) The legitimate need for the applicant to conduct a specific ACI certification exam within their approved operational jurisdiction.

D) The primary objective of the applicant in applying for sponsorship, which must coincide with ACI's overall mission of improving the quality of concrete construction within the political, social, and cultural dynamics of the intended operational jurisdiction.

3. Sponsoring Groups are required to maintain a governance structure to oversee the delivery of ACI exams. The governance structure shall consist of a committee of at least three (3) individuals, each working for a different employer and each producing a different product or service related to the concrete construction industry. At all times, at least one (1) member of the committee shall be a member of ACI. Further, ACI shall be furnished with a complete and accurate listing of contact information for all committee members including names, employers, type of businesses, physical addresses, email addresses, and both office telephone and cell phone numbers as available.

4. The certification committee shall obtain the services of ACI-approved examiners. The examiners shall operate under the direct supervision of the certification committee to conduct ACI certification exam sessions. Examiners are permitted to conduct ACI certification exam sessions only under the auspices of ACI or ACI-approved Sponsoring Groups; and they must comply with all ACI certification policies and procedures.

5. At the time of approval, ACI shall assign Sponsoring Groups specific geographical areas within which they will have authority to conduct ACI certification exam sessions. This area is the approved operational jurisdiction for the Sponsoring Group.

6. ACI shall approve each Sponsoring Group on a calendar year basis for a period not to exceed two (2) years. Prior to the conclusion of this period, all groups shall reapply to ACI for approval to continue to act as an ACI Sponsoring Group.

7. In the U.S., in areas where no Sponsoring Group is actively administering a specific ACI examination, the local ACI chapter (not a student chapter) shall have first rights to administer that specific exam. International sponsorship for any ACI examination will be assessed on a case-by-case basis.

Policy on Sponsoring Groups for Certification

8. If an existing Sponsoring Group or ACI Chapter is solicited to administer an examination and participation is declined, or if a sponsor does not request an examination upon initial availability from ACI, or if a requested examination is not administered within two years following approval, administration of said examination may become available to other potential sponsors.

9. If more than one applicant wishes to sponsor an ACI certification exam in the same operational jurisdiction and there is documented need for more than one group to conduct the examination in that jurisdiction or portion thereof, a system of coordination between those groups shall be established. A description of this system shall be considered along with any new Sponsoring Group application and must be included in the governance system for any existing Sponsoring Group. In all cases, ACI reserves the right, in its sole discretion, to select a delivery system that in its judgment is best able to serve the interests of ACI.

10. Applicants wishing to sponsor ACI certification examinations on a "national" or "regional" basis will, in appropriate circumstances, be approved to conduct exams under specific conditions at the discretion of ACI.

11. Approved Sponsoring Groups are responsible for:

    A) Maintaining control over the administration of ACI Certification exams offered within their operational jurisdiction. This includes, but is not limited to, maintaining control over the ethical and professional integrity of every sponsored examination session and providing ongoing oversight of exam session coordinators, examiners, and other exam delivery personnel.

    B) Conducting a sufficient number of exam sessions and providing equitable access to those exam sessions for all individuals seeking ACI Certification within the group’s operational jurisdiction.

    C) Conducting all ACI exams in a manner which complies with the intent of ACI's policies and procedures governing certification.

    D) Formulating, publishing, and enforcing consistent and equitable pricing for ACI Certification exams offered by the Sponsoring Group within their operational jurisdiction.

    E) Developing and implementing participant registration processes that satisfy the policy requirements of each exam offered by the Sponsoring Group and verifying that each participant has met the eligibility requirements of the program before being allowed to complete an ACI exam.

F) Collecting exam fees from participants, paying materials invoices to ACI within 30 days of receipt, and distributing compensation to examiners and other program delivery personnel as warranted.

G) Developing a program delivery process that establishes separation between the education/training and testing divisions of the Sponsoring Group.

12. ACI has the right to revoke a Sponsoring Group's authority to conduct an ACI certification exam at any time, with or without cause, and with or without notice.

13. Appeals resulting from the denial or revocation of Sponsoring Group status will be reviewed by ACI Staff for determination of appropriate action on a case-by-case basis.

14. This policy shall become effective sixty (60) days after its approval by the ACI Certification Programs Committee, and shall render all previous Policy versions null and void. Sponsoring Groups shall be notified of this new policy in writing within thirty (30) days after it is approved by the ACI Certification Programs Committee.

15. The Certification Programs Committee shall review, revise as necessary, and reapprove this Policy at intervals not exceeding two years in length.

APPENDIX 630.1-1
ANNEX 610.1-2

Job Task Analysis (JTA) for ACI Concrete Field Testing Technician—Grade I Certification 5/7/15

HOW TO USE THIS JTA:
For each of the following assessment methods, the Candidate must:

On the written examination:
- **Understand** the following general concepts, which may not have specified values, procedures, or measurements; *and*
- **Know** the following specific procedures or values; performance of these items may also be assessed on the performance examination.

On the performance examination:
- **Perform**—or describe verbally, where allowed—the following tasks or steps, which are part of the specified procedure; knowledge of these items may also be assessed on the written examination.

RESOURCES:

ASTM C1064/C1064M—Standard Test Method for Temperature of Freshly Mixed Hydraulic-Cement Concrete
ASTM C172/C172M—Standard Practice for Sampling Freshly Mixed Concrete
ASTM C143/C143M—Standard Test Method for Slump of Hydraulic-Cement Concrete
ASTM C138/C138M—Standard Test Method for Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete
ASTM C231/C231M—Standard Test Method for Air Content of Freshly Mixed Concrete by the Pressure Method
ASTM C173/C173M—Standard Test Method for Air Content of Freshly Mixed Concrete by the Volumetric Method
ASTM C31/C31M—Standard Practice for Making and Curing Concrete Test Specimens in the Field

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ASTM C1064/C1064M—Standard Test Method for Temperature of Freshly Mixed Hydraulic-Cement Concrete

- Know the working requirements, including measurement range and accuracy, of the temperature measuring device (TMD)
- Know the calibration requirements of the TMD
- Know the allowance for measuring temperature of concrete in transportation equipment
- Know the requirements for measuring temperature of concrete in either the transporting equipment or the forms
- Know the sampling requirements when not measured in transporting equipment or forms
- Perform temperature measurement as specified
- Perform reporting of temperature to the required accuracy

ASTM C172/C172M—Standard Practice for Sampling Freshly Mixed Concrete

- Understand the scope and significance of use of practice
- Know and perform (or describe verbally) the time limit for sampling
- Know and perform (or describe verbally) the transportation and remixing requirements within maximum time limits
- Know and perform (or describe verbally) the time limits for starting tests for slump, temperature, air content, and molding specimens for strength tests
- Know and perform (or describe verbally) protection of sample
- Know and perform (or describe verbally) the requirements for sample sizes to be used for strength tests, air content, temperature, and slump
- Know and perform (or describe verbally) sampling procedures from stationary mixers, paving mixers, revolving drum truck mixers or agitators, and continuous mixers

APPENDIX 630.1-1
ANNEX 610.1-2

Job Task Analysis (JTA) for ACI Concrete Field Testing Technician—Grade I Certification (Continued)

- Know and perform (or describe verbally) the procedure for removal of large maximum size aggregate
- Know the apparatus and procedure for wet-sieving

ASTM C143/C143M—Standard Test Method for Slump of Hydraulic-Cement Concrete

- Understand the significance of the test method
- Know the maximum aggregate size for the test method
- Know the applicability of test method for non-plastic concrete
- Know required equipment: sizes, shapes of mold, rod length and diameter, measuring device and scoop
- Know the requirements for obtaining a sample
- Perform the test procedure, including filling of the mold, consolidation, lifting, and measuring as specified
- Perform reporting of the slump to the required accuracy

ASTM C138/C138M—Standard Test Method for Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete

- Understand the scope of test method
- Know the requirements of the apparatus (balance, rod/vibrator, measure, strike-off plate, mallet, scoop)
- Understand calibrated volume of the density (unit weight) measure
- Know the requirements for obtaining a sample
- Perform the test procedure, including tare weight, filling the measure, rodding/vibration, strike-off, cleaning, and weighing
- Know and perform the calculation and reporting of density (unit weight) to the specified accuracy
- Know how to calculate theoretical density
- Know how to calculate yield
- Know how to calculate relative yield
- Understand the influence of cement content on density (unit weight)
- Understand the relationship of air content and density (unit weight)

ASTM C231/C231M—Standard Test Method for Air Content of Freshly Mixed Concrete by the Pressure Method

- Understand the scope and significance and use of test method
- Know the requirements for the proper working condition of the equipment
- Understand calibration recordkeeping and know how to verify that equipment has been calibrated as required
- Know the requirements for obtaining a sample
- Know and perform proper procedures for placement and consolidation of sample, including strike-off
- Know and perform preparation procedures and assembly of air meter for test
- Perform test procedure (using Type A or Type B meter), including proper sequence & use of water, petcocks, valves, pump, and gauge
- Perform reading of the pressure gauge
- Perform the release of pressure and disassembly of air meter
- Know and perform calculation of air content of sample tested
- Know and perform proper use of aggregate correction factor in calculating air content
- Perform reporting of air content to the required accuracy

APPENDIX 630.1-1
ANNEX 610.1-2

Job Task Analysis (JTA) for ACI Concrete Field Testing Technician—Grade I Certification (Continued)

ASTM C173/C173M—Standard Test Method for Air Content of Freshly Mixed Concrete by the Volumetric Method

- Understand the scope and significance and use of test method
- Know the requirements for the proper working condition of the equipment
- Understand calibration recordkeeping and know how to verify that equipment has been calibrated as required
- Know the requirements for obtaining a sample
- Know and perform proper procedures for placement and consolidation of sample, including strike-off
- Know and perform preparation procedures and assembly of air meter for test
- Know and perform initial addition of water and alcohol to the air meter
- Perform the process of inverting, shaking, and rolling the air meter to displace the volume of air in the concrete specimen
- Perform initial meter reading as specified, within allowable time & percentage limits
- Perform final meter reading as specified, within allowable time & percentage limits
- Perform the disassembly of air meter
- Know and perform examination of measuring bowl to verify a valid or invalid test
- Know and perform calculation of air content
- Perform reporting of air content to the required accuracy

ASTM C31/C31M—Standard Practice for Making and Curing Concrete Test Specimens in the Field

- Understand the scope of practice
- Know the allowable types and sizes of molds
- Know the sizes and proper use of equipment, including tamping rod, vibrator, mallet, and placement & finishing tools
- Know the testing requirements, including acceptable nominal maximum aggregate sizes
- Know the requirements for obtaining a sample
- Perform molding of cylindrical specimen, including placing, consolidation, and finishing
- Know the procedure for molding of beam specimens, including placing, consolidation, and finishing
- Know and perform the marking of specimens for identification
- Know and perform (or demonstrate verbally) the requirements for initial storage of specimens

APPENDIX 630.1-2

Job Task Analysis (JTA) for ACI Concrete Construction Special Inspector Certification 2/17/14

ASSESSMENT METHODS:

Written exam—general (understand concepts) or working (know specific facts) knowledge
Performance exam—perform specific tasks (or describe verbally, where allowed)

RESOURCES:

ACI Concrete Terminology
ACI 117 – Specification for Tolerances for Concrete Construction and Materials
ACI 213R – Guide for Structural Lightweight-Aggregate Concrete
ACI 301 – Specifications for Structural Concrete
ACI 302.1R – Guide to Concrete Floor and Slab Construction
ACI 304R – Guide for Measuring, Mixing, Transporting, and Placing Concrete
ACI 304.2R – Placing Concrete by Pumping Methods
ACI 305R – Guide to Hot Weather Concreting
ACI 306R – Guide to Cold Weather Concreting
ACI 308R – Guide to Curing Concrete
ACI 309R – Guide for Consolidation of Concrete
ACI 318 – Building Code Requirements for Structural Concrete
ACI 347R – Guide to Formwork for Concrete
ACI SP-2 – Manual of Concrete Inspection
IBC – International Building Code
CRSI Manual of Standard Practice

ACI Concrete Terminology

- Know definition of absorption.
- Know definition of absorbed water.
- Understand types of admixtures: accelerators, retarders, plasticizers etc.
- Know definition of aggregate blending.
- Understand purpose of air entrainment.
- Understand architectural concrete.
- Understand weights.
- Understand blended cement.
- Understand central-mixed concrete.
- Know a construction joint.
- Know controlled low-strength material (CLSM).
- Know crack-control reinforcing.
- Know curing including agents, blankets, and compounds.
- Understand dowels.
- Know expansion joints.
- Understand fiber-reinforced concrete.
- Understand heat of hydration.

APPENDIX 630.1-2

Job Task Analysis (JTA) for ACI Concrete Construction Special Inspector Certification (Continued)

- Know quality assurance and quality control.
- Understand water-cement and water-cementitious ratio.

ACI 117 – Specification for Tolerances for Concrete Construction and Materials

- Know the document is a narrative to the specification and not part of the specification.
- Know that the tolerances are a means to establish permissible variation in dimension and location.
- Know that the specified degree of accuracy has a direct impact on the cost of production and the construction method.
- Understand that the finish and architectural details are compatible with the type and anticipated method of construction.
- Know mandatory tolerances required for concrete construction that can be referenced in the contract documents include: ITG-7, 301, 303.1, 336.1 and 530.1.
- Know that the specification does not apply to specialized structures, such as nuclear reactors and containment vessels, bins, prestressed circular structures and single family homes.
- Know that preconstruction tolerance coordinating meetings shall be scheduled and held prior to commencement of the work.
- Understand that the tolerances are not cumulative and the most restrictive tolerance controls.
- Know that if the tolerances in ACI 117 are exceeded for structure concrete, refer to contract documents for acceptance criteria.
- Understand definitions from ACI CT and ACI 117.
- Know how to apply tolerances for reinforcing steel fabrication and assembly.
- Know reinforcing steel location tolerances.
- Know the placement of embedded items.
- Know required concrete batching tolerances of concrete constituent materials.
- Know tolerances for slump and air content of concrete.
- Know how to apply tolerances presented in ACI 117.

ACI 213R – Guide for Structural Lightweight-Aggregate Concrete

- Understand terms related to lightweight-aggregate concrete.
- Understand what is meant by specified-density concrete.
- Know types of lightweight aggregates (natural and man-made).
- Understand properties of lightweight aggregate and their impact on concrete.
- Understand particle shape and surface texture.
- Understand grading required and impact on density.
- Know importance of moisture condition.
- Understand mix proportioning criteria.
- Understand specified physical properties:
  - Compressive strength
  - Density
  - Slump
  - Entrained-air content
- Understand that workability is an important property.
- Understand proportioning and adjusting mixes.

APPENDIX 630.1-2

Job Task Analysis (JTA) for ACI Concrete Construction Special Inspector Certification (Continued)

- Understand the difference between absolute volume and volumetric mix design.
- Know requirements for mixing and delivery.
- Understand lightweight concrete basic placement principles, including pumping.
- Understand the considerations necessary when pumping lightweight concrete.
- Understand curing and internal curing with lightweight concrete.
- Understand field practices for controlling lightweight concrete properties in the field.
- Understand lightweight concrete strength range values.
- Understand equilibrium density and oven dry density.

ACI 301 – Specifications for Structural Concrete

- Know scope, specified, and not specified work.
- Understand definitions.
- Understand submittals.
- Know testing and inspection, acceptance of structure, and protection of in-place concrete.
- Understand formwork and formwork accessories.
- Understand construction and erection of formwork.
- Understand removal of formwork.
- Understand reshoring and backshoring.
- Know strength of concrete required for removal of formwork.
- Understand reinforcement and reinforcement supports.
- Understand concrete tolerances.
- Understand concrete cover.
- Understand concrete mixes.
- Know concrete mixture quality control.
- Understand performance and design requirements.
- Know delivery requirements.
- Understand handling, placing, and constructing.
- Understand submittals.
- Understand concrete placement execution preparation.
- Understand concrete placement.
- Understand finishing formed surfaces.
- Understand finishing unformed surfaces.
- Understand sawed joints.
- Understand curing and protection.
- Understand architectural concrete.
- Understand quality control for architectural concrete.
- Understand architectural concrete execution.
- Understand criteria of final acceptance.
- Understand lightweight concrete.
- Know aggregate storage and handling, and density acceptance requirements.
- Understand mass concrete.
- Know maximum temperature and temperature difference requirements.
- Understand mass concrete execution requirements.
- Understand post-tensioned concrete requirements.

APPENDIX 630.1-2

Job Task Analysis (JTA) for ACI Concrete Construction Special Inspector Certification (Continued)

- Know stressing jack calibration, stressing records, material handling, sheathing inspection and repair, and placing tolerance requirements.
- Understand post-tensioned concrete quality control.
- Understand shrinkage-compensating concrete general requirements.
- Understand shrinkage-compensating concrete execution requirements.
- Understand industrial floor slabs general requirements.
- Understand industrial floor slabs execution requirements.
- Understand tilt-up construction general requirements.

ACI 302.1R – Guide to Concrete Floor and Slab Construction

- Understand classes of floors on basis on intended use and final finish.
- Understand what should be the condition of the soil-support system.
- Understand base tolerances.
- Understand vapor barriers and fill.
- Know the importance of protection of fill from moisture.
- Understand elevation importance in suspended slabs.
- Understand bulkhead material and placement.
- Understand screed guides.
- Know concrete placement conditions.
- Understand materials for floors.
- Understand recommended concrete properties and consistency.
- Understand concerns when finishing air entrained concrete.
- Understand batching, mixing, and transporting concrete.
- Understand transporting concrete and discharge time.
- Understand jobsite slump control.
- Know delivery of concrete to point of discharge.
- Understand placing operations.
- Know tools for spreading, consolidating, and finishing.
- Know spreading, consolidating and finishing operations.
- Understand finishing all classes of floors.
- Understand application of dry shake hardeners during finishing operations.
- Understand finishing lightweight concrete.
- Understand nonslip floors.
- Understand decorative and nonslip treatments.
- Understand grinding as a repair procedure.
- Understand floor flatness and levelness.
- Understand treatment when bleeding is problem.
- Understand delays in cold-weather finishing.
- Know purpose of curing.
- Know methods of curing.
- Know length of curing.
- Know how to prevent plastic-shrinkage cracking.
- Understand protection of slab during construction.
- Understand joint filling and sealing.

APPENDIX 630.1-2

Job Task Analysis (JTA) for ACI Concrete Construction Special Inspector Certification (Continued)

- Understand a quality control checklist.
- Understand causes of floor and slab surface imperfections.
- Understand cracking of floor and slab surfaces.
- Understand low wear resistance of floor and slab surfaces.
- Understand dusting of floor and slab surfaces.
- Understand scaling of floor and slab surfaces.
- Understand popouts of floor and slab surfaces.
- Understand blisters and delamination of floor and slab surfaces.
- Understand spalling of floor and slab surfaces.
- Understand discoloration of floor and slab surfaces.
- Understand low spots and poor drainage of floor and slab surfaces.
- Understand curling of floor and slab surfaces.
- Know how to evaluate surface imperfections.

ACI 304R – Guide for Measuring, Mixing, Transporting, and Placing Concrete

- Understand control, handling, and storage of materials.
- Understand storage methods to preserve the characteristics of coarse and fine aggregates.
- Know ways to store cement, alternative cementitious additives, and water to avoid contamination.
- Know measuring of the materials and tolerances to achieve homogeneous mix.
- Understand different types of batching systems.
- Know the types of mixing equipment.
- Know the differences between central and truck mixed concrete.
- Know recommended mixing practices.
- Understand proper transporting of concrete.
- Understand various types of equipment used for placement.
- Understand the consolidation process.
- Understand mass concreting placement.
- Understand joint preparation and finishing.
- Understand basic recommended practices for pre-placed aggregate concrete.
- Understand the maximum size and size distribution of the pre-placed aggregate concrete.
- Understand the materials and grout dosage for pre-placed aggregate concrete.
- Know the placement of aggregates for pre-placed aggregate concrete.
- Know grout mixing and pumping for pre-placed aggregate concrete.
- Understand basic recommended practices for concrete placing underwater.
- Know the properties of materials and proportioning to use for placing concrete underwater.
- Understand tremie system.
- Know precautions when placing concrete underwater.
- Know pumping equipment, pipeline, and accessories.
- Know materials and proportioning for pumpable concrete.
- Understand conveyor operation.
- Understand types of conveyors.
- Know materials for heavy weight and radiation shielding concrete.
- Understand concrete characteristics of heavy weight and radiation shielding concrete.

APPENDIX 630.1-2

Job Task Analysis (JTA) for ACI Concrete Construction Special Inspector Certification (Continued)

- Understand methods of placement for heavy weight and radiation shielding concrete.
- Understand lightweight structural concrete.
- Understand volume-weight batching of lightweight aggregate.
- Understand volumetric mixing and continuous-mixing concrete equipment.
- Understand fresh concrete properties produced by volumetric-measuring and continuous-mixing concrete equipment (VMCM).

ACI 304.2R – Placing Concrete by Pumping Methods

- Understand pumping equipment.
- Understand pumping safety.
- Understand pipeline and accessories.
- Understand couplings, gaskets, assembly, disassembly, and clean out.
- Understand proportioning pumpable concrete.
- Know how to apply sand fineness modulus (FM), coarse aggregate size, and required pipeline diameter.
- Know the importance of moisture condition of lightweight aggregate on pumping.
- Understand the effect that pumping has on slump control.
- Understand that pumping pressures are affected by length of pipe, diameter of pipe, and cu yd/hr.
- Understand field practices.
- Know hand signals.
- Know proper practices for field control of pumped concrete.

ACI 305R – Guide to Hot Weather Concreting

- Understand the different ways high ambient temperature can affect concrete and why.
- Know that ACI 305R identifies problems associated with hot weather concreting and offers suggestions to alleviate these.
- Know the different notations and definitions associated with ACI 305R.
- Understand the problems hot weather can create to both plastic and hardened concrete properties.
- Know the effect hot weather has on strength and strength development.
- Understand how evaporation and bleeding affect surface drying and the problems that can cause.
- Know that control measures are recommended when concrete evaporation rate exceeds 0.2 $lb/ft^2/h$.
- Know how concrete temperature affects slump and water demand.
- Know how using cooled water or ice affects the concrete temperature and by how much.
- Understand how cement selection can have an effect on hot weather concrete performance.
- Know the impact of cement and aggregate temperature on the temperature of the concrete mixture.
- Understand that supplementary cementitious materials can impart a slower rate of setting and of early strength gain.
- Know the various types of chemical admixtures that may be beneficial in offsetting some of the undesirable characteristics of hot weather concrete.

APPENDIX 630.1-2

Job Task Analysis (JTA) for ACI Concrete Construction Special Inspector Certification (Continued)

- Understand the different trial batch procedures that can be used to anticipate water demand under hot weather conditions.
- Understand the various things that the ready mix producer can do to help control the temperature of the concrete.
- Understand the particular need for slump control as it relates to hot weather concreting and the problem with holding excessive water from the batch.
- Know that water additions in excess of the proportioned maximum water content is detrimental to the concrete and should be prohibited.
- Know what preparations should be made to transport, place, consolidate, and finish the concrete at the fastest possible rate while protecting against moisture loss.
- Know the different types of curing and their importance under hot weather conditions.
- Know that high initial curing temperatures can negatively affect ultimate strength and durability to a greater degree than high placement temperatures of fresh concrete.
- Know what constitutes rapid cooling of the concrete and what problems it can cause.
- Know the problems associated with testing of concrete under hot weather conditions, particularly proper curing of test specimens.
- Know the Appendix in ACI 305R contains a method for estimating the temperature of concrete.

ACI 306R – Guide to Cold Weather Concreting

- Know the definition of cold weather and its effect on concrete.
- Know that ACI 306R is not a specification. For mandatory language, see ACI 306.1.
- Understand the different notations and definitions associated with ACI 306R.
- Know the safety aspects, importance of curing, and avoidance of excessive temperature stresses.
- Understand principals of early age strength to avoid damage by freezing.
- Understand certain strength levels are needed for project conditions (form removal, etc.).
- Understand the economic impact of cold weather concreting.
- Understand planning/preparation is critical for proper CWC practice.
- Understand that excessive heating of concrete can be detrimental.
- Understand the importance of temperature measurements.
- Understand heated enclosure benefits and cautions to avoid overheating, carbonation, or uneven protection.
- Know that hard troweling air entrained concrete can result in surface problems such as blistering or delamination.
- Know that bleed water remains at the surface longer during CWC and a longer time is required before finishing operations can begin without finishing this water back into the exposed surface.
- Understand the importance of placement temperature and to not exceed the recommended placement temperature by more than 20°F (11°C) shown in Table 5.1.
- Understand that adjusting concrete mixing temperature can offset heat loss between point of mixing and placing.
- Know the benefits and cautions when heating mix water or aggregates for CWC.

APPENDIX 630.1-2

Job Task Analysis (JTA) for ACI Concrete Construction Special Inspector Certification (Continued)

- Understand the equation used to determine final concrete temp when temps of constituents are known.
- Know the concrete temperature loss to be expected when using different delivery methods: revolving drum, covered dump, open-top dump.
- Know that not revolving a ready-mix drum will result in less heat loss than a rotating drum or an uncovered dump.
- Understand that surfaces that receive fresh concrete should not be below temperature minimums provided in Table 5.1.
- Understand that (massive) metal embedments (>1 $in.^2$) can freeze surrounding fresh concrete and reduce the reinforcing bond. Precautions such as heating metals can prevent such negative effects.
- Know concrete must not be placed on frozen ground.
- Understand that different levels or durations of protection(s) are required for different types and shapes of building elements.
- Know there are various options to protect concrete against early-age freezing.
- Know that attaining a penetration resistance of 500 psi (3.5 MPa) only protects concrete against early freezing. A strength level of 3500 psi (24.5 MPa) is needed to withstand repeated freezing and thawing cycles.
- Understand CWC period for protection and curing vary for different loading conditions.
- Understand Tables 5.1 and 7.1.
- Understand the importance of gradual concrete temperature drop following curing.
- Know that massive structures can be more susceptible to thermal cracking due to relatively greater temperature gradients.
- Understand that structural members (elevated slabs, beams, and girders) require longer protection time than provided in Table 7.1.
- Know the care needed for field cured cylinders.
- Understand other methods to assess in-place strength of CWC.
- Understand strength levels attained via early protection and curing must be high enough for the CWC to attain later age design strength.
- Understand there are numerous optional approaches to increase early-age strength.
- Understand the importance of gradual cooling.
- Understand that Table 8.2 provides conservative guidance of levels of strength achieved at different temperatures and cement types.
- Understand the importance of proper steps in form removal: minimum strength for removal, estimations of strength, and especially re-shoring.
- Understand job conditions to be met to support duration of recommended protection for percentage of standard-cured 28 day strength.
- Understand common assumptions to be considered when modeling is utilized to predict concrete-time and temperature properties.
- Know the degree of CWC protection required is dependent on ambient conditions, geometry of structure or member, and the mix design.
- Understand a variety of insulating materials can be used to retain heat of hydration of CWC.
- Understand the different materials and thicknesses provide different R values and the selection of insulation should yield an R Value to protect against current ambient conditions for the duration specified (3d or 7d).

APPENDIX 630.1-2

Job Task Analysis (JTA) for ACI Concrete Construction Special Inspector Certification (Continued)

- Understand Table 9.5 can be used to determine thickness of insulation after accounting for ambient conditions and type of forms used.
- Understand the purpose, proper use, and function of hydronic heaters in CWC work.
- Understand the difference and cautions when using different types of heating approaches: direct and indirect fired, and hydronic heaters.
- Understand the effectiveness of enclosures and the benefits provided to workers and the overall quality of CWC work albeit at a relatively higher cost. Caution NOT to add excessive heat that could result in hot weather concrete issues within the CWC enclosure.
- Understand internal heating as yet another option for CWC protection. This includes heating from below or using heat transfer tubing.
- Understand the importance of monitoring temperatures to verify adequate protection has been provided. Understand proper placement and embedment depth of thermistors and thermocouples is important to provide useful data.
- Understand even temporary removal of protection can only be allowed if the newly placed concrete will not freeze. Protection time during removal is not counted toward the recommended degree-hours needed and must be made up with twice the number of any lost degree-hours.
- Know that when using insulated forms, temperatures should be monitored both internally and at the surface of the concrete to help avoid excessive heating (especially for mass concrete placement).
- Know that for newly placed CWC that protection against rapid evaporation and freezing is needed while new concrete is at critical saturation, in some instances even after the end of the curing period.
- Understand the various approaches to accelerate concrete setting time and strength development and possible cost savings as well as negative effects to avoid for each of the available options.

ACI 308R – Guide to Curing Concrete

- Understand the process of curing and how it affects the properties of hardened concrete.
- Understand when deliberate curing procedures are required.
- Understand the different phases of curing.
- Know the timing of finishing operations.
- Know the timing of curing procedures.
- Understand curing of formed surfaces.
- Understand durations for curing procedures.
- Understand the effects of curing on hardened concrete properties.
- Understand curing water quality.
- Know initial curing procedures.
- Know final curing procedures.
- Understand procedures for termination of curing.
- Know cold weather curing procedure.
- Know hot weather curing procedures.
- Understand accelerated curing.
- Understand minimum curing requirements.
- Understand factors that influence curing duration.

APPENDIX 630.1-2

Job Task Analysis (JTA) for ACI Concrete Construction Special Inspector Certification (Continued)

- Know curing requirements for slabs.
- Know curing requirements for building bridges and other structures.
- Know curing requirements for mass concrete.
- Know curing requirements for decorative concrete.
- Know the requirements for monitoring concrete curing.
- Understand how to evaluate environmental conditions.
- Know how to evaluate evaporation rates.
- Understand methods for verifying application of curing.
- Understand methods for monitoring curing effects.

ACI 309R – Guide for Consolidation of Concrete

- Understand general information about concrete consolidation.
- Understand the workability and consistency of concrete.
- Know methods of consolidation.
- Understand concrete vibratory motion.
- Understand the process of consolidation.
- Understand equipment for vibration, including internal vibrators.
- Understand range characteristics, performance, and applications of vibrators.
- Understand form vibrators.
- Understand surface vibrators.
- Understand importance of form tightness.
- Understand forms for external vibration.
- Understand vibration practices for proper consolidation.
- Understand consequences of improper vibration.
- Understand methods of consolidation for structural concrete.
- Understand vibration practices for mass concrete.
- Understand surface vibration for normal-density concrete floor slabs.
- Understand vibration procedures for pavements.
- Understand special precautions when consolidating pavements.
- Understand choice of consolidation methods for precast products.
- Understand behavior of structural low-density concrete during vibration.
- Understand consolidation equipment and procedures for structural low-density concrete.
- Understand placing techniques for high-density concrete.
- Understand QC/QA of consolidation.
- Know consolidation methods of test specimens for strength, density, and air content.
- Understand common placing problems and techniques when consolidating in congested areas.

ACI 318 – Building Code Requirements for Structural Concrete

- Understand 318 development considerations with respect to; historical background, minimum standards, legal status, contract disputes, testing and certification, etc.
- Know scope and minimum f'c 2500 psi with no max.
- Know code governance.
- Know construction material testing rights, requirements, and records of test.
- Understand code notation terms, symbols, and definitions.

APPENDIX 630.1-2

Job Task Analysis (JTA) for ACI Concrete Construction Special Inspector Certification (Continued)

- Understand anchoring to concrete.
- Know anchoring to concrete, scope, general requirements, and installation and inspection of anchors.
- Understand concrete exposure categories and classes.
- Understand exposure class mixture requirements.
- Understand additional requirements for freeze-thaw and sulfate exposure.
- Know concrete protection for reinforcement.
- Understand embedment in concrete and construction joints.
- Know spacing limits for reinforcement.
- Know standard hooks.
- Know minimum bend diameters.
- Understand what a contract document should look like.
- Understand relevant specification requirements for cementitious materials, aggregates, water, steel reinforcement, and admixtures.
- Understand general concrete mixture proportion requirements.
- Know nominal maximum coarse aggregate size requirements.
- Know admixture limits on calcium chloride use.
- Know proportion without field experience requirements.
- Know average compressive strength reduction with field experience data.
- Know material storage requirements.
- Know preparation of equipment and place of deposit.
- Know mixing.
- Know conveying.
- Know depositing.
- Know curing.
- Understand hot and cold weather requirements.
- Know surface conditions of reinforcement.
- Know placing reinforcement.
- Know bending.
- Know reinforcing bar welding requirements.
- Know design of formwork.
- Know removal of forms, shores, and reshoring.
- Know evaluation and acceptance of concrete: frequency of testing, standard-cured specimens, field cured specimens, and investigation of low-strength test results.
- Understand concrete construction inspection requirements.
- Know minimum inspection record requirements.
- Understand steel reinforcement information.
- Understand reinforcement details for columns, connections, transverse reinforcement for compression and flexural members, shrinkage and temperature reinforcement, and requirements for structural integrity.

ACI 347R – Guide to Formwork for Concrete

- Understand how to check formwork drawings vs. structural design.

APPENDIX 630.1-2

Job Task Analysis (JTA) for ACI Concrete Construction Special Inspector Certification (Continued)

- Understand how to check location of embedments, penetrations, or depressions for architectural, mechanical, or electrical work based on drawings.
- Understand specifications and contract documents.
- Understand safety precautions that should be in place.
- Know fabrication and assembly details.
- Understand the necessary items to check for formwork such as measures, plumb, level, alignment, cleanliness, and coatings.
- Know correct construction operations for formwork.
- Understand inspections and adjustments of formwork.
- Understand form removal sequence and concrete strength for form removal.
- Understand required minimum strength for form stripping.
- Understand time and strength requirements for form removal.
- Understand formwork materials and inspection.
- Understand that previous document requirements also apply to architectural concrete.
- Understand mockup.
- Understand tolerances for formwork.
- Understand construction of forms for architectural concrete.
- Understand form removal for architectural concrete.
- Understand formwork for special structures should be according to Chapters 1-6.
- Understand requirements for bridges and viaducts, including piers.
- Understand erection and removal of formwork designed for composite action.
- Understand erection and removal of formwork for folded plates, thin shells, and long-span roof structures.
- Understand construction of underground forms.
- Understand construction of preplaced-aggregate concrete.
- Understand slipformed concrete.
- Understand slipforming operation.
- Understand requirements for permanent forms.

ACI SP-2 – Manual of Concrete Inspection

- Understand why inspection is needed.
- Understand the purposes of inspection.
- Understand the difference between:
  - Owner inspection for quality assurance.
  - Contractor inspection for quality control.
- Understand the duties of inspectors.
- Understand the importance of inspector education and certification.
- Understand basic statistical concepts and terms:
  - Test result
  - Average result
  - Distribution curve
  - Standard deviation
- Understand use of control charts.
- Understand sampling concepts.

APPENDIX 630.1-2

Job Task Analysis (JTA) for ACI Concrete Construction Special Inspector Certification (Continued)

- Understand computing standard deviation and required average compressive strength.
- Understand the various types of cementitious materials commonly used in concrete.
- Understand the basic properties of aggregate materials and tests commonly employed to check properties.
- Understand criteria for acceptable mixing water.
- Understand basic types and uses of concrete admixtures.
- Understand basic types and condition requirements for steel reinforcement.
- Understand basic use and application of curing compounds.
- Understand basic types and usage of joint materials.
- Know requirements for proper storage and handling of cement.
- Know requirements for proper storage and handling of aggregates.
- Know requirements for proper storage and handling of supplementary cementitious materials.
- Know requirements for proper storage and handling of admixtures.
- Understand the basic components of concrete.
- Understand the advantages of low w/cm.
- Understand concrete properties that affect workability.
- Understand the causes and effects of bleeding and settlement.
- Understand the importance of consolidation.
- Understand the basic concepts of cement hydration, setting, and hardening.
- Understand that hydration of cement produces heat.
- Understand the effects of proper curing.
- Understand basic properties that effect concrete strength.
- Understand the importance of durability.
- Understand common types and sources of chemical attack.
- Understand the effects of freeze-thaw.
- Understand the effects of alkali-silica reactivity.
- Understand the basic causes and effects of concrete volume change.
- Understand factors considered in proportioning concrete.
- Understand that different methods of specifying concrete requirements may be encountered.
- Know how to compute absolute volume of concrete materials.
- Know how to adjust aggregate and mixing water batch weights based upon free-moisture in the aggregates.
- Know how to calculate yield of concrete.
- Understand basic types of batching operations:
  - Manually
  - Semi-automatically
  - Automatically
- Know the allowable tolerances for batch weights of materials as specified in ASTM C94.
- Understand the basic components and equipment used to measure and batch concrete materials.
- Understand the basic types of mixing and delivery systems which may be employed for concrete.
- Understand the scope of duties involved during plant inspection of concrete production.
- Know important inspection criteria and field tests commonly employed during placement of concrete.

APPENDIX 630.1-2

Job Task Analysis (JTA) for ACI Concrete Construction Special Inspector Certification (Continued)

- Know inspection criteria for condition of subgrade, forms, reinforcement, and embedded items prior to concrete placement.
- Know the types of joints used in concrete construction and their usage:
  - Isolation joints
  - Contraction joints
  - Construction joints
- Understand the importance of utilizing an inspection checklist.
- Understand the importance of assessing the effects of placement condition and weather on the concrete placement.
- Know proper practices and common methods employed for handling, conveying, and delivery of concrete to forms.
- Know proper practices and common methods employed for consolidation of concrete.
- Know proper practices and common methods employed for finishing of concrete.
- Know proper practices for installing construction joins and for preparing joint surfaces prior to further placement of concrete.
- Know basic considerations involved in determining:
  - Time of form removal
  - Need for reshoring
  - Protection from damage due to construction loads
- Know the importance of curing and methods commonly employed for moist curing and accelerate curing.
- Know the conditions which constitute cold weather concreting and methods employed for protection of concrete.
- Know the conditions which constitute hot weather concreting and methods employed to offset negative effects of hot weather.
- Understand that acceptance inspection may also include:
  - Confirmation of as-built dimensions
  - Examination for defects in exposed surfaces
  - Analysis of acceptability of all inspection and tests performed
- Understand the scope of activities and techniques employed when conducting a visual condition survey of concrete.
- Understand the types of destructive and nondestructive tests and examinations which may be employed to evaluate concrete quality.
- Understand the differences between minor defects and structural defects in concrete.
- Understand the methods employed in positioning reinforcement in slabs.
- Understand desirable concrete properties for interior and exterior slabs.
- Understand the importance of sub-grade preparation for slabs-on-ground.
- Understand the importance of consolidation.
- Understand basic practices for proper finishing of concrete.
- Understand basic practices for applying floor hardeners.
- Understand basic concepts of two-course slab construction.
- Understand additional requirements to consider for structural slabs.
- Understand methods employed for joint construction and installation.
- Understand the importance of quality subgrade and subbase courses.
- Understand basic concepts of fixed-form and slipform paving.

APPENDIX 630.1-2

Job Task Analysis (JTA) for ACI Concrete Construction Special Inspector Certification (Continued)

- Understand storage and installation requirements for steel reinforcement.
- Understand basic concepts employed for material storage, proportioning, batching, and mixing of concrete.
- Understand basic concepts employed for paving operations including concrete placement, vibration, slipform paving, fixed-form paving, finishing, texturing, curing, and protection.
- Understand criteria typically involved in acceptance of pavement.
- Understand types and usage of various joints and sealants employed for pavements.
- Understand basic concepts associated with placing bridge decks.
- Understand that architectural concrete will often require unusual care to produce concrete surfaces with special visual appearance.
- Understand the importance of preconstruction samples, design reference samples, full-scale mockups, and concrete finish demonstrations.
- Understand the importance of visual uniformity.
- Understand types of forms and form treatments that may be employed.
- Understand the importance of proper placement of reinforcement.
- Understand the importance of controlling concrete materials, mixture proportioning, batching, mixing, transporting, placing, and consolidation.
- Understand surface treatments typically employed.
- Understand the importance of curing and protection.
- Understand the importance of having established repair provisions.
- Understand the importance of careful handling and transportation of precast members.
- Understand criteria typically employed for acceptance inspection of finished products.
- Understand basic concepts of slipform construction for structures and pipes.
- Understand basic concepts of tilt-up construction.
- Understand basic concepts of lift-up construction.
- Understand basic concepts of preplaced-aggregate concrete.
- Understand basic concepts of underwater concrete construction.
- Understand basic concepts of vacuum dewatering of concrete.
- Understand basic concepts involved with placing and testing pumped concrete.
- Understand basic concepts and processes utilized for shotcrete.
- Understand basic concepts for lightweight concrete including materials employed, mixture proportioning and control, testing, batching, mixing, placing, consolidation, finishing, curing, and protection.
- Understand basic concepts for materials, mixing, and proportioning of lightweight fill concrete.
- Understand basic concepts for low-density concrete for insulation purposes including: materials employed, mixture proportioning and control, testing, batching, mixing, placing, consolidation, finishing, curing, and protection.
- Understand basic concepts for heavyweight concrete including materials employed, mixture proportioning and control, testing, batching, mixing, placing, consolidation, finishing, curing, and protection.
- Understand basic concepts of mass concrete for dams including: mixture proportioning and control, testing, temperature control, and special equipment and procedures.
- Understand how structural mass concrete differs from mass concrete for dams.

APPENDIX 630.1-2

Job Task Analysis (JTA) for ACI Concrete Construction Special Inspector Certification (Continued)

- Understand basic concepts for shrinkage-compensating concrete including: materials employed, mixture proportion and control, testing, production placing, finishing, curing, and protection.
- Understand basic concepts involved with high-performance concrete (HPC).
- Understand inspection duties typically required for precast concrete including scope of duties at precast plants, differences between quality control and quality assurance inspections, record keeping and test reports, attention to embedments, bar and wire reinforcement, curing, lifting, erection, and repairs.
- Understand additional inspection duties typically required for precast prestressed concrete including materials employed, tendon handling and storage, deflection devices, tensioning of tendons, detensioning, draped strands, single and multiple strands, and post-tensioned tendons.
- Understand additional inspection duties typically required for cast-in-place prestressed concrete including: materials employed, post-tensioned tendons, ducts for grouted tendons, anchorages, tensioning procedures, grouting procedures, and post-construction inspection.
- Understand various procedures employed for installing grout mixtures including pressure grouting and grouting under base plates.
- Understand various types of grout mixtures including damp-pack grout, expansive grouts, non-shrink grouts, polymer enhances grouts, methods of placement, and testing.
- Understand uses and applications of mortar and stucco.
- Know commonly specified procedures for testing of concrete including:
  - Sampling – ASTM C172
  - Consistency – ASTM C143
  - Air content – ASTM C231, ASTM C173, and ASTM C138 (gravimetric)
  - Density – ASTM C138
  - Temperature – ASTM C1064
  - Casting and curing of strength test specimens – ASTM C31
  - End preparation of test specimen – ASTM C617 and ASTM C1231
  - Compressive testing of cylinders – ASTM C39
  - Flexural testing of beams – ASTM C78 and ASTM C293
  - Splitting tensile strength of cylinders – ASTM C496
  - Compressive strength of lightweight insulating concrete
- Understand basic concepts employed for accelerated curing.
- Understand methods and tests employed for conducting uniformity tests of mixers.
- Understand testing conducted to determine equilibrium density of lightweight concrete.
- Understand tests conducted on completed structures including compressive tests of cores, load tests, and various nondestructive tests and evaluations.
- Understand importance of proper handling and shipping on samples.
- Know general information to include on reports.
- Understand specific information included on reports.
- Understand the importance of maintaining records.
- Know that ASTM C1077 requires that reports and related records be maintained for at least 3 years.
- Understand the importance of utilizing quality control charts.
- Understand the scope of information required for concrete delivery tickets by ASTM C94 as well as additional information that may be included on tickets.

APPENDIX 630.1-2

Job Task Analysis (JTA) for ACI Concrete Construction Special Inspector Certification (Continued)

IBC – International Building Code

- Understand that the IBC is a model code and the local building official may adopt all or parts of the code.
- Understand that a Special Inspector shall provide written documentation to the building official demonstrating competence and relevant experience and training.
- Know that records must be kept of special inspections and that copies shall be furnished to the building official and the registered design professional in responsible charge.
- Know how to document and communicate identified discrepancies and the need to report uncorrected discrepancies to the building official and the design professional in responsible charge.
- Know that work conducted by fabricators (e.g. precast manufacturers) is subject to special inspections.
- Know how to apply the requirements of Table 1705.3 for verification and inspection of concrete construction.
- Know that some inspection activities require periodic inspection while continuous inspection is required during:
  - Structural concrete and shotcrete placement
  - Application of prestressing forces
  - Grouting of prestressing tendons
- Understand that Chapter 19 contains reinforced concrete information that may be referenced in project specifications.

CRSI Manual of Standard Practice

- Understand ASTM requirements and steel identification markings for reinforcing bars.
- Understand typical types and sizes of wire bar supports.
- Understand typical wire sizes and geometry.
- Know how to identify wire bar supports.
- Understand wire bar support protection classes.
- Understand precast concrete bar supports.
- Understand all-plastic bar supports.
- Understand side-form spacers.
- Understand recommendations for bar supports and epoxy-coated reinforcing bars.
- Know placing bar supports.
- Understand recommended industry practices for bar supports for one-way solid slabs.
- Understand recommended industry practices for bar supports for joists.
- Understand recommended industry practices for bar supports for beams and girders.
- Understand recommended sequence of placing bar supports and reinforcing bars in two-way flat plate.
- Understand recommended sequence of placing bar supports and reinforcing bars in two-way flat slab.
- Understand recommended sequence of placing bar supports and reinforcing bars in two-way waffle flat slab.

APPENDIX 630.1-2

Job Task Analysis (JTA) for ACI Concrete Construction Special Inspector Certification (Continued)

- Understand bar supports for special conditions: one-way slabs on corrugated steel forms, and foundation mats and slabs on ground.
- Understand bar supports for highway bridge slab reinforcement.
- Know general recommendations for reinforcing bar placement.
- Know surface condition of reinforcing bars.
- Know field bending of reinforcing bars.
- Understand spacing of reinforcing bars.
- Understand splices in reinforcing bars including lap splices, mechanical splices, and welded splices.
- Understand embedment and extensions.
- Understand tolerances in placement.
- Understand bar supports.
- Understand concrete cover requirements.

APPENDIX 630.1-3

AMERICAN CONCRETE INSTITUTE

Policy on Sponsoring Groups for Certification

Approved by the ACI Board of Direction
March 21, 1991

Last revised by the ACI Certification Programs Committee
October 18, 2011

In developing certification exams for the concrete construction industry, the American Concrete Institute (ACI) has set forth minimum criteria by which an individual's proficiency is to be judged. Typically, ACI is not in a position to deliver certification exams directly to participants; therefore, it is necessary for ACI to have the ability to delegate this authority. However, if the need arises, ACI reserves the right to conduct exam sessions itself according to each program Policy.

In order to allow others to deliver its certification exams, ACI has adopted the "Sponsoring Group" concept. Sponsoring Groups act as agents of ACI in the delivery of ACI certification exams. Therefore, prior to being selected as an ACI Sponsoring Group, and for the duration of the period in which the group is authorized to act as a Sponsoring Group, such groups are subject to the following policies:

1. Sponsoring Groups shall be approved, in writing, by ACI's Certification Department (hereafter referred to as ACI) before they will be permitted to conduct an ACI[1] certification exam session. In all cases, approval of Sponsoring Groups shall be at the sole discretion of ACI.

2. In reviewing applications, ACI will consider, among other factors, the following:

   A) The ability and willingness of the applicant to include in their constituency segments of the concrete construction industry impacted by the exams which they have applied to conduct. This includes individuals involved in the specification, production, design, construction, testing and inspection of concrete and concrete products. The applicant must establish a governance structure with representation appropriate to all of the exams for which the applicant has applied.

[1] For the purposes of this policy, references to "ACI certification" and "ACI certification program(s)" include only those administered solely by ACI (ACI programs). Programs with cosponsors are not directly addressed by this Policy.

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Policy on Sponsoring Groups for Certification

B) The interest, experience and technical expertise necessary to conduct exam sessions exhibited by the applicant and/or their certification governance structure.

C) The legitimate need for the applicant to conduct a specific ACI certification exam within their approved operational jurisdiction.

D) The primary objective of the applicant in applying for sponsorship, which must coincide with ACI's overall mission of improving the quality of concrete construction within the political, social, and cultural dynamics of the intended operational jurisdiction.

3. Sponsoring Groups are required to maintain a governance structure to oversee the delivery of ACI exams. The governance structure shall consist of a committee of at least three (3) individuals, each working for a different employer and each producing a different product or service related to the concrete construction industry. At all times, at least one (1) member of the committee shall be a member of ACI. Further, ACI shall be furnished with a complete and accurate listing of contact information for all committee members including names, employers, type of businesses, physical addresses, email addresses, and both office telephone and cell phone numbers as available.

4. The certification committee shall obtain the services of ACI-approved examiners. The examiners shall operate under the direct supervision of the certification committee to conduct ACI certification exam sessions. Examiners are permitted to conduct ACI certification exam sessions only under the auspices of ACI or ACI-approved Sponsoring Groups; and they must comply with all ACI certification policies and procedures.

5. At the time of approval, ACI shall assign Sponsoring Groups specific geographical areas within which they will have authority to conduct ACI certification exam sessions. This area is the approved operational jurisdiction for the Sponsoring Group.

6. ACI shall approve each Sponsoring Group on a calendar year basis for a period not to exceed two (2) years. Prior to the conclusion of this period, all groups shall reapply to ACI for approval to continue to act as an ACI Sponsoring Group.

7. In the U.S., in areas where no Sponsoring Group is actively administering a specific ACI examination, the local ACI chapter (not a student chapter) shall have first rights to administer that specific exam. International sponsorship for any ACI examination will be assessed on a case-by-case basis.

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8. If an existing Sponsoring Group or ACI Chapter is solicited to administer an examination and participation is declined, or if a sponsor does not request an examination upon initial availability from ACI, or if a requested examination is not administered within two years following approval, administration of said examination may become available to other potential sponsors.

9. If more than one applicant wishes to sponsor an ACI certification exam in the same operational jurisdiction and there is documented need for more than one group to conduct the examination in that jurisdiction or portion thereof, a system of coordination between those groups shall be established. A description of this system shall be considered along with any new Sponsoring Group application and must be included in the governance system for any existing Sponsoring Group. In all cases, ACI reserves the right, in its sole discretion, to select a delivery system that in its judgment is best able to serve the interests of ACI.

10. Applicants wishing to sponsor ACI certification examinations on a "national" or "regional" basis will, in appropriate circumstances, be approved to conduct exams under specific conditions at the discretion of ACI.

11. Approved Sponsoring Groups are responsible for:

    A) Maintaining control over the administration of ACI Certification exams offered within their operational jurisdiction. This includes, but is not limited to, maintaining control over the ethical and professional integrity of every sponsored examination session and providing ongoing oversight of exam session coordinators, examiners, and other exam delivery personnel.

    B) Conducting a sufficient number of exam sessions and providing equitable access to those exam sessions for all individuals seeking ACI Certification within the group’s operational jurisdiction.

    C) Conducting all ACI exams in a manner which complies with the intent of ACI's policies and procedures governing certification.

    D) Formulating, publishing, and enforcing consistent and equitable pricing for ACI Certification exams offered by the Sponsoring Group within their operational jurisdiction.

    E) Developing and implementing participant registration processes that satisfy the policy requirements of each exam offered by the Sponsoring Group and verifying that each participant has met the eligibility requirements of the program before being allowed to complete an ACI exam.

F) Collecting exam fees from participants, paying materials invoices to ACI within 30 days of receipt, and distributing compensation to examiners and other program delivery personnel as warranted.

G) Developing a program delivery process that establishes separation between the education/training and testing divisions of the Sponsoring Group.

12. ACI has the right to revoke a Sponsoring Group's authority to conduct an ACI certification exam at any time, with or without cause, and with or without notice.

13. Appeals resulting from the denial or revocation of Sponsoring Group status will be reviewed by ACI Staff for determination of appropriate action on a case-by-case basis.

14. This policy shall become effective sixty (60) days after its approval by the ACI Certification Programs Committee, and shall render all previous Policy versions null and void. Sponsoring Groups shall be notified of this new policy in writing within thirty (30) days after it is approved by the ACI Certification Programs Committee.

15. The Certification Programs Committee shall review, revise as necessary, and reapprove this Policy at intervals not exceeding two years in length.