



# Certification

## **Certification Policies for Residential Concrete Foundation Technician**

*Last approved by the Certification Programs Committee  
November 7, 2016*

*Last revised by Committee C655  
July 10, 2025*

The statements contained herein are approved policies and procedures. This revised policy statement supersedes all previous action with respect to Residential Concrete Foundation Technician certification.

The details of these certification program policies are presented as follows:

- 1.0 Definitions
- 2.0 Certification Criteria
- 3.0 Examination Criteria
- 4.0 Appeals Criteria
- 5.0 Administrator Criteria
- 6.0 Sponsoring Group Criteria
- 7.0 ACI Duties and Responsibilities
- 8.0 Recertification Criteria

Copyright © 2025, American Concrete Institute

All rights reserved including rights of reproduction and use in any form or by any means, including the making of copies by any photo process, or by electronic or mechanical device, printed, written, or verbal, or recording for sound or visual reproduction or for use in any knowledge or retrieval system or device, unless permission in writing is obtained from the copyright proprietors.

## 1.0 DEFINITIONS

- 1.1 Examinee – An individual who is taking an examination.
- 1.2 Examiner – An individual who is authorized by ACI to serve in responsible charge of an examination session.
- 1.3 Proctor – An individual who assists the Examiner in administering a written examination.
- 1.4 Sponsoring Group (SG) – An organization approved by ACI Certification to administer examinations.

## 2 CERTIFICATION CRITERIA

- 2.1 The American Concrete Institute (ACI) certification program for **Residential Concrete Foundation Technician** requires passing a written examination based on the applicable documents.
- 2.2 Certification shall be valid for a period of five years from the date of completion of all certification requirements.

## 3 EXAMINATION CRITERIA

- 3.1 The content of the examinations for certification as a **Residential Concrete Foundation Technician** shall be derived directly from the Job Task Analysis (Annex 655.1-1).
- 3.2 The examination shall be conducted by an Examiner and/or Proctor(s), as applicable. [See Administrator Criteria.]
- 3.3 The written examination is open book; only reference materials approved by ACI shall be permitted in the examination area. Simple-function (i.e., non-programmable, no mobile devices) calculators are permitted, but Examinees are not allowed to share calculators during their examination.
- 3.4 Retaking a written examination after previously failing to meet the passing criteria shall require reexamination of the entire examination (not just the section[s] failed).
- 3.5 The written examination shall consist of approximately 80 multiple-choice questions.
- 3.6 A maximum of 2 hours and 30 minutes shall be permitted for completion of the written examination, after which the answer sheets must be collected. The Examinee is allowed additional time—up to 30 minutes—with access to the question booklet to note examination challenges.
- 3.7 Passing the written examination requires an overall score of 70% correct or greater.

## 4 APPEALS CRITERIA

- 4.1 Appeals regarding the overall testing environment or experience shall be directed to the Examiner. In the event that the Examinee is not satisfied with the decision of the Examiner

- regarding the appeal, the Examinee may pursue an appeal with ACI according to the following order:
- i. Sponsoring Group
  - ii. ACI Certification staff management
  - iii. Certification Appeals Committee [consisting of ACI Certification staff management, Chairman of Certification Programs Committee, and Chairman of Committee C655]
  - iv. Committee C655, Foundation Constructor Certification
  - v. Certification Programs Committee
- 4.2 Appeals submitted directly to ACI for consideration after the exam session must be communicated within 60 days of the examination.

## **5 ADMINISTRATOR CRITERIA**

- 5.1 Examination sessions must be supervised by an Examiner and constantly monitored by the Examiner and/or Proctor(s).
- 5.2 Examiners, Proctors, and/or SGs have no jurisdiction over the content of any examination, nor over the grading of the written examination.
- 5.3 Examiners and Proctors shall not conduct any portion of the examination for any Examinee with whom they are personally related.
- 5.4 EXAMINERS
- i. Examiners shall be chosen by the SG and approved by ACI to administer the program(s).
  - ii. In order to be considered for Examiner status, the applicant shall:
    1. Be a licensed design professional.

**OR**

    2. Satisfy all of the following alternate criteria:
      - a. Have proctored under an approved Examiner for a minimum of any two ACI Certification examinations; and
      - b. Provide two letters of reference from the Examiner(s) of the exams for which they proctored.
  - iii. ACI Certification staff may serve as Examiner, as needed.
  - iv. The Examiner shall be directly responsible for:
    1. Selection of the Proctors;
    2. Verification that the qualifications of the Proctors conform to the Administrator Criteria outlined in this policy;

3. Ensuring the secure handling of examination materials;
4. Verification of the identity of each Examinee;
5. Ensuring that the Examinees are aware of the certification criteria;
6. Verification that the Examinees have signed the release statement on the written examination prior to testing; and
7. Ensuring that examination questions are not interpreted during the course of the written examination.

#### **5.5 PROCTORS**

- i. Proctors shall be permitted to assist the Examiner in conducting the written examination.
- ii. Proctors must be considered conscientious and trustworthy by the Examiner.

### **6 SPONSORING GROUP CRITERIA**

- 6.1 Groups desiring to conduct ACI Certification program(s) shall adhere to the current *Policy on Sponsoring Groups for Certification* (Annex 655.1-2).

### **7 ACI DUTIES AND RESPONSIBILITIES**

- 7.1 ACI shall approve the SG and Examiner(s) to conduct examination sessions for Residential Concrete Foundation Technician certification.
- 7.2 ACI shall grade the written examinations and notify the Examinees and the Examiner of the results.
- 7.3 ACI shall certify those individuals who have satisfied the certification requirements, issue certification credentials, and verify active certifications upon request.

### **8 RECERTIFICATION CRITERIA**

- 8.1 Recertification for Residential Concrete Foundation Technician certifications requires the successful completion of the existing Certification Criteria for that program at the time of seeking recertification.