



American Concrete Institute

**Certification Policies
for
Concrete Flatwork Finisher/Technician, Technician, and Tradesman**

*Approved by the ACI Board of Direction
October 29, 1992*

*Last revised by the Certification Programs Committee
August 28, 2015*

The statements contained herein are a consolidation of approved policies and procedures. This policy statement supersedes all previous action of the ACI Board of Direction with respect to Concrete Flatwork Personnel certification.

The certification program policies are broken down into eight sections as follows:

- Section 1.0 Certification Criteria
- Section 2.0 Examination Criteria
- Section 3.0 Reexamination Criteria
- Section 4.0 Appeals Criteria
- Section 5.0 Sponsoring Group Criteria
- Section 6.0 Examiner/Supplemental Examiner Criteria
- Section 7.0 ACI Duties and Responsibilities
- Section 8.0 Recertification Criteria

SECTION 1.0 CERTIFICATION CRITERIA

- 1.1 The American Concrete Institute (ACI) certification program includes “Concrete Flatwork Finisher/Technician”, “Concrete Flatwork Technician”, and “Concrete Flatwork Tradesman” categories.
- 1.2 Certification as a Concrete Flatwork Finisher/Technician requires:
 - A) Written Examination – Successful completion of a written examination. [See Section 2.9]
 - AND
 - B) Work Experience/Performance Examination [See Sections 2.10 - 2.23]
 1. A minimum of three years [4500 hours] of direct finishing experience
 - OR
 2. A minimum of one year [1500 hours] of direct finishing experience and successful demonstration of hand skills through a performance examination.
- 1.3 Certification as a Concrete Flatwork Technician requires only the successful completion of the written examination.
- 1.4 Certification as a Concrete Flatwork Tradesman requires only the successful completion of the performance examination.
- 1.5 ACI Flatwork Certifications shall be valid for a period of five [5] years from the date of completion of all applicable certification requirements.
- 1.6 A Certified Flatwork Technician may upgrade to Certified Flatwork Finisher/Technician at any time during the five [5] year certification period by completing the then-current Finisher/Technician certification requirements.
- 1.7 If a Technician upgrades to Finisher/Technician status, certification as a Finisher/Technician shall be valid for the remainder of the original Technician certification period.

SECTION 2.0 EXAMINATION CRITERIA

- 2.1 The content of the written and performance examinations shall be derived directly from ACI Publication CCS-1, Concrete Craftsman Series: Slabs on Grade.

- 2.2 There will be questions regarding general concrete technology on the written examination. The examinee will be expected to have a basic knowledge of proper finishing procedures for concrete flatwork.
- 2.3 The examination(s) shall be conducted by the ACI approved examiner, proctors, and/or supplemental examiners as applicable. [See Section 6.0]
- 2.4 The ACI approved examiners, proctors, supplemental examiners, and/or sponsoring groups shall not have any jurisdiction over the content of the examination(s), or over the grading of the written examination.
- 2.5 Both the written and performance examination are closed book. Notes or other technical material shall not be permitted in the examination area.

WRITTEN EXAMINATION

- 2.6 The written examination shall consist of at least fifty [50] multiple choice and/or true/false questions.
- 2.7 A maximum of two hours shall be permitted for completion of the written examination.
- 2.8 Verbal administration of the written examination shall be permitted, contingent upon approval by the ACI Certification Department.
- 2.9 Successful completion of the written examination shall require a minimum score of 70%.

PERFORMANCE EXAMINATION

- 2.10 The performance examination is based on the material found in ACI Publication CCS-1, Concrete Craftsman Series: Slabs on Grade.
- 2.11 The examinee must place, finish, edge, joint, and begin curing a concrete slab in the direct presence of the examiner or supplemental examiner.
- 2.12 The examinee's performance shall be evaluated based on the criteria of the performance examination checklist.
- 2.13 The examiner/supplemental examiner shall record the symbols 'P' for passing and 'F' for failing on each step of the checklist.
- 2.14 A passing grade in each Part is defined as: no significant variation from proper procedure and no more than 2 variations from proper technique in the execution of the listed finishing operations.

- 2.15 Each Part of the exam must be successfully completed according to the aforementioned criteria.
- 2.16 Immediately following completion of each Part of the performance examination, the examiner/supplemental examiner shall inform the examinee of the results, either pass or fail.
- 2.17 If the first trial was not successfully completed, a second trial shall be allowed after each other examinee has had a turn.
- 2.18 Examinees who fail a second trial, may arrange with the examiner to take the performance examination on another day.

WORK EXPERIENCE

- 2.19 Candidates seeking full Concrete Flatwork Finisher/Technician certification shall be exempt from taking the performance examination if satisfactory documentation of experience can be provided as follows:
 - A) Experience in concrete flatwork finishing {3 years [4500 hours] total}, after a formal apprentice or training period, including experience in placement, consolidation, finishing, jointing, curing and protection of concrete flatwork.
 - B) A signed form(s) or affidavits from current and/or previous employers or other qualified individual(s) verifying that the Candidate possesses the required amount and range of work experience.
- 2.20 Candidates seeking full Concrete Flatwork Finisher/Technician certification who successfully pass the Performance Examination must also include satisfactory documentation of experience as follows:
 - A) Experience in concrete flatwork finishing {1 year [1500 hours] total}, including experience in placement, consolidation, finishing, jointing, curing and protection of concrete flatwork.
 - B) A signed form(s) or affidavits from current and/or previous employers or other qualified individual(s) verifying that the Candidate possesses the required amount and range of work experience.
- 2.21 Work experience forms from Candidates employed by a company (not self-employed) shall be signed by a human resources representative and project superintendent, or job foremen or owner of a company.
- 2.22 In cases where the Candidate is self-employed, work experience is submitted on at least three (3) Client Affidavit forms reflecting three (3) different projects in three (3) different years.

- 2.23 ACI reserves the right to verify submitted credentials of any candidate or affidavit respondent.

SECTION 3.0 RE-EXAMINATION CRITERIA

- 3.1 Failure of the written examination by the criteria cited under Section 2.9 shall require a reexamination on the entire written examination.
- 3.2 Failure on a part of the performance examination shall require reexamination on only that Part.

SECTION 4.0 APPEALS CRITERIA

Appeals relate to the administration of the exam, not exam content; exam content issues are governed through the challenge procedure described in the question booklet. Examinees who fail either the written or performance exam and feel their knowledge or performance was not fairly assessed due to an administrative issue (e.g., distractions, improper testing environment, etc.), may appeal the decision. Appeals must be made during the exam session and shall be directed to the examiner to facilitate immediate resolution if possible, and to bring the examiner's immediate attention to the issue for documentation and further research and action if warranted. Examiners must return a copy of the documentation with the exam materials, retaining a copy for future reference if needed.

- 4.1 All appeals shall be directed initially to the examiner.
- 4.2 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 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 640]
 4. Committee C 640, Craftsman Certification
 5. Certification Programs Committee
- 4.3 Appeals not satisfied by the examiner must be received in writing within sixty [60] days of the receipt of the examination at ACI Headquarters.
- 4.4 Appeals submitted to ACI that are not initially directed to the examiner during the exam session will not be considered.

SECTION 5.0 SPONSORING GROUP CRITERIA

- 5.1 Groups desiring to conduct ACI Certification program(s) shall adhere to the current Policy on Sponsoring Groups for Certification.

NOTE: The Policy on Sponsoring Groups for Certification was approved by the ACI Board of Direction on March 21, 1991 and revised by the ACI Certification Programs Committee October 18, 2011

SECTION 6.0 EXAMINER, SUPPLEMENTAL EXAMINER, AND PROCTOR CRITERIA AND RESPONSIBILITIES

- 6.1 The examiner for the Finisher/Technician and Technician programs shall meet the following requirements:
- A) Be a registered professional engineer or have experience, in the last two [2] years, in concrete technology and finishing verified by at least three letters of reference from employers, clients, etc.; AND
 - B) Have passed the written exam with 70% or higher; AND
 - C) Submit qualifications using a current ACI Examiner application.
- 6.2 The examiner for the Tradesman program shall meet the following requirements:
- A) Have had experience in finishing and supervision of crews finishing concrete flatwork, or inspection/evaluation of concrete flatwork verified by at least three letters of reference from employers, clients, etc.; AND
 - B) Have passed the written exam with 70% or higher; AND
 - C) Submit qualifications using a current ACI Examiner application.
- 6.3 Examiners shall be approved by ACI.
- 6.4 The examiner shall be present and in full supervision during the examination session.

Note: Historical administrative experience indicates that a ratio of 5:1 Examinees to Examiners/Supplemental Examiners is advised to facilitate Examiner control of sessions. Exceeding this ratio is permitted if these program policies are maintained throughout the duration of the examination session, and the order, fairness, objectivity and thoroughness of the process intended by the policies are preserved.

- 6.5 Examiners/supplemental examiners, and proctors shall be unrelated professionally and personally to the examinees.

- 6.6 Examiners/supplemental examiners shall not examine anyone on the performance examination who is employed in the same organization. Governmental organizations may be granted a waiver of this requirement only if it can be shown that the intent of the policy will be maintained.
- 6.7 Supplemental examiners shall be permitted to assist in conducting the performance examination.
- 6.8 Supplemental examiners shall satisfy the following requirements:
- A) Have had recent experience in concrete finishing;
 - B) Be selected and adjudged qualified by the examiner; and
 - C) Be considered trustworthy and conscientious.
- 6.9 Proctors shall be permitted to assist the examiner in conducting the written examination.
- 6.10 Proctors shall be selected by the examiner by virtue of their being trustworthy and conscientious.
- 6.11 The examiner shall be directly responsible for the following:
- A) Final approval of the supplemental examiners and proctors;
 - B) Verify conformance to Sections 6.5 and 6.6 of this Policy;
 - C) Order and receive examinations;
 - D) Verify the identity of each examinee, and assure that the examinees are aware of the certification criteria;
 - E) Verify the performance examinations conducted by the supplemental examiners by co-signing the performance examination checklists;
 - F) Enter the appropriate grade for the completed performance examination on the checklists; and
 - G) Return all written examinations (used and unused), performance examinations and performance affidavits to ACI Headquarters.
- 6.12 Examiners, supplemental examiners or proctors are not allowed to define terms or interpret examination questions during the written examination.
- 6.13 The examination session(s) must be supervised constantly by the examiner, and when required, by the supplemental examiner(s) and/or proctor(s).

SECTION 7.0 ACI DUTIES AND RESPONSIBILITIES

- 7.1 ACI shall approve the sponsoring group.
- 7.2 ACI shall approve the examiner.
- 7.3 ACI shall authorize the sponsoring group to conduct examination sessions for Concrete Flatwork certifications.
- 7.4 ACI shall grade the written examinations, review the results of the performance examinations, verify work experience, and notify the examinee and the examiner of the final results.
- 7.5 ACI shall certify the examinees who have satisfied the certification requirements.
- 7.6 ACI shall issue a certificate and identification card to successful examinees.

SECTION 8.0 RECERTIFICATION CRITERIA

- 8.1 Recertification shall extend the ACI certification as a Concrete Flatwork Finisher/Technician, Technician, or Tradesman for a period of five [5] years, beginning at the date the recertification requirements are completed.
- 8.2 For Concrete Flatwork Finisher/Technician and Technician, recertification requires successful completion of the then-current written examination only.
- 8.3 For Concrete Flatwork Tradesman, recertification requires successful completion of the performance examination.