



Certification Policies for ACI 318 Design Professional

*Last revised by the Certification Programs Committee
September 14, 2023*

The statements contained herein are a consolidation of approved policies and procedures. This policy statement supersedes all previous action regarding ACI 318 Design Professional 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	Appeals Procedures

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SECTION 1.0 CERTIFICATION CRITERIA

- 1.1 The American Concrete Institute (ACI) shall recognize individuals certified as ACI 318-yy Design Professional, where yy is the two-digit year of the version of ACI 318 upon which the individual was certified.
- 1.2 Certification as an ACI 318 Design Professional shall require:
 - A) Successful completion of a written examination AND
 - B) Documentation of required education
- 1.3 The education required for ACI 318 Design Professional certification is as follows:
 - A) Bachelors, Masters, or PhD degree in Civil Engineering, Construction Engineering, or Architectural Engineering, attested by the candidate that the program included coursework in concrete design.
- 1.4 ACI certification for each version of ACI 318 shall be valid 10 years from the date of completion of all certification requirements.
- 1.5 Recertification requires completion of the requirements of section 1.2. Only one recertification shall be awarded.
- 1.6 Groups desiring to conduct ACI Certification program(s) shall adhere to the current Policy on Sponsoring Groups for Certification (Annex 693.1-1).

SECTION 2.0 DEFINITIONS

- 2.1 Examinee - a person taking the written examination.
- 2.2 Examiner - a person authorized by ACI to be in responsible charge of an examination session.
- 2.3 Proctor - a person authorized to assist the Examiner in conducting the written examination.

SECTION 3.0 ACI RESPONSIBILITIES

- 3.1 ACI shall maintain each version of the program for 15 years, after which the version will be retired.
- 3.2 ACI shall assemble, maintain, and distribute all examination materials.
- 3.3 ACI shall approve the Sponsoring Group.

- 3.4 ACI shall authorize the Sponsoring Group to conduct examination sessions for ACI 318 Design Professional
- 3.5 ACI shall approve the Examiner.
- 3.6 ACI shall grade the written examinations and notify the examinee of the final results.
- 3.7 ACI shall evaluate education and determine conformance with requirements of applicants as a ACI 318 Design Professional.
- 3.8 ACI shall issue certification credentials to successful examinees.
- 3.9 ACI shall process appeals.

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

- 4.1 The Examiner must be authorized by ACI to conduct sessions for this program. Examiner applications must be submitted by the Sponsoring Group and will be evaluated based on the applicant's experience and familiarity with this and/or other ACI Certification programs.
- 4.2 The Examiner shall be present and in full supervision during the examination session.
- 4.3 The Examiner shall:
 - A) Verify the identity of each examinee and ensure that the examinees are aware of the certification criteria.
 - B) Confirm the suitability of the facilities selected by the Sponsoring Group.
 - C) Maintain exam security and secrecy of the examination content.
 - D) Not define terms or interpret examination questions while conducting the examination.
- 4.4 Proctors adjudged trustworthy and conscientious by the Examiner shall be permitted to assist the Examiner in conducting the written examination.
- 4.5 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.

SECTION 5.0 EXAMINATION CRITERIA

- 5.1 The written examination shall consist of approximately 80 multiple choice questions.

- 5.2 The ACI 318 Design Professional written examination is derived from the information listed in *Job Task Analysis (JTA) for ACI 318-yy Design Professional Certification (Annex 693.1-2)*. Each version of ACI 318 will have a unique written examination and unique JTA designated in the Appendices by letter code.
- 5.3 The written examination is open-book. The technical materials allowed into the examination room are limited to the resource materials listed in the JTA.
- 5.4 A maximum time of 120 minutes (2 hours) shall be allowed to complete the written examination, after which the exam answer sheets must be collected. Additional time—up to 30 minutes—with access to the exam question booklet will be allotted to the examinee to facilitate exam question challenges.
- 5.5 The examination shall be supervised by an ACI-approved Examiner, assisted, when necessary, by a proctor appointed by the Examiner.
- 5.6 The Examiner, proctors, and members of the Sponsoring Group have no jurisdiction over the content of questions on any specific examinations.
- 5.7 Verbal administration of the examination shall be permitted, contingent upon prior approval by the ACI Certification Department.
- 5.8 Successful completion of the written examination shall require the examinee to:
 - A) Score fifty percent [50%] or higher (i.e., four [4] correct out of eight [8] questions) on each section identified in the JTA; AND
 - B) Score a minimum of seventy percent [70%] for the overall examination (i.e., fifty-six [56] correct out of a possible eighty [80]).
- 5.9 Failure of the written examination by the criteria cited under Section 5.8 shall require a re-examination on the entire written examination.

SECTION 6.0 APPEALS CRITERIA

- 6.1 An appeal procedure shall be available if the examinee feels some aspect of the examination process is unclear, incorrect, or unfair.
- 6.2 Appeals regarding the conduct of the examination should be referred initially to the Examiner.
- 6.3 If the Examiner cannot satisfy the complaint, it should be referred directly to ACI, in writing, within 60 days of the examination date.
- 6.4 Appeals referred to ACI are handled in order by the following people or groups:
 - A) Sponsoring Group
 - B) ACI Managing Director of Certification

- C) The Certification Appeals Committee [consisting of the Managing Director of Certification; the Certification Programs Committee Chairman, and the Chairman of Committee C693]
- D) Committee C693, ACI 318 Design Professional Certification
- E) Certification Programs Committee

End of Policy Text

