



American Concrete Institute

Policies for the certification program: **Residential Concrete Foundation Technician**

Maintained by ACI Committee
C 655 Foundation Constructor Certification

Approved by the ACI Certification Programs Committee:
November 7, 2016

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 Residential Concrete Foundation Technician certification.

These certification program policies are organized as follows:

- 1.0 General Criteria
- 2.0 Examination Criteria
- 3.0 Examiner and Proctor Criteria and Responsibilities
- 4.0 Sponsoring Group Responsibilities
- 5.0 ACI Responsibilities
- 6.0 Appeals Criteria

1.0 GENERAL CRITERIA

- 1.1 The American Concrete Institute (ACI) certification program for Residential Concrete Foundation Technician requires successful completion of a written examination.
- 1.2 No specific education or work experience are required as prerequisites for Residential Concrete Foundation Technician certification.
- 1.3 ACI certification for Residential Concrete Foundation Technician shall be valid for a period of five years from the date of completion of all certification requirements.
- 1.4 Recertification requires the successful completion of a written examination according to Section 2.0 of this policy.

2.0 EXAMINATION CRITERIA

- 2.1 The content of the written examination shall be derived directly from the following resource documents:
 - 2.1.1 International Residential Code (IRC), Chapter 4
 - 2.1.2 ACI 332, Code Requirements for Residential Concrete and Commentary
 - 2.1.3 Concrete Foundations Association (CFA) Standard
 - 2.1.4 ACI 332.1R, Guide to Residential Concrete Construction
 - 2.1.5 CFA Cold Weather Report
 - 2.1.6 CFA TN-001 – Using ACI 332 with the IRC
 - 2.1.7 CFA TN-002 – Backfilling Foundation Walls
 - 2.1.8 CFA TN-003 – Casting Residential Foundation Walls in Cold Weather
 - 2.1.9 CFA TN-004 – Cracking in Concrete Walls
 - 2.1.10 CFA TN-009 – Fall Protection Systems in Residential Construction: Formwork Scaffold Brackets
 - 2.1.11 CFA TN-010 – Waterproofing and Dampproofing
 - 2.1.12 CFA TN-011 - Soils and Excavation
 - 2.1.13 CFA-TN-012 – Concrete Basics for the Residential Contractor
 - 2.1.14 American Concrete Pumping Association Safety Manual
 - 2.1.15 OSHA 3498-12N 2011 – Protecting Yourself from Noise in Construction
 - 2.1.16 NIOSH 2010-115 - Protecting Yourself from Cold Stress
 - 2.1.17 NIOSH 2010-116 – Protecting Yourself from Sun Exposure

2.1.18 NIOSH 2013-143 – Preventing Heat Related Illness or Death of Outdoor Workers

- 2.2 The written examination shall consist of approximately 80 multiple-choice questions.
- 2.3 The written examination is open-book. Reference materials allowed into the examination room are limited to the resource materials listed in Section 2.1.
- 2.4 No electronic devices may be used during the exam.
- 2.5 A maximum of two and one half hours (150 minutes) 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 (30 minutes), with access to the exam question booklet—is allowed for to the Examinee to document exam question challenges.
- 2.6 Successful completion of the written examination requires a minimum score of 70% on the overall examination.
- 2.7 The examinations shall be conducted by the Examiner with the assistance of Proctors, as applicable. [See Section 3.0.]
- 2.8 Examiners, Proctors, and Sponsoring Groups shall have no jurisdiction over the content of the examination, nor over the grading of the written examination.
- 2.9 Verbal administration of the written examination shall be permitted upon approval by the ACI Certification Department.

3.0 EXAMINER AND PROCTOR CRITERIA AND RESPONSIBILITIES

- 3.1 The Examiner shall maintain authorization from ACI and from the Sponsoring Group to conduct examination sessions.
- 3.2 An individual must meet the following requirements for approval as an Examiner for ACI Residential Concrete Foundation Technician:
 - 3.2.1 Be a licensed design professional, *OR*
 - 3.2.2 Have proctored under an approved Examiner for a minimum of any two ACI Certification examinations, *AND*
 - 3.2.3 Provide two letters of reference from the Examiners of the exams for which they served as Proctor.
- 3.3 ACI Certification staff may serve as Examiner, as needed.
- 3.4 The Examiner shall be present and in full supervision of the examination session.

- 3.5 The Examiner shall be directly responsible for the following activities:
 - 3.5.1 Selection of Proctors, if applicable, and verification of their qualifications according to the criteria outlined in Sections 3.6–3.8 of this policy;
 - 3.5.2 Verify the identity of each Examinee;
 - 3.5.3 Ensure that the Examinees are aware of the certification criteria;
 - 3.5.4 Refrain from interpreting or explaining examination questions during the course of the written examination; Examiners shall not define terms whose definitions are readily available through adequate study of the referenced documents.
 - 3.5.5 Adherence to security of written examinations throughout the examination session.
- 3.6 Proctors may assist the Examiner in conducting the written examination.
- 3.7 Proctors shall be selected as adjudged qualified, trustworthy, and conscientious by the Examiner.
- 3.8 Examiners and Proctors shall not conduct any portion of the examination for anyone with whom he/she is personally or professionally related.

4.0 SPONSORING GROUP RESPONSIBILITIES

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

5.0 ACI RESPONSIBILITIES

- 5.1 ACI shall assemble, maintain, and distribute all examination materials.
- 5.2 ACI shall approve the Sponsoring Group.
- 5.3 ACI shall authorize the Sponsoring Group to conduct examination sessions for Residential Concrete Foundation Technician certification.
- 5.4 ACI shall approve the Examiner.
- 5.5 ACI shall grade the written examinations and notify the Examinee and the Examiner of the final results in writing.
- 5.6 ACI shall certify Examinees who meet the certification requirements.
- 5.7 ACI shall issue credentials to Examinees who meet the certification requirements.

6.0 APPEALS CRITERIA

- 6.1 Appeals regarding the conduction of the examination session should be made during the exam session and shall be directed to the Examiner.
- 6.2 In the event that the Examinee is not satisfied with the decision of the Examiner regarding an appeal, the Examinee may pursue an appeal according to the following order:
 - 6.2.1 Sponsoring Group
 - 6.2.2 Managing Director of ACI Certification
 - 6.2.3 Certification Appeals Committee (consisting of the Managing Director, CPC Chair, and C 655 Chair)
 - 6.2.4 ACI Committee C 655
 - 6.2.5 ACI Certification Programs Committee
- 6.3 Appeals submitted directly to ACI for consideration after the exam session must be received, in writing, within 60 days of the receipt of the examination at ACI Headquarters.