



INSTRUCTIONS

Candidate completes ONLY Sections A and B, then forwards the entire form with the detailed instruction sheet to the Respondent who completes Section C and sends directly to ACI in a sealed envelope. All information provided must be complete and legible. For more information please go to www.acicertification.org.

SECTION A—To be completed by the Candidate — please print clearly

1. Candidate Name _____ Certification ID/Last 4 digits of SSN _____
Address _____
Candidate Phone _____
Candidate Email Address _____
Present Employer _____ Employer Phone _____

2. [] Photocopy of front and back of ACI Concrete Field Testing Technician—Grade I wallet card attached (optional).

3. EDUCATIONAL BACKGROUND

Table with 4 columns: Name of Institution, City & State or Country, Degree Received or Credit Hours, Dates of Attendance. Rows include High School and three College/Technical School entries with checkboxes for ABET accreditation.

Attach a copy of your diploma, transcript, or other proof of education. Do not send original versions of diplomas!

- [] Copy of Diploma or documentation enclosed
[] Copy of Diploma or documentation not enclosed; will be sent later. Please process this application pending receipt.

If proof of education is not attached, Candidate review will be suspended until received

SECTION B—To be completed by the Candidate — please print clearly

4. Employer (during time period in #5) _____
Employer Business Address _____
Employer Business Website Address _____
Respondent Name _____ Respondent's Title (during time period in #5) _____

5. Term of working relationship between Candidate & Respondent: _____ To _____ = _____
Month & Year Month & Year Net # of Months

During this time period, the relationship of the respondent to the candidate was:
[] Supervisor [] Employer [] Other—describe _____

6. Percentage of time in #5 that was spent in reinforced concrete construction inspection-related work:

List percentage here _____ % [100% = full time inspection employment based on a 40-hour work week. Provide a higher percentage if on average more than 40 hours per week were spent performing concrete inspection, or provide a lower percentage if on average less than 40 hours per week were spent performing concrete inspection (i.e, duties were split between concrete inspection and non-concrete inspection related work).]

7. List the percentage of time spent inspecting each of the following areas of reinforced concrete construction: **(Total MUST equal the percentage given in #6 above):**

- _____ % Formwork installation, reinforcements, embedments
- _____ % Sampling and testing of freshly mixed concrete
- _____ % Conveying, placing, consolidating, finishing, jointing
- _____ % Curing, protection, formwork removal
- _____ % TOTAL

8. During the time period in #5, my work experience included:

	Yes	No
Decision making responsibility and authority	<input type="checkbox"/>	<input type="checkbox"/>
Verification of compliance with plans, specifications, codes	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation of concrete construction in the field	<input type="checkbox"/>	<input type="checkbox"/>
Documentation and reporting of inspection results	<input type="checkbox"/>	<input type="checkbox"/>

Candidate Authorization to Release Information

I authorize those whom I have given as references to furnish to the American Concrete Institute or its agents information concerning my work experience and other background relevant to the stated requirements of the American Concrete Institute Certification programs. I agree to release and hold harmless any individual, company or institution, including the American Concrete Institute, and any persons connected therewith from liability imposed by law in furnishing such information.

I understand that untruths or misrepresentation contained here-in constitute grounds for denial of certification.

Candidate Signature

Date

Candidate Name (Print)

****IMPORTANT NOTE TO CANDIDATE****

All information must be complete and legible – the information must be adequate for ACI to verify the information provided

DO NOT return this form to the Examiner or ACI!

Send the form with Sections A and B completed to the Respondent with a copy of the detailed instructions.

SECTION C—To be completed by the Respondent --- please print clearly

Respondent—Please review all of the information provided by the candidate in Section B. You are being asked to verify work experience in order for this candidate to meet qualifications for certification as an ACI Concrete Construction Special Inspector. Please note that the disclaimer signed by the candidate in Section B above releases you from civil liability in regard to statements, provided to the best of your knowledge, about the candidate, and establishes that the candidate is freely requesting that you provide this information.

1. Candidate Name (print) _____

2. The information provided in Section B is:

- Correct as stated. Correct as modified.

Take note of stated dates and time periods, job responsibilities, etc., and correct any and all inconsistencies and ambiguities by writing in corrections in Section B.

3. In the time period listed in Section B, #5, I would characterize the candidate's job performance as:

- Satisfactory Unsatisfactory No Opinion

NOTE: If any box other than "Satisfactory" is checked, explain reasons in detail below.

4. Comments

Respondent Verification

I have honestly evaluated the information provided on this form by the candidate. I have supplied whatever modifications may have been necessary to make all statements herein conform to the truth, to the best of my knowledge. I submit this form asserting that it contains no misrepresentations whatsoever.

Respondent Signature

Date

Respondent Name (Print)

Title

Respondent Current Employer/Business Name

Respondent Current Business Telephone

Respondent Current Business Email

Respondent Business Website Address

****IMPORTANT NOTE TO RESPONDENT****

All information must be complete and legible – the supplied information must be adequate for ACI to contact you to verify the information provided on this form

DO NOT return this form to the Candidate!

Return the completed form directly to the American Concrete Institute in a sealed envelope to:

American Concrete Institute
Certification Processing
38800 Country Club Drive
Farmington Hills, MI 48331

ACI Concrete Construction Special Inspector Certification Program
CERTIFICATION CANDIDATE INFORMATION

What do I need to do to be certified as an ACI Concrete Construction Special Inspector?

You need to complete the certification requirement for ACI Concrete Field Testing Technician—Grade I as described in the program policy for ACI Concrete Construction Special Inspector, successfully complete a written inspection examination, successfully complete a written plan reading examination, and supply evidence of education¹ and/or appropriate, verifiable (satisfactory) work experience².

How much education and/or work experience do I need for certification?

You must meet one of the five following criteria for full inspector certification:

1. A B.S. degree in Civil Engineering, Civil Engineering Technology, Engineering Technology, Construction Engineering or Construction Engineering Technology from a program accredited by Accreditation Board for Engineering and Technology (ABET), **including** courses in concrete materials, design or construction¹, **plus** six months satisfactory work experience², or
2. A B.S. degree in an engineering program¹, **plus** one year of satisfactory work experience², or
3. A minimum of two years of college or technical school, earning at least 60 credit hours¹, **plus** two years of satisfactory work experience², or
4. A high school diploma, or equivalent¹, **plus** a minimum of three years of satisfactory work experience², or
5. Five years of satisfactory work experience².

How is the work experience verified?

You complete form(s) describing the amount and range of your work experience, then send the form(s) to your former and/or present employer(s); these persons are called **RESPONDENTS**. After the Respondent(s) review the information you provide to them and complete their section of the form(s), they forward the form(s) directly to ACI for verification. ACI reviews/researches the information, including contacting the Respondent to verify that:

1. During the time period submitted, your employer/business worked on reinforced concrete construction projects.
2. The Respondent was in a position to have knowledge of your amount and range of reinforced concrete construction inspection-related work experience.
3. The form as received by ACI from the Respondent is accurate.

What documents do I need?

You need the **ACI Concrete Construction Special Inspector—Education/Work Experience Form**, *this Certification Candidate Information* sheet, and the INFORMATION FOR RESPONDENT

What do I do with the forms?

Education/Work Experience Form: Complete Sections A and B of the form and send with a copy of the INFORMATION FOR RESPONDENT to the Respondent. Send one set of these documents to as many Respondents as needed to prove the amount of work experience needed based on the amount of education you are submitting. **The Respondent completes Section C and returns the form directly to ACI in a sealed envelope.** Forms received directly from you (Applicant) may be invalidated and require resubmission.

¹ Copies of documents substantiating education requisites such as diplomas, certificates, and transcripts are required to be secured by you and submitted to ACI along with the Education/Work Experience Form for review and verification.

² Work experience must include decision-making responsibility and authority; verification of compliance with plans, specifications and codes; evaluation of concrete construction in the field; documentation and reporting of inspection results. Work experience must also include time spent inspecting the following areas of concrete construction in the field: formwork installation, reinforcements, embedments; sampling and testing of freshly mixed concrete; conveying, placing, consolidating, finishing, jointing; curing, protection, and formwork removal.

**ACI Concrete Construction Special Inspector Certification Program
INFORMATION FOR RESPONDENT**

A Candidate for ACI Concrete Construction Special Inspector Certification has requested that you review the accompanying form describing the Candidate's amount and range of reinforced concrete construction inspection-related work experience, complete the form, and send it directly to ACI.

WHAT THIS MEANS: An individual who wishes to be certified as an ACI Concrete Construction Special Inspector must describe their experience on an ACI form. For certification as an ACI Concrete Construction Special Inspector, the statements made on this form must be corroborated or modified by a Respondent and submitted to ACI for review and verification. You have been selected as a Respondent because you have been identified as an individual having personal knowledge regarding the Candidate's work history.

COMPLETING THE FORM

Education/Work Experience Form

This form is used to indicate the candidate's previous work experience. Sections A and B should be already completed by the Candidate. You are being asked to review the form and complete Section C.

Note that, in Section B, Item 6, the percentage that is entered should reflect actual circumstances as closely as possible. This number is based on the idea that 100% is equal to 40 hours per week working solely on concrete inspection-related work. Lower percentages would apply if the average work week (over the time period in Section B, Item 5) was less than 40 hours; or, the candidate had divided job responsibilities between concrete inspection and non-concrete inspection-related work. Time-off during the period will lower the percentage. Overtime will increase the percentage. It is possible for the percentage to be either lower or higher than 100%.

Example: A candidate who had a mathematically averaged work week of 50 hours and who worked totally on concrete inspection would be given a rating of 125%. If the same candidate worked one half of his or her time on concrete inspection, the rating would be 63% (one-half of 125%).

If you feel the percentage given is not accurate in your judgment, or if any other information is deficient, please cross it out and write in your correction. Candidates are not penalized for having forms with information that has been modified by the Respondent, unless it is determined that intentional deception is involved.

**All information must be complete and legible – the supplied information must be adequate
for ACI to contact you to verify the information provided on the form**

DO NOT return the form to the Candidate!

Return the completed form directly to the American Concrete Institute in a sealed envelope to:

American Concrete Institute
Certification Processing
38800 Country Club Drive
Farmington Hills, MI 48331

**If you need any clarification regarding this process,
please contact the ACI Certification Department at (248) 848-3790**