

**ACI Concrete Construction Special Inspector
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 education and/or work experience.

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 construction*, **plus** six months satisfactory work experience[†], or
2. A B.S. degree in an engineering program*, **plus** one year of satisfactory work experience[†], or
3. A minimum of two years of college or technical school, earning at least 60 credit hours*, **plus** two years of satisfactory work experience[†], or
4. A high school diploma, or equivalent*, **plus** a minimum of three years of satisfactory work experience[†], or
5. Five years of satisfactory work experience[†].

* *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 Work Experience Form for review and verification.*

[†] *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 in 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.*

How is this work experience verified?

The work experience is verified by your former and/or present employer(s); these persons are called **RESPONDENTS**.

What forms do I need?

You need the **ACI Concrete Construction Special Inspector—Work Experience Form**.

What do I do with the forms?

Work Experience Form: Complete Sections A and B of the work experience form and send to the respondent. Send one package of these forms to as many respondents as needed to prove the amount of work experience that applies to your particular situation as described above. The respondent completes Section C and returns it to the American Concrete Institute in a sealed envelope.

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

You are asked by a candidate for ACI Certification to be a respondent in order to verify information concerning the candidate's work experience and are asked to complete, sign, and return the Work Experience Form.

WHAT THIS MEANS: An individual who wishes to be certified as a Concrete Construction Special Inspector must submit a Work Experience Form. For certification as a Concrete Construction Special Inspector, the statements made on this form must be verified by a respondent. You have been selected as a respondent because you are in a position to verify the part of the candidate's work history with which you are familiar.

COMPLETING THE FORMS

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 complete Section C and sign the form.

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 intentional deception is involved.

Please return the form(s) promptly to the American Concrete Institute in a sealed envelope.

Mail forms to: 38800 Country Club Drive, Farmington Hills, MI 48331.

If any questions or uncertainties arise regarding the meaning of these instructions, please contact the ACI Certification Department at (248) 848-3790.