

Brought to you by:



**Concrete
Flatwork Associate &
Advanced Concrete
Flatwork Finisher
Certification**
Information for
Exam Registrant

**November 18, 2020
7:00 AM**

**Holiday Inn Wilkes Barre - East Mountain
600 Wildflower Drive
Wilkes-Barre, PA 18702**

Concrete Flatwork Associate & Advanced Concrete Flatwork Finisher

A Concrete Flatwork Associate (*formerly Concrete Flatwork Technician*) is a person who has demonstrated knowledge (via a written examination) on proper procedures to place, consolidate, finish, edge, joint, cure and protect concrete flatwork.

An Advanced Concrete Flatwork Finisher (*formerly Concrete Flatwork Finisher and Technician*) is a craftsman who has demonstrated the knowledge AND skills and/or experience necessary to place, consolidate, finish, edge, joint, cure and protect concrete flatwork.

Scope and Knowledge

The primary technical resource for these programs is ACI "Concrete Craftsman Series" CCS-1, Slabs on Ground. These programs require the demonstration of knowledge and/or hands-on skills in the following areas of concrete construction and as listed on the Job Task Analysis (JTA):

- Planning for slab-on-ground placement
- Concrete materials, mixture proportioning, and control tests
- Preparation before placing concrete
- Floor flatness and levelness
- Placing equipment
- Finishing tools and equipment
- Procedures for finishing slabs-on-ground
- Jointing
- Curing and protection of concrete
- Finishing problems and possible solutions

Certification Requirements

For Concrete Flatwork Associate:

ACI will grant certification to those candidates who obtain a passing grade on the written examination.

The two-hour written examination is closed-book and consists of approximately 50 multiple-choice questions. The passing grade for the written examination is 70%. The written examination may be conducted orally upon request. Please contact Kallie Kline at 717.234.2603 or by email at kallie@pacaweb.org to make arrangements for an oral examination.

Recertification is necessary every five years and requires successful completion of a written examination OR 10 hours documented continuing education from an approved source. Individuals with Concrete Flatwork Associate certification can upgrade to Advanced Finisher status upon submittal and approval of sufficient work experience or combination of sufficient work experience and passing the ACI performance examination. Certification at the Advanced Finisher level is valid for the remainder of the original Associate certification period.

For Advanced Concrete Flatwork Finisher:

ACI will grant certification to those candidates who obtain a passing grade on the written examination PLUS either:

- Possess 1,500 hours of actual on-the-job finishing* experience

(approximately one year of regular full-time work) AND successfully complete the performance examination**, OR

- Possess 4,500 hours of actual on-the-job finishing* experience (approximately three years of regular full-time work)

Recertification is necessary every five years and requires successful completion of either a written examination, or a combination of 10 hours documented continuing education from an approved source and 4500 hours of verified continuing work experience attained within the previous 5 years.

*Finishing experience includes concrete placement, consolidation, jointing, curing and protection, finishing, form setting, prep work, rubbing, patching, and saw cutting. **Verification of the work experience by the candidate's employer(s) is required.**

Class Schedule

6:45 AM - Arrive at Hotel

7:00 AM - Full Review of Materials followed by written exam

COVID Protocols

For your safety and the safety of others, all attendees and staff will be required to:

- wear a mask or face shield throughout the exam
- have a temperature check upon arrival at the facility
- complete a COVID-19 exposure checklist
- **return a waiver form to Kallie Kline via email at least three (3) business days prior to your exam date.**

What To Bring

- ACI Flatwork Finisher/Technician Workbook
- Two #2 pencils
- One simple function calculator (The use of programmable calculators during exams is prohibited)
- Notebook or note paper
- Cell phones/Smartphones must be turned off and not accessible for the duration of the exam
- **Completed work verification forms (more information follows on these forms) in a sealed envelope**

Work Experience

Emailed to you were work experience affidavits, along with instructions on how to complete them. **Please review all the instructions as they apply and bring all necessary paperwork with you to the exam in a SEALED envelope.**

Attendee Policies

- We reserve the right to dismiss any registrant for disruptive behavior toward the instructor and/or other participants. Registrants dismissed for disruptive behavior are not eligible for a refund of their registration fee and will be reported to their employer.

- The registrant of this certification voluntarily assumes the risk of injury to themselves which may result from the training, testing or demonstration and releases and discharges PACA, the facility providing the training, testing or demonstration site and the provider of the training, testing or demonstration from all claims or liability by participant resulting therefrom.

Cancellation / Transfer Policies

- There will be a \$150.00 fee charged for cancellations received 5 days or more prior to the exam date.
- No refunds for cancellation notices received less than 4 days prior to the exam date.
- No refunds will be honored for failure to attend an exam date for full certifications and retests.
- Substitutions are accepted within the same scheduled exam date.

Certification Policies / Information

Per the American Concrete Institute (ACI), certification is unique to the individual who participates in, and passes, both the written and performance exam - REGARDLESS OF WHO PAYS FOR THE EXAM.

The certification number assigned and certification card distributed belong SOLELY to the individual who presents their photo ID, upon their successful passing of both exams. A company or other individual may not claim this certification in any way.

To verify a certification, visit:

<http://www.concrete.org/Certification/VerifyACertification.aspx?d=Ask>

Answers to the following questions are available on ACI's website: <http://www.concrete.org/Certification/CertificationFAQs.aspx>

- Replacing a lost/damaged certification card
- What to do if a certification card has not been received
- Are you certified? - see link above
- Length of time it will take to receive exam results
- What to do if you fail either the written and/or the performance exam
- Information on your ID number
- Your certification expiration date

**For more information, contact the
American Concrete Institute at
(248) 848-3790.**

**For questions regarding your exam date/location,
please contact: Kallie Kline
PACA's Director of Member Services
Email: kallie@pacaweb.org**