

BEFORE the exam

DURING the exam

AFTER the exam

Preparing for the Exam:

- Review the entire ACI workbook (included in your registration fee)
- Complete all study questions at the end of each chapter
- Instructors suggest doing the first two above at least 2-3 times
- Practicing the methods in the performance exam is highly recommended

Additional Review:

- A review video link will be provided to each registrant
- Complete the practice test (a bonus included in your fee) and bring it with you the day of your exam

Registration Process:

- Complete the online registration form to secure your seat
- Register as EARLY as possible as class size is limited
- Allow plenty of time to study, so the earlier you register, the better
- Registration closes 3 business days prior to exam date - exact closure dates are listed on the PACA website
- Keep a copy of registration confirmation for your records
- **If you are not the attendee, please be sure to forward a copy of the email confirmation with video link to the person taking the exam**
- Workbooks will be shipped via FedEx within 7-10 days after paying your full registration fee

Arrival at Exam Site:

- You will be asked to present a photo ID/driver's license

Schedule:

Day One - Report to the **WRITTEN EXAM LOCATION** as follows:

7:30 AM - Registration

8:00 AM - Full review of materials

Noon - Lunch (provided)

1:00 PM - One-hour timed written exam

After exam: Practice session for performance exam - held at the discretion of the instructor.

Day Two - **PERFORMANCE EXAM:**

Each person will be assigned a time to return on Day Two for the performance exam at its scheduled location. Start time is at the discretion of the instructor. Please note that lunch is not provided on Day Two.

Items to be Brought with You to the Exam:

- Photo ID or driver's license
- ACI Concrete Field Testing Technician - Grade I workbook
- Completed practice exam
- A simple function calculator
- Note paper
- Safety glasses, hard hat, gloves and steel toe boots
- Two #2 pencils

*Cell phones must be turned off and are prohibited during exam

Role of PACA & our Instructors

- Simply to administer and proctor exam
- We DO NOT score the exam, distribute certificates or cards - ACI main headquarters in Michigan handles these procedures

To Verify Pass / Fail of Exams

- Allow 2-4 weeks for ACI to process and score exams
- Visit ACI's website at <https://concrete.org/certification/verifyacertification.aspx?d=Ask>
- OR, download ACI's verify certification app - <https://apps.apple.com/us/app/aci-certification-verify/id1467421101?ls=1>

So, You Passed, Now What?

- Per ACI, the certification is unique to the person who took the exam and DOES NOT belong to the company who paid for it
- Certification records including certificate, wallet card, and certification ID will be provided only to the examinee. It is the examinee's responsibility to provide this information to their employer.
- Recertification is necessary every 5 years and requires successful completion of both the written and performance exam again

Unfortunately You Failed Either the Written and/or the Performance Exam, Now What?

- ACI allows one year from the original date to retake these exam(s) and you may retake them as many times as you need to in that year timeframe. Should you not retake the exam you failed within one year, you will need to start all over again.
- PACA offers retest options, so please check our website for information

NOTE: while ACI has provided all measurements & calculations in both standard US & metric versions, you only need to study the standard US format.