

## BEFORE the exam

## DURING the exam

## AFTER the exam

### Preparing for the Exam:

- Review the entire ACI workbook (included in the 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

### Bonus Material Included With Registration Fee:

- A review video link will be provided to each registrant via their registration confirmation email
- The confirmation email also includes the ASTM standards to review
- The registrant will receive a bonus practice test both in hardcopy form with their study materials and in a .pdf form found in the same link as the above

### Registration Process:

- Complete the online registration form to secure a seat
- Register as EARLY as possible as class size is limited
- The examinee will need plenty of study time so early registration is highly suggested
- Registration closes approximately 5 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

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

### Arrival at Exam Site:

- The examinee will be asked to present a photo ID/driver's license
- The examinee will be asked to sign a form used to authorize the release of his/her exam scores and certification status directly to a third party other than themselves, such as their employer.

### 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
- They 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 number will be provided by ACI ONLY to the person who took the exam. It is his/her responsibility to provide that information to their employer, unless the information release authorization was signed
- 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 the exam(s) and the examinee may retake them as many times as needed in that year timeframe. Should the examinee not retake the failed exam within one year, he/she will need to take all exams again
- PACA offers retest options, so please check our website for information.