

POLICIES



CANCELLATIONS

For cancellations received 14 days or more before exam date:

All registration fees, minus the cost of the workbook (\$115) already received, will be refunded. Retest cancellations are subject to a \$115 refund.

For cancellations received less than 14 days before exam date:

All registration fees, minus a cancellation fee of \$130, will be refunded. Retest cancellations are subject to an \$80 cancellation fee.

Failure to attend an exam without making a notice of cancellation:

No refunds will be provided for no shows.

Cancellation requests must be provided in writing by email to kallie@pacaweb.org.

Telephone requests cannot be accepted.

Substitutions are always welcome **WITHIN THE SAME EXAM DATE** and should be requested in writing at kallie@pacaweb.org.

Once shipped, workbooks become the sole possession of the payee/attendee and may not be returned to PACA for a refund.

TRANSFERS

Transferring from one exam date to another:

Transfer from one exam date to another are subject to a \$75 transfer fee and are based on availability in new date.

Fee must be paid via credit card at time of invoicing.

Transfer requests must be submitted in writing to kallie@pacaweb.org.

Transfers from one exam year to another are prohibited.

If you cannot make your exam in the current year, you will be issued a refund based on the refund policy.

ATTENDEES

PACA reserves 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.

Registrants with a disability or requiring special accommodations should email Kallie Kline at kallie@pacaweb.org to request assistance at least ONE (1) week prior to the exam date.

PACA reserves the right to charge appropriate registration fees based on membership status, late date registration, cancellation and transfer policies.

PACA is not responsible for an exam failure based on lack of study time or preparation by registrant.

PACA reserves the right to cancel or reschedule exams or to assign attendees to a different exam in order to comply with COVID-19 related orders, directives or guidance, or in the event that it deems such changes necessary for the protection or best interest of its attendees.

CONTACT INFO

Contact ACI to:

Replace a lost/damaged certification card

Verify if you are certified

Request your certification number

Ascertain your certification expiration date

Contact PACA to:

Schedule your retest if you fail an exam

Ask a question regarding an exam location

Request a cancellation or transfer

Find out information on other PACA certifications offered



If you have any additional questions regarding registration, please contact PACA's Director of Member Services, Kallie Kline, at kallie@pacaweb.org.



AMERICAN CONCRETE INSTITUTE
**CONCRETE FIELD
TESTING TECHNICIAN
GRADE I CERTIFICATION EXAM**

Fall Registration Information



The following pages provide important information on the exam criteria, exam locations, exam materials and more.

This program is intended as a review in preparation for certification testing.
It is not for instructional purposes.

Please review this brochure carefully and completely

to help you prepare for your exam, review testing procedures and a list of items to bring to the exam, plus, how to verify your certification after the exam.

Test Procedures:

ASTM test procedures covered include:

- C1064/C1064M—Temperature of Freshly Mixed Hydraulic-Cement Concrete
- C172/C172M—Sampling Freshly Mixed Concrete
- C143/C143M—Slump of Hydraulic-Cement Concrete
- C138/C138M—Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete
- C231/C231M—Air Content of Freshly Mixed Concrete by the Pressure Method
- C173/C173M—Air Content of Freshly Mixed Concrete by the Volumetric Method
- C31/C31M—Making and Curing Concrete Test Specimens in the Field



Written Exam

Timed one-hour exam, closed book, 55 multiple-choice questions, 5 to 10 questions on each ASTM test methods/practices.

Performance Exam

Closed book, requiring actual demonstration of 6 of the required test methods/practices, plus a verbal description of practice C172/C172M (sampling).

To Pass

Written exam - at least 60% correct for each of the test methods/practices AND a minimum score of 70%. Performance exam - ability to perform and/or describe all the required steps for each method.



Pennsylvania Aggregates & Concrete Association
Headquarters Location (NOT A TEST SITE)
2040 Linglestown Rd., Suite 204
Harrisburg, PA 17110

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

Contact the Kallie Kline at kallie@pacaweb.org to:

- Request to have your written exam conducted orally
- Request options for any disabilities during the performance exam

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:

- You will be asked a series of COVID-19 protocol questions
- 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:

- For your safety and the safety of others, all attendees will be required to wear a mask or face shield throughout 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

*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
- Certificates and certification cards are distributed SOLELY to the examinee only
- Recertification is necessary every 5 years and requires successful completion of both the written and performance exam again

Unfortunately You Failed a Portion of the Exam, Now What?

- ACI allows one year from the original date to retake the exam(s) and you may retake them as many times as you need to in that year timeframe
- PACA offers retest options, so please check our website for information

Questions on exam content?

Contact PACA's Director of Concrete Promotion & Certifications, Ken Crank, at ken@pacaweb.org



REGISTERING FOR YOUR EXAM

Membership in ACI DOES NOT apply to the member / non-member rate. The registrant's **COMPANY** must be a member of the Pennsylvania Aggregates & Concrete Association for member rate to apply.

Our new online registration recognizes the status of membership based on the name of the company through which you register.

PACA reserves the right to charge the appropriate registration fee based on membership status and/or date of registration receipt.

Cancellation and transfer fees / policies will be strictly enforced.

Payment may be made by:

- Check made payable to PACA
- Visa, MC, Discover or American Express
- Electronic check (works like an ACH credit)

Registration will automatically close three business days prior to the starting exam date.

Closure dates are listed on the PACA website.

If you attempt to register a certain amount of people and the system will not allow you to enter that number, this means that there are not enough seats left to accommodate that amount of people. You will either need to adjust your number to the remaining seats or choose another date/location.

Covid-19 Protocols

- All attendees are requested to self-assess their health prior to arriving at the exam site.
- All attendees will have their temperatures taken upon arrival at the exam site and will be required to complete a COVID-related questionnaire, which will be signed and returned to the PACA registration desk. Those having a temperature above the recommended CDC guideline will be asked to leave the exam site promptly.
- Individuals who self-certify they are fully vaccinated (i.e., at least two weeks have passed since their final vaccine dose) are NOT REQUIRED to wear a mask or face shield throughout the entire exam.
- Individuals who are required to wear a mask but refuse will be asked to leave the exam site.
- Social distancing will be observed, as appropriate, onsite
- Host facilities may require additional restrictions over and above the PACA COVID-19 Protocols.
- If at any time you are uncomfortable during the exam, please see our instructor privately onsite.



Using PACA's New Online Registration System

1. Click the registration link for the date you wish to take the exam.
2. Review the opening registration page, including:
 - The date / location of the exam
 - The registration rate options available
 - **BUST MOST IMPORTANTLY:** the "Related Website" link - this is where you will find your specific date information, your practice test and where you review the COVID waiver form
3. Click the REGISTER button
4. If you are registering on behalf of someone else, please put YOUR CONTACT information into the Registration Contact fields.
5. Select the number of attendees per registration fee category.
6. Complete contact information for each registrant, including where to ship their study materials (if applicable).
7. Be sure to click the COVID waiver agreement or your registration will not go through - you may review the complete document on the "related website" link.
8. Enter your payment information to complete your registration. An email confirmation will be sent after you register.

An applicant's seat is guaranteed at time of registration via our online system.

Study materials will ship within 7-10 business days after full payment of the registration fee is made. For late registrations, study materials will ship within 1-3 days.

Registration closes 3 business days prior to the exam date.

Late registration fee applies 14 days prior to exam date.

It is a good idea to register early as each exam date attendance is limited.

PACA strictly adheres to the policies and protocols of the CDC, the Pennsylvania Governor's office and the Pennsylvania Department of Health.

Current exam protocols are subject to change based on changes to guidances provided by the above.

CONTACT INFO



Email: n/a



kallie@pacaweb.org

<https://www.concrete.org>



<https://www.pacaweb.org/certification-exams>

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