



AMERICAN CONCRETE INSTITUTE

CONCRETE FIELD TESTING TECHNICIAN

GRADE I CERTIFICATION EXAM

Spring
2024 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 of the six required test methods.



Brought to you by:
Pennsylvania Aggregates & Concrete Association

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 a Portion of the 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



REGISTERING FOR YOUR EXAM

Using PACA's Online Registration System

1. Click the registration link for the date/location you wish to attend.
2. Review the opening registration page.
 - The date and location of the exam
 - The registration rate levels available
3. If your company is a PACA member, you will need to use your login credentials to receive the member rate.
4. Click the REGISTER HERE button.

REGISTRATION CONTACT PAGE

1. If you are registering on behalf of someone else, please put YOUR CONTACT INFORMATION into the REGISTRATION CONTACT fields & hit next.
2. PLEASE PUT THE COMPANY ADDRESS in the address fields, not the examinee's home address.

SELECT ITEMS PAGE

Select the number of attendees you are registering for under the appropriate rate category under quantity & hit next.

ATTENDEES PAGE

1. If you have login credentials and your attendee has been registered for a past PACA event, you can choose their name from a drop down menu.
2. If you do not login OR the person is new, please enter their contact information.
3. PLEASE NOTE: if the registration contact person and the attendees are different people, the system autofills the registration contact as the first attendee. Please be sure to change this by deleting out and re-entering the correct information.
4. Under the address fields, please list the exact address where you would like their study materials shipped via FedEx. NO PO BOX ADDRESSES PLEASE. FedEx does not ship to PO boxes.
5. You must check both the COVID-19 waiver box AND the ASTM acknowledgement box for each attendee before you can continue to payment.
6. Hit next.

PAYMENT

1. Enter your credit card information - please be sure that the address you are providing in these fields MATCHES the address where the actual CREDIT BILL IS ISSUED - the billing address - otherwise, the payment will be declined and the attendee(s) are not registered.
2. An email confirmation will be sent to the REGISTRATION CONTACT and the attendee if email addresses were provided for both.

Discounted rates are available for this event/exam if your COMPANY is a member of the Pennsylvania Aggregates and Concrete Association.

Membership in ACI DOES NOT apply to the member / non-member rate.

If your company IS a PACA member, you will need to establish a member login profile to receive the member rate. Contact Tricia Lingenfield at tricia@pacaweb.org to do so.

The Commonwealth or Municipal Employee rate ONLY applies to those who are employed directly by the state or municipal government.

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

Cancellation and transfer fees / policies will be strictly enforced.

Payment may be made by:

- Visa, MC, Discover or American Express

Registration closure dates for each exam 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.

An attendee's seat is NOT GUARANTEED until full payment is made.

Study materials will not ship until full payment is made.

Study materials will ship within 7-10 business days after full payment is made.

For late registrations, study materials will ship within 1-3 business days.

Late registration fees applies 14 days prior to the exam start date.

Attendance per exam location is limited. We recommend registering as early as possible as exams fill quickly.

I'VE REGISTERED - WHAT NOW?



The Registration Contact Person Will Receive:

A confirmation email including the following information:

- A link to a content review video
- A .pdf copy of a practice test
- Pdf copies of the appropriate ASTM standards

As the registration contact person, if you did not include a separate email address for the actual exam attendee, THEY WILL NOT receive access to the video review link or ASTM standards. You will need to forward the email to your attendee or provide he/she with access to the video, etc.



The Exam Attendee Will Receive:

Via Federal Express, an exam attendee will receive: (WHEN TAKING THE FULL EXAM - both the written and performance portions)

- A study workbook
- A hardcopy of the practice test
- A brochure with the exam location(s), time to report, list of items to bring, etc.

IF THEY DID NOT RECEIVE THE EMAIL CONFIRMATION - they will NOT receive a link to the review video or access to the ASTM standards.

For Written or Performance Retests

For those who have failed their written within the last year

- No additional study materials will be shipped to them.
- They will be able to access the video link and the practice exam via the confirmation email ONLY.
- Additional copies of the books are available for purchase.

For those who have failed the performance test within the last year:

- No additional study materials will be shipped to them.
- They are asked to appear at the performance exam location by 7:30 AM on the second date of the two-day schedule.



Checklist - The exam attendee should bring the following to their test:

Those who do not retake their failed exams within one year of the original date they took their test will need to redo both the written and performance portions to become certified.



Safety glasses



Gloves



Boots (preferably steel toes)



Hard hat



Cell phones / smartphones must be turned off and not accessible for the duration of the exam.



Driver's License or other form of photo ID



ACI Concrete Field Testing Technician - Grade I Workbook



Two #2 pencils



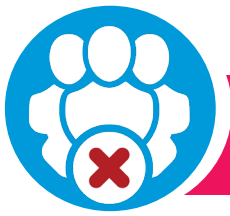
One simple function calculator. The use of programmable calculators during exam is prohibited



Notebook or note paper



Your completed practice exam



Cancellations

FOR CANCELLATIONS RECEIVED 14 DAYS OR MORE BEFORE EXAM DATE:

All registration fees, minus the cost of the workbook/shipping (\$135) already received, will be refunded. Retest cancellations are subject to a \$100 refund.

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.

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.

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.

Transfers/Substitutions

TRANSFERRING FROM ONE EXAM DATE TO ANOTHER:

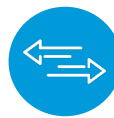
Transferring from one exam date to another within ten (10) days of your original exam date may be subject to a \$100 transfer fee and is based on availability of seats in your requested date.

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

It is the responsibility of either the company representative or the substitute examinee to obtain a copy of the book from the original examinee or to purchase a replacement book. A new book will not be shipped to a substitute.

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.



Substitutions are always welcome **WITHIN THE SAME EXAM DATE** and should be requested in writing to tricia@pacaweb.org. New books are not shipped to the new examinee. If another copy of the book needs to be purchased, please email kallie@pacaweb.org.



Policies

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



Who to contact?



Contact Person: Tricia Lingenfield

- If you have questions regarding registering for an exam or need to set up a log in password to receive the PACA member rate
- If you need special accommodations to complete your exam
- If you need to make a substitution for the exam attendee
- If you need to schedule a retest
- If you need information on additional exams offered by the Association

Contact Person: Kallie Kline

- If you need to cancel or transfer to another exam date
- If you need to purchase an additional copy of the book or study materials
- If you questions regarding payment or anything financially related

Contact Person: Ken Crank, Instructor

- If you have specific questions regarding exam content
- If you are having issues finding the exam site the day of your exam.

Who is PACA?

The Pennsylvania Aggregates & Concrete Association, based in Harrisburg, PA, is the leading voice for the crushed stone, ready mixed concrete, sand and gravel, and cement industries' community. PACA safeguards these industries from common threats, expands market opportunities, trains a productive workforce, educates and communicates the value of construction materials to the Commonwealth, and serves as the gathering for industry stakeholders.



Contact: Certification Department

- If you need to replace a lost or damaged certification certificate or card
- To verify if you are certified
- Request your certification number
- Ascertain your certification expiration date
- To learn the specific areas of the exam that you may have failed



How?



248.848.3790



Contact Person: Tricia Lingenfield
PACA's Administrative Assistant
tricia@pacaweb.org
Office: 717-234-2603

Contact Person: Kallie Kline
PACA's Director of Member Services
Preferred: kallie@pacaweb.org
Office: 717-234-2603

Contact Person: Ken Crank
PACA's Director of Concrete Promotion & Certifications
ken@pacaweb.org
Cell: 717-468-0259