

## Reinforced Concrete Special Inspector Applicant Information

### What do I need to do to be certified as a Reinforced Concrete Special Inspector?

You need to successfully complete an objective examination (contact the International Code Council [ICC] for this information), hold a current valid certification as an ACI Concrete Field Testing Technician—Grade I, and meet education and/or work experience requirements.

### How much education and/or work experience do I need for certification?

You must meet one of the three following criteria:

1. Two years of verified college or technical school (copy of diploma or transcript required) **and** two years of verified work experience in reinforced concrete construction inspection.
2. High school or equivalent graduate (copy of diploma or certificate required) **and** 3 years of verified work experience in reinforced concrete construction inspection.
3. Five years of verified work experience in reinforced concrete construction inspection.

*Note: Work experience during this time period must include: decision-making responsibility and authority; verification of compliance with plans, specifications and codes; evaluation of reinforced concrete construction in the field; documentation and reporting of inspection results. Inspection experience must include the following: formwork installation, reinforcements, embedments; sampling and testing of freshly mixed concrete; conveying, placing, consolidating, finishing, and jointing; curing protection, and formwork removal.*

### How is this work experience verified?

You complete the form(s) and submit them to your present and/or former employer(s), called **RESPONDENTS**. Each respondent will comment and/or verify the information.

### What forms do I need?

You need the **Education/Work Experience Form** and the INFORMATION FOR RESPONDENT sheet, and the payment information form.

### What do I do with the forms?

**Education/Work Experience Form and INFORMATION FOR RESPONDENT sheet** — Complete Sections A and B of the **Education/Work Experience Form** and send to the respondent along with the INFORMATION FOR RESPONDENT. Send one package of these forms to as many respondents as needed to prove the amount of work experience that applies to your particular situation as described above. Each respondent completes Section C and returns the form to you in a sealed envelope.

Send the sealed envelope(s), copies of your transcript(s) or diploma(s) if applicable, payment in the amount of \$70.00 U.S. (personal check, cashier's check, Visa, MasterCard, or AMEX), and your completed payment information sheet by traceable mail (certified, registered, UPS, etc.) to:

ACI Certification Department  
Attn: Exam Processing  
38800 Country Club Drive  
Farmington Hills, MI 48331  
(248) 848-3790

### What happens next?

ACI will evaluate the form(s) and notify you of the results of the evaluation within 60 days of the receipt of the information; we will send a copy of these results to the ICC responsible for processing your certification.

**Reinforced Concrete Special Inspector Certification Program  
INFORMATION FOR RESPONDENT**

**You are asked by an applicant for certification to be a respondent in order to verify information concerning the applicant's work experience and are asked to complete, sign, and return an Education/Work Experience Form.**

WHAT THIS MEANS: An individual who wishes to apply for certification as a Reinforced Concrete Special Inspector must submit an **Education/Work Experience Form**. For certification as a Reinforced Concrete Special Inspector, the statements made on this form, or affidavit, must be verified by a respondent. You have been selected as a respondent because you are in a position to verify the part of the applicant's work history with which you are familiar.

**COMPLETING THE FORMS**

**Education/Work Experience Form**

This form is used to indicate the applicant's previous work experience. Sections A and B should be already completed by the applicant. You are being asked to complete Section C and sign the form.

Note that in Section B, Item 5, the percentage that is entered should reflect actual circumstances as closely as possible. This number is based on the idea that 100% is equal to 40 hours per week working solely on concrete inspection-related work. Lower percentages would apply if the average work week (over the time period in Section B, Item 4) was less than 40 hours; or, the applicant had divided job responsibilities between concrete inspection and non-concrete inspection related work. Time-off during the period will lower the percentage. Overtime will increase the percentage. It is possible for the percentage to be higher than 100%.

*Example:* An applicant who had a mathematically averaged work week of 50 hours and who worked totally on concrete inspection would be given a rating of 125%. If the same applicant worked one half of their time on concrete inspection the rating would be 63% (one-half of 125%).

If you feel the percentage given is not accurate in your judgment, or if any other information is deficient, please cross it out and write in your correction. Applicants are in no way penalized for having forms with information that has been modified by the respondent, unless intentional deception is involved.

**Please return the form(s) promptly to the applicant in a sealed envelope.**

If any questions or uncertainties arise regarding the meaning of these instructions, please contact the ACI Certification Department at (248) 848-3790. Thank you for your cooperation.

**INSTRUCTIONS**

The applicant must complete both Sections A and B of this form and then forward the form to the respondent (past and/or former employers), who use Section C to verify the statements made in Section B. **Photocopy form as necessary.**

**SECTION A - to be completed by the applicant**

1. Name of Applicant \_\_\_\_\_ Social Security No. \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Present Employer \_\_\_\_\_ Employer Phone \_\_\_\_\_

2.  Photocopy of front and back of current valid ACI Concrete Field Testing Technician — Grade I wallet card attached.

**3. EDUCATIONAL BACKGROUND**

Name of Institution	City & State	Degree Received or Credit Hours	Dates of Attendance
High School			
College/Technical School			

Attach a copy of your diploma, transcript, or other proof of education.

Diploma or documentation enclosed

Diploma or documentation not enclosed; will be sent later. Please process this application pending receipt.

***If you do not attach verification of your educational background, your application will be held until verification is received.***

**SECTION B - to be completed by the applicant**

4. Employer (during time period in question) \_\_\_\_\_  
 Name of Respondent \_\_\_\_\_ Title (during time period in question) \_\_\_\_\_  
 Employer Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

5. Term of working relations between applicant & respondent: From \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_  
month & year                      month & year                      Net # of months

During this time period, the relationship of the respondent to the applicant was:

Supervisor     Employer     Other. Please explain \_\_\_\_\_

6. Percentage of total time of employment in the time period listed in #5 above that was spent in concrete inspection related work:

List percentage here \_\_\_\_\_% Note: 100% means you worked strictly as a full-time employee (40 hours) with concrete inspection-related work as your only responsibility. Less than 100% means your weekly time spent in concrete inspection related work, averaged over your period of employment, was less than 40 hours. This condition would exist if you had divided responsibility between concrete inspection & non-concrete inspection related work; or, you worked solely on concrete inspection work, but less than full time OR not steadily during the time period.

7. List the percentage of time spent on the following areas of concrete inspection (Total MUST equal the percentage given in #6 above):

\_\_\_\_\_ % Formwork installation, reinforcements, embedments

\_\_\_\_\_ % Sampling and testing of freshly mixed concrete

\_\_\_\_\_ % Conveying, placing, consolidating, finishing, jointing

\_\_\_\_\_ % Curing, protection, formwork removal

\_\_\_\_\_ % TOTAL

**SECTION B - continued**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 8. In this time period, my work experience included:         | Yes                      | No                       |
| Decision making responsibility and authority                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Verification of compliance with plans, specifications, codes | <input type="checkbox"/> | <input type="checkbox"/> |
| Evaluation of reinforced concrete construction in the field  | <input type="checkbox"/> | <input type="checkbox"/> |
| Documentation and reporting of inspection results            | <input type="checkbox"/> | <input type="checkbox"/> |

Applicant signs below

I authorize those whom I have given as references to furnish to the American Concrete Institute or its agents information concerning my work experience and other background relevant to the stated requirements of the Reinforced Concrete Special Inspector certification program. I agree to release and hold harmless any individual, company or institution, including the American Concrete Institute, and any persons connected therewith from liability imposed by law in furnishing such information.

I understand that untruths or misrepresentation contained here-in constitute grounds for denial of certification.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**SECTION C - to be completed by the respondent**

**To the respondent:** Please examine all of the information provided by the applicant in Section B. You are being asked to verify work experience in order for this applicant to meet qualifications for certification as a Reinforced Concrete Special Inspector. Please note that the disclaimer signed by the applicant in Section B above releases you from civil liability in regard to statements, provided to the best of your knowledge, about the applicant, and establishes that the applicant is freely requesting that you provide this information.

1. The information provided in Section B is:
- correct as stated.                       correct as modified.

Take note of stated dates and time periods, job responsibilities, etc., and correct any and all inconsistencies and ambiguities by writing in corrections in Section B.

2. In the time period listed in Section B, #5, I would characterize the applicant's job performance as:
- Satisfactory                       Unsatisfactory                       No Opinion

**NOTE:** If any box other than "satisfactory" is checked, explain reasons in detail below.

3. Comments \_\_\_\_\_  
\_\_\_\_\_

Respondent signs below:

I have honestly evaluated the information being submitted on this form by the applicant. I have supplied whatever modifications may have been necessary to make all statements here-in conform to the truth, to the best of my knowledge. I submit this form in the belief that it contains no misrepresentations whatsoever.

\_\_\_\_\_  
Signature of Respondent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Present Employer

\_\_\_\_\_  
Employer Telephone

**IMPORTANT NOTE TO RESPONDENT:**

The applicant should not see this form after you have completed Section C.  
**Return the completed form to the applicant in a sealed envelope.**

## Payment Information

### Reinforced Concrete Special Inspector Education/Work Experience Evaluation

**Personal Data** - Please print clearly

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ ACI Certification ID Number **OR** Last 4 Digits SSN \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

Email \_\_\_\_\_

**Method of payment** - Select one and provide all info; checks must be in U.S. funds, drawn on a U.S. Bank. Checks are to be made payable to "ACI" for \$70.00

Check

Personal Check  Cashier's Check No. \_\_\_\_\_

Credit Card

Visa  MasterCard  AMEX No. \_\_\_\_\_

Expiration Date \_\_\_\_ / \_\_\_\_

Security Code (CVV) \_\_\_\_\_

**Billing Information** (If different than Personal Data)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Country \_\_\_\_\_

Return this sheet with your completed Education/Work Experience forms and copies of your transcript(s)/ diploma(s) by traceable mail (certified, registered, UPS, etc.) to:

**ACI Certification Department**  
**ATTN: Exam Processing**  
**38800 Country Club Drive**  
**Farmington Hills, MI 48331**

If you have any questions you may contact the Certification department at (248) 848-3790.