



american concrete institute

WEST MICHIGAN CHAPTER, INC.

ACI Flatwork Finisher Certification Class

When: Monday, January 15, 2018

Time: 7:30 AM Registration and continental breakfast
8:00 AM Class study and review
12:00 PM lunch
12:30 PM Continue study and review
1:30 PM Exam

Place: Prince Conference Center
1800 East Beltline Ave. SE

Cost: Chapter Members - \$375.00 Non-members - \$475.00
(Includes ACI workbook)

Continental breakfast and lunch will be provided

The above price includes the ACI workbook and participants are strongly urged to review prior to the 15th for study purposes. Once payment and all required forms are received the workbook will be mailed to you.

Each participant must fill out the **“Flatwork Finisher Work Experience Form”** and **return no later than December 22nd**.

If you have any questions please email John Linsey (jjlinsey@charter.net) or Dave Moore (dmoore@aciwmc.org)

Please RSVP with check payment no later than December 22, 2017 by mail to:

ACI West Michigan Chapter
PO Box 9111
Grand Rapids, MI 49509

Please enclose check with reservation.

Company _____

Company address _____

Phone Number _____

New Certification
or Recertification

Name _____

Name _____

Name _____

Name _____

Name _____

Name _____

Name _____

Name _____

Flatwork Finisher Work Experience Form Instructions — ACI Certification

The **Flatwork Finisher Work Experience Form** is for conventional, non-self-employed individuals who typically work for a concrete contractor or similar company. If you are self-employed or submitting work history from a period in which you were self-employed, please use the **Flatwork Finisher Client Affidavit Form**. Union participants, please see **Flatwork Finisher Instructions for Union Participants**.

To become certified as an ACI Concrete Flatwork Finisher you must pass the written examination for ACI Concrete Flatwork Technician, plus EITHER:

- A. Submit proof of concrete finishing* experience totaling at least 4500 hours (approximately 3 years/36 months), *OR*
- B. Submit proof of concrete finishing* experience totaling at least 1500 hours (approximately 1 year/12 months) and perform an actual hands-on performance exam¹.

*“Finishing” includes: concrete placement, consolidation, jointing, curing and protection, finishing, form setting, prep work, rubbing, patching, and saw cutting; does not include: employee breaks, drive time between jobs, days not worked, startup and cleanup, or any type of work not listed above. With a typical work schedule, 1 calendar year (12 months) will yield approximately 1500 finishing hours.

Submit one Work Experience Form for each current and/or former employer; submit as many forms as needed to show the 4500 or 1500 hours, as required.

For the Candidate

This section is to be completed by the individual who is requesting to be certified as an ACI Concrete Flatwork Finisher.

Average # of Months FINISHING per Year: Assuming for varied work stoppages (e.g. during winter months or during short periods between finishing jobs), this number might not (but may) be as high as 12.

Average # of Hours FINISHING per Week: (See description of “finishing,” above.) This number will typically be less than 40, but can be higher in cases of heavy workload or consistent overtime work.

For the Employer

Section 1: Verification of Dates of Employment—this section may be completed by a Human Resources representative (or equivalent) to verify dates of employment *only*, or by a Supervisor or Manager who is/was in direct supervision of the Candidate. (This may or may not be the same person as in Section 2.)

Section 2: Verification of Finishing Experience—this section must be completed by a Supervisor or Manager who can verify the candidate’s experience and is/was in direct supervision of the Candidate.

Please submit Work Experience Forms, Client Affidavits, and/or Union Contribution Records in a sealed envelope to the Examiner at the time of your written examination; or mail or FAX to:

ACI Certification
38800 Country Club Drive
Farmington Hills, MI 48331
Phone: (248) 848-3790
FAX: (248) 848-3793
www.ACICertification.org

¹Contact your ACI Sponsoring Group for availability

Flatwork Finisher Work Experience Form

For the Certification Candidate:

Name: _____ Last four digits of SSN: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

Employer (during time period in Question): _____ Job Title: _____

Dates of Employment: From: _____ To: _____ = Total Months: _____
(Month/Year) (Month/Year)

FINISHING includes any of the below: concrete placement, consolidation, jointing, curing and protection, finishing, form setting, prep work, rubbing, patching, and saw cutting. Finishing does **NOT** include: employee breaks, drive time between jobs, days not worked, startup and cleanup, or any type of work not listed above.

Average # of Months
FINISHING Per Year

Average # of Hours
FINISHING per Week

I authorize those whom I have given as references to furnish to the American Concrete Institute (ACI) or its agents information concerning my work experience and other background relevant to the stated requirement of the ACI certification programs. I agree to release and hold harmless any individual, company or institution, including the ACI, and any persons connected therewith from liability imposed by law in furnishing such information. I understand that untruths or misrepresentation contained herein constitute grounds for denial of certification.

I hereby certify that all above information is accurate to the best of my knowledge.

Candidate's Signature: _____ Date: _____

Candidate, please provide this form to the employer listed above.

For the Employer:

1. This section is to be filled out by Human Resources or a Manager who can verify dates of employment

The information above has been provided by the candidate as his or her length of concrete finishing work experience.

Circle: **Yes** **No** The information provided above is correct. (If no, please provide corrected information in the space below)

Comments or Modifications: _____

Signature: _____ Date: _____

Print Name: _____ Title: _____

Company Name: _____ Phone #: _____

2. This section is to be filled out by a Supervisor or a Manager who can verify the candidate's experience

Circle: **Yes** **No** I am or was in a direct supervisory position for this candidate.

Yes **No** Candidate is proficient in the proper use of concrete placement & finishing tools and has experience in the sequencing and timing for placing, finishing and curing concrete.

I have honestly evaluated the information being submitted on this form by the candidate. I have supplied whatever modifications that may have been necessary to make all statements herein 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 Employer: _____ Date: _____

Print Name: _____ Title: _____

Company Name: _____ Phone #: _____

Flatwork Finisher Client Affidavit Form Instructions — ACI Certification

The **Flatwork Finisher Client Affidavit Form** is for self-employed individuals who were hired by a Customer or Client for a project. If you are non-self-employed or submitting work history from a period in which you were employed by a concrete contractor or similar company, please use the **Flatwork Finisher Work Experience Form**. Union participants, please see **Flatwork Finisher Instructions for Union Participants**.

To become certified as an ACI Concrete Flatwork Finisher you must pass the written examination for ACI Concrete Flatwork Technician, plus **EITHER**:

- A. Submit three (3) **Client Affidavit Forms** from former satisfied clients; each form needs to be from a different year and should not contain any repeating clients, *OR*
- B. Submit one (1) **Client Affidavit Form** as proof of concrete finishing* experience and perform an actual hands-on performance exam¹.

Submit one Client Affidavit Form for each former Customer or Client, as required.

For the Candidate

This section is to be completed by the individual who is requesting to be certified as an ACI Concrete Flatwork Finisher.

Please provide the information requested in the space provided.

For the Customer or Client

Number 1: Verify you are the Customer or Client—this section must be completed by the Customer/Client/Owner who hired the Candidate for the project.

Number 2: Verification of the information listed in the Candidate's section—Project Dates, Project Type, Client information.

Number 3: Circle one of the following—"Satisfactory" or "Unsatisfactory" to characterize the Candidate's job performance during the time period referenced in the Candidate Section above.

Please submit Work Experience Forms, Client Affidavits, and/or Union Contribution Records in a sealed envelope to the Examiner at the time of your written examination; or mail or FAX to:

ACI Certification
38800 Country Club Drive
Farmington Hills, MI 48331
Phone: (248) 848-3790
FAX: (248) 848-3793
www.ACICertification.org

¹Contact your ACI Sponsoring Group for availability

Flatwork Finisher Client Affidavit (Self-Employed Candidates)

See attached instructions.

For the Certification Candidate:

Candidates must submit 1 completed form from each of 3 different Customers or Clients from 3 different years.

Name: _____ Last four digits of SSN: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

Customer/Client/Owner: _____

Project Name: _____ Location: _____

Project Dates: Start Date: _____ Completed Date: _____
(Month/Year) (Month/Year)

Project Type: _____ Residential _____ Commercial _____ Industrial _____ Paving
_____ Other (Please describe) _____

I authorize those whom I have given as references to furnish to the American Concrete Institute (ACI) or its agents information concerning my work experience and other background relevant to the stated requirement of the ACI certification programs. I agree to release and hold harmless any individual, company or institution, including the ACI, and any persons connected therewith from liability imposed by law in furnishing such information. I understand that untruths or misrepresentation contained herein constitute grounds for denial of certification.

I hereby certify that all above information is accurate to the best of my knowledge.

Candidate's Signature: _____ Date: _____

Candidate, please provide this form to the Customer or Client listed above.

For the Customer or Client:

The information above has been provided by the candidate as his or her length of concrete finishing work experience. Please verify the information by completing this form.

1. I am a customer, client, or owner of a project completed by the candidate
2. The information above is correct as stated.

Circle One

YES NO
YES NO

NOTE: If "no" is circled, please provide corrected information in the space below

Comments or Modifications: _____

Circle One

3. In the time period listed above, I would characterize the candidate's job performance as: **SATISFACTORY** **UNSATISFACTORY**
NOTE: If "unsatisfactory" is circled, please provide an explanation in the space below.

Explanation: _____

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

Signature: _____ Date: _____

Print Name: _____ Title: _____

Company Name: _____ Phone #: _____

Customer or Client, please return this form to the candidate in a sealed envelope. Thank you!