

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
P.O. Box 9094
Farmington Hills, MI 48333
Phone: (248) 848-3790
FAX: (248) 848-3793
www.ACICertification.org

¹Contact your ACI Sponsoring Group for availability

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.

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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.

- | | |
|--|---------------|
| | Circle One |
| 1. I am a customer, client, or owner of a project completed by the candidate | YES NO |
| 2. The information above is correct as stated. | 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!

Flatwork Finisher Instructions for Union Participants — ACI Certification

Union participants who would like to become Flatwork Finisher certified should complete the items listed below. If you are not in a union, nor submitting work history from a period when you participated in a union, please see one of the other instruction sheets for Flatwork Finisher Work Experience.

1. **Pass the written examination for ACI Concrete Flatwork Technician.**
2. **Provide Union Contribution Record reflecting 4500 hours' worth of contributions** — This paperwork must be a copy of the detailed, chronological contribution record that is maintained for each individual union finisher. Unions may maintain these records locally, regionally, or nationally; it is the responsibility of the examinee to request and obtain these documents from the union and forward them to ACI.

Letters from Business Agents or any other individual attesting to the amount of hours are NOT acceptable!

3. **Provide one (1) completed Flatwork Finisher Work Experience Form** — The first section of this form is to be completed by the Candidate and submitted to either a current employer (who may or may not be listed on the contribution record), or a former employer (who is listed on the contribution record) for verification. The total hours reflected on the single required Work Experience form will typically be less than the 4500 hours reflected by the contribution record; this is acceptable.

Employers ONLY may verify the work experience described on the Work Experience form; verifications from Business Agents are NOT acceptable!

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