

To obtain certification as a Reinforced Concrete Special Inspector, you must complete four components:

1. Obtain the Certificate of Completion by passing the ICC Reinforced Concrete Special Inspector certification exam (information at www.iccsafe.org/inspector). You must become certified within six years from the first time you have taken the exam, or you may be required to take a new examination.
2. Obtain certification by ACI as an ACI Concrete Field Testing Technician - Grade I; and achieve the Associate Reinforced Concrete Special Inspector Certification (*see below); then
3. Meet one of the following three education/work experience requirements:
 - 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
 - High school or equivalent graduate (copy of diploma or certificate required) **and** three years of verified work experience in reinforced concrete construction inspection
 - Five years of verified work experience in reinforced concrete construction inspection
4. Provide verification of the work experience:
 - Complete Sections A and B of the **Education/Work Experience Form** . **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; and 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.
 - Submit copies of this form along with the **Information for Respondent** sheet to your present and/or former employers, who are called **Respondents**. Send this form 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 of the Education/Work Experience form, signs it, and returns the form to you in a sealed envelope.
 - Complete the **Payment Information Form** and send it with the fee, along with all of the sealed envelopes from respondents and copies of your transcript(s) or diploma(s), if applicable, 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. ACI will then send a copy of these results to ICC to process your certification.

****Reinforced Concrete Special Inspector Associate***

If you have passed the Reinforced Concrete Special Inspector certification exam and obtained ACI Field Technician - Grade I, you qualify for Reinforced Concrete Special Inspector Associate. To receive the RCSI "Associate" certificate, submit documentation of passing the exam and certification as an ACI Field Technician - Grade I to:

International Code Council
Birmingham District Office
Certification Department
900 Montclair Road
Birmingham, AL 35213

Continuous certification as an ACI Concrete Field Testing Technician, Grade 1, is required as a part of the Reinforced Concrete Special Inspector or Associate certifications.

This form is for employers of special inspectors for verification of work experience.

INFORMATION FOR RESPONDENT SHEET

REINFORCED CONCRETE SPECIAL INSPECTOR CERTIFICATION PROGRAM

Dear present or former employer of an applicant for Reinforced Concrete Special Inspector:

You are asked by an applicant for certification to be a *Respondent* in order to verify information concerning the applicant's work experience. You are asked to complete, sign, and return an **Education/Work Experience Form** because one of the requirements to obtain certification as a Reinforced Concrete Special Inspector is to have certain education and/or work experience.

COMPLETING THE EDUCATION/WORK EXPERIENCE FORM

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

Note that in Section B, Item 6, the percentage that is entered should reflect actual circumstances as closely as possible. This number is based on the idea that 100 percent 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 5) 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 percent.

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 percent. If the same applicant worked one-half of their time on concrete inspection, the rating would be 63 percent (one-half of 125 percent).

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 Promptly to the Applicant in a Sealed Envelope.

If any questions or uncertainties arise regarding the meaning of these instructions, please contact the ACI's Certification Department at (248) 848-3790.

Reinforced Concrete Special Inspector—Education/Work Experience Form

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

continued

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

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.

SECTION C - to be completed by the respondent

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 confirm 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

Personal Data—Please print clearly:

Name: _____ Date: _____

Street: _____

City: _____ State: _____ Zip: _____

Country: _____

Phone: _____ Fax: _____

Method of payment—Select one and provide all information; checks must be in U.S. funds, drawn on a U.S. bank.

Checks are to be made payable to “ACI” in the amount of \$45.

- | | |
|---|--|
| <input type="checkbox"/> Personal Check | <input type="checkbox"/> Cashier’s Check, No.: _____ |
| <input type="checkbox"/> Visa | <input type="checkbox"/> MasterCard |

If you are using a credit card, please provide:

Account No.: _____ Exp. Date: _____

Return this form 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, Michigan 48331

For any questions, call ACI at (248) 848-3790.