

**INSTRUCTIONS**

This form is for Candidates seeking certification/ recertification for ACI Concrete Flatwork Finisher or Advanced Finisher. Work experience can be performed under multiple employers/companies, resulting in multiple Work Experience Forms sent to various Respondents to meet the requirements. You are responsible for contacting as many Respondents as necessary to submit the required amount of work experience. Respondents must be project superintendents, job foremen, or company owners, who were in direct supervision of the Candidate. Self-employed candidates, please fill out the *Client Affidavit*. Union participants, please see *Instructions for Union Participants*.

The Candidate completes **Section A** and **Section B**, on multiple forms if necessary, and then sends the entire form to the named Respondent, who completes **Section C** and sends the form directly to ACI. All information must be complete and legible.

**QUALIFICATIONS**

The following hours of direct finishing experience are required for certification.

**ACI Advanced Concrete Flatwork Finisher**

1500 hours (1 year) and passing the performance exam  
OR  
4500 hours (3 years)

**ACI Concrete Flatwork Finisher**

1500 hours (1 year) and passing the performance exam

The following hours of on-the-job finishing experience are required for recertification.

**ACI Advanced Concrete Flatwork Finisher**

4500 hours (3 years)

**ACI Concrete Flatwork Finisher**

1500 hours (1 year)

**SECTION A—To be completed by the Candidate**

Candidate Name: \_\_\_\_\_ Certification ID/Last 4 digits of SSN: \_\_\_\_\_

Address: \_\_\_\_\_

Candidate Phone: \_\_\_\_\_ Candidate Email Address: \_\_\_\_\_

Seeking:  Certification  Recertification

**SECTION B—To be completed by the Candidate**

Employer (during work experience): \_\_\_\_\_

Respondent Name: \_\_\_\_\_ Respondent Title: \_\_\_\_\_

Term of employment from: \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_  
Month & Year                      Month & Year                      Total Months

<b>FINISHING</b> includes any of the below: concrete placement, consolidation, jointing, curing and protection, finishing, form setting, prep work, rubbing, patching, and saw cutting. Finishing does <b>NOT</b> include: employee breaks, drive time between jobs, days not worked, startup and cleanup, or any type of work not listed above.	Average # of Months	Average # of Hours <b>FINISHING</b> per
	<b>FINISHING</b> per Year	Week

**Candidate Authorization to Release Information**

I authorize the Respondent to supply to ACI, or its agents, information concerning my work experience and other background relevant to the stated requirements of the ACI certification program. I agree to release and hold harmless any individual, company or institution, including ACI, and any connected persons from liability imposed by law in supplying such information. I understand that any false information or misrepresentation constitute grounds for denial of certification.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION C—To be completed by the Respondent**

A Candidate seeking Concrete Flatwork Finisher or Advanced Finisher certification/recertification has selected you to verify their work experience based on your professional relationship to them. Please review the information provided by the Candidate in **Section B**, and return the form to ACI.

Note that the disclaimer signed by the candidate in **Section B** above releases you from civil liability regarding statements, provided to the best of your knowledge, about the candidate, and establishes that the candidate is freely requesting that you provide this information. If any information provided in **Section B** is incorrect, inconsistent, or ambiguous, please mark and initial those corrections.

The information provided in Section B is:       Correct as stated       Correct as modified

If any information provided in **Section B** is incorrect, inconsistent, or ambiguous, please mark and initial those corrections, and leave additional comments below, if necessary.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, the Respondent, have honestly evaluated the information provided on this form by the Candidate. I have supplied any modifications necessary to make all statements accurate, to the best of my knowledge. I submit this form attesting that it contains no misrepresentations or false information.

Respondent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Respondent Name (Print): \_\_\_\_\_ Current Title: \_\_\_\_\_

Current Business/Employer: \_\_\_\_\_

Business/Employer Website: \_\_\_\_\_

Respondent Phone: \_\_\_\_\_ Respondent Email: \_\_\_\_\_

**Return completed form to ACI:**

Email: [aci.certification@concrete.org](mailto:aci.certification@concrete.org) | FAX: (248) 848-3793

ACI Certification

38800 Country Club Drive

Farmington Hills, MI 4833

**For more information, contact ACI Certification at:**

(248) 848-3790

[www.acicertification.org](http://www.acicertification.org)