

NRMCA Pervious Concrete Contractor Certification Certification Policy

1 CERTIFICATION CRITERIA

- 1.1 The National Ready Mixed Concrete Association (NRMCA) Pervious Concrete Contractor certification program includes certification of personnel at the following levels
 - A. Pervious Concrete Technician
 - B. Pervious Concrete Installer
 - C. Pervious Concrete Craftsman
- 1.2 Personnel achieving the following criteria will obtain certification as a **Pervious Concrete Technician**:
 - A. Pass the NRMCA Pervious Concrete Contractor Certification Written Examination with a score of 75% or greater administered by a Local Sponsoring Group approved by NRMCA.
- 1.3 Personnel achieving the following criteria will obtain certification as a **Pervious Concrete Installer**:
 - A. Pass the NRMCA Pervious Concrete Contractor Certification Written Examination with a score of 75% or greater administered by a Local Sponsoring Group approved by NRMCA
 - B. Possess a current ACI Flatwork Finisher Technician or Craftsman certification at the time of application
 - C. Complete a Performance Evaluation administered by a Local Sponsoring Group approved by NRMCA – Form PCC10
 - D. Provide project experience documentation of successful construction of a minimum of 3 projects with a total area exceeding 10,000 square feet (1000 m²) – Form PCC8
- 1.4 Personnel achieving the following criteria will obtain certification as a **Pervious Concrete Craftsman**:
 - A. Pass the NRMCA Pervious Concrete Contractor Certification Written Examination with a score of 75% or greater administered by a Local Sponsoring Group approved by NRMCA
 - B. Possess a current ACI Flatwork Finisher Technician or Craftsman certification at the time of application
 - C. Work Experience:
 - a. **OPTION A:** Complete a Performance Evaluation administered by a Local Sponsoring Group approved by NRMCA and document work experience constructing pervious concrete pavement exceeding 1500 hours – Forms PCC10 and PCC9, respectively
 - OR**
 - b. **OPTION B:** Provide documentation of work experience constructing pervious concrete pavements exceeding 3000 hours – Form PCC9.
- 1.5 NRMCA Pervious Concrete Contractor Certifications shall be valid for a period of five [5] years. The expiration date for the certification shall be based on the date of completion of the written examination.
- 1.6 A Certified Pervious Concrete Technician may upgrade to Certified Pervious Concrete Installer or Craftsman at any time during the five [5] year certification period by completing the then-current Installer or Craftsman certification criteria.
- 1.7 A Certified Pervious Concrete Installer may upgrade to Certified Pervious Concrete Craftsman at any time during the five [5] year certification period by completing the then-current Craftsman certification criteria.
- 1.8 If a Technician upgrades to Installer or Craftsman status, certification as Installer or Craftsman shall be valid for the remainder of the original Technician certification period – five [5] years from the date of the written examination.

- 1.9 If an Installer upgrades to Craftsman status, certification as Craftsman shall be valid for the remainder of the original Installer certification period – five [5] years from the date of the written examination.
- 1.10 Recertification Criteria – See Section 8.
- 1.11 Certification may be revoked for cause including but not limited to:
 - A. Falsifying information on application
 - B. Cheating on written examination or performance evaluation
 - C. Misrepresenting certification
 - D. Lapsing of certification requirements
- 1.12 Applicant must sign an ethics clause before taking the written examination which states:
 - A. I HEREBY PLEDGE that as a candidate for **Pervious Concrete Contractor Certification (either Technician, Installer or Craftsman)**, that I understand the certification criteria and will maintain the ethical and professional integrity of the certification program should I become certified by meeting the certification criteria. I will immediately withdraw my certification if during the 5-year certification period I discover that I no longer meet the certification criteria for whatever reason. I understand that NRMCA may revoke my certification if it discovers that I no longer meet the certification criteria.

2 EXAMINATION CRITERIA

- 2.1 The content of the written examination and performance evaluation shall be derived directly from NRMCA Publication 2PPCRT, *Text Reference: Pervious Concrete Contractor Certification*.
- 2.2 There will be questions regarding pervious concrete technology on the written examination. Additionally, the examinee will be expected to have a basic knowledge of proper procedures for pervious concrete.
- 2.3 The examination(s) shall be administered through NRMCA-approved Local Sponsoring Groups by NRMCA approved examiner, proctors, and/or supplemental examiners as applicable.
- 2.4 The NRMCA approved examiners, proctors, supplemental examiners, and/or Local Sponsoring Groups shall not have any jurisdiction over the content of the examination(s) or evaluation(s), or over the grading of the written examination.
- 2.5 Both the written examination and performance evaluation are closed book. Notes or other technical material shall not be permitted in the examination and evaluation area. The examinee will be provided an opportunity to review the items included in the performance evaluation checklist prior to the evaluation.
 - A. Applicants for certification are encouraged to engage in training and/or study the Text Reference in advance of taking the written examination or performance evaluation, however, the applicant is not required to do so.

WRITTEN EXAMINATION

- 2.6 The written examination shall consist of at least fifty [50] multiple choice and/or true/false questions. The written examination is based on the material found in NRMCA Publication 2PPCRT.
- 2.7 A maximum of two hours shall be permitted for completion of the written examination.
- 2.8 Oral administration of the written examination shall be permitted, contingent upon approval by the Examiner.
- 2.9 The passing grade of the written examination shall require a score of 75% or greater.

PERFORMANCE EVALUATION

- 2.10 The performance examination is based on the material in NRMCA Publication 2PPCRT.
- 2.11 The performance evaluation of the examinee can be conducted at an organized mock-up or demonstration placement or at an actual project site and shall be administered by approved examiner or supplemental examiner.
- 2.12 The examinee must place, compact, edge, joint and begin curing a pervious concrete slab in the direct presence of the examiner or supplemental examiner.
- 2.13 The examinee's performance shall be evaluated based on the criteria of the performance evaluation checklist (Form PCC10).
- 2.14 The examiner/supplemental examiner shall record the symbols 'P' for passing and 'F' for failing on each step of the checklist.
- 2.15 A passing grade is defined as: no significant variation from proper procedure and no more than 2 variations from proper technique in the execution of the listed finishing operations.
- 2.16 The performance evaluation must be successfully completed according to the aforementioned criteria.
- 2.17 Immediately following completion of the performance evaluation, the examiner/supplemental examiner shall inform the examinee of the results, either pass or fail.
- 2.18 If the first trial was not successfully completed, a second trial shall be allowed after each other examinee has had a turn.
- 2.19 Examinees who fail a second trial, may arrange with the examiner to take the performance evaluation on another day.

PROJECT EXPERIENCE AND WORK EXPERIENCE

- 2.20 Applicant for Installer certification shall complete Form PCC8 and submit it to the principal of the Local Sponsoring Group.
- 2.21 Applicants for Craftsman certification shall complete Form PCC9 and submit it to the principal of the Local Sponsoring Group.
- 2.22 Project experience (Installer applicant) or work experience (Craftsman applicant) shall be verified and signed by the principal of the Local Sponsoring Group under which the applicant is applying for certification.
- 2.23 NRMCA reserves the right to verify submitted documentation of any applicant.

3 REEXAMINATION CRITERIA

- 3.1 Failure of the written examination shall require a reexamination on the entire written examination.
- 3.2 Failure of the performance evaluation shall require reexamination on the performance evaluation in its entirety.

4 APPEALS CRITERIA

- 4.1 All appeals by applicants shall be directed initially to the examiner.
- 4.2 In the event that the applicant is not satisfied with the decision of the examiner regarding an appeal, the applicant may pursue an appeal with Local Sponsoring Group Certification Committee.
- 4.3 In the event that the applicant is not satisfied with the decision of the Local Sponsoring Group Certification Committee, the applicant may pursue an appeal with the NRMCA Pervious Concrete Contractor Certification Committee. All appeals shall be submitted, in writing, to the NRMCA Certification Department within sixty (60) days after being notified by the Local Sponsoring Group Certification Committee of their decision. All appeals shall be handled in order as follows:

- A. A 3-member review panel composed of one NRMCA staff representative and members of the NRMCA Pervious Concrete Contractor Certification Committee shall review the appeal. Within sixty (60) days after receiving the appeal, NRMCA shall acknowledge receipt of all appeals and notify the appellant, in writing as to:
 - a. how the appeal will be reviewed by the review panel (i.e., meeting, letter ballot, telephone conference, etc.) and
 - b. when a decision will be rendered.
 - B. The review panel may at its sole discretion, allow the appellant to personally appear before them to present arguments. Not less than thirty (30) days in advance of the meeting, NRMCA will notify the appellant, in writing, of the date, time and location of the review panel meeting as well as the length of time that will be allotted for presentation and discussion of the appeal. NRMCA shall notify the appellant, in writing, of the review panel's decision within sixty (60) days after the review panel has reached a decision.
 - C. All decisions made by the NRMCA Pervious Concrete Contractor Certification Committee are final.
- 4.4 For the written examination, examinees can challenge individual questions in the provided section of the examination. Challenges on exam questions should be made at the time of writing the exam only. NRMCA will address the challenge and provide credit for the questions if appropriate.

5 LOCAL SPONSORING GROUP CRITERIA

- 5.1 Local Sponsoring Groups shall be approved, in writing, by NRMCA before they will be permitted to conduct an NRMCA certification. In all cases, approval of Local Sponsoring Groups shall be at the sole discretion of NRMCA. NRMCA will preferentially approve state ready mixed concrete associations or other organizations that are affiliates of NRMCA. The Local Sponsoring Group shall apply for approval using NRMCA Form PCC1.
- 5.2 The preferred Local Sponsoring Group shall be a state ready mixed concrete association or other organization that has obtained active and formal "Affiliate" status with NRMCA. The NRMCA Affiliate state ready mixed concrete association or other organization shall have the first rights to exclusively sponsor the Pervious Concrete Contractor Certification program(s). Where no such entity exists, or if an NRMCA Affiliate status changes, a non-Affiliated state ready mixed concrete association will be eligible. In the event that neither entity exists, other related groups such as existing ACI chapters, state concrete promotion groups, or other local or national entities such as ACPA chapters, may petition NRMCA to become an eligible Local Sponsoring Group.
- 5.3 In approving Local Sponsoring Groups, NRMCA will consider, among other factors, the following:
 - A. The group(s) shall, to the extent feasible, represent segments of the local industry involved in the production, design, construction and testing/inspection of concrete and concrete products; and/or shall establish a certification committee(s) with such broad representation.
 - B. The group(s) and/or their certification committee(s) shall have the interest, experience and technical expertise necessary to conduct the program(s).
- 5.4 Local Sponsoring Groups shall establish a certification committee to administer the NRMCA certification program(s). The certification committee shall consist of at least three (3) individuals, with at least one working for an organization other than the Local Sponsoring Group. NRMCA shall be notified of the composition of the committee on NRMCA Form PCC2 that shall accompany the Local Sponsoring Group application (Form PCC1).
- 5.5 The certification committee shall obtain the services of an NRMCA-approved examiner(s) to conduct the NRMCA certification Written Examination(s) and Performance Evaluation(s). Examiners are permitted to conduct NRMCA certification examinations and evaluations only under the auspices of NRMCA-approved Local Sponsoring Groups; and they must comply with all NRMCA certification policies and procedures.
- 5.6 NRMCA shall assign Local Sponsoring Groups a specific geographical area(s) as per their request within which they will have authority to conduct the NRMCA certification program(s).

- Approved Local Sponsoring Groups wishing to hold programs in a geographic region covered by another group shall notify the group that has responsibility for that region. In those cases where a Local Sponsoring Group is unable to meet the local demands of their assigned geographical area(s), NRMCA reserves the right to authorize an additional group to meet the needs of that area. NRMCA reserves the right to reassign a previously assigned geographical area when an application is received from a Local Sponsoring Group that can better serve that area.
- 5.7 NRMCA shall approve each Local Sponsoring Group on a calendar year basis for a period not to exceed five (5) years. At the conclusion of this period, all groups shall reapply to NRMCA for approval to continue to act as an NRMCA Local Sponsoring Group.
- 5.8 Where no NRMCA Affiliate exists or participates, NRMCA reserves its sole right to select a Local Sponsoring Group(s) who appears to be the most able to serve the interests of NRMCA and the successful implementation of the NRMCA Pervious Concrete Contractor Certification Program.
- 5.9 Groups wishing to sponsor NRMCA certification program(s) on a "national" or "regional" basis will, in appropriate circumstances, be authorized by NRMCA to conduct examinations and evaluations in a specific geographic area(s) on a "case-by-case" basis. All necessary agreements of coordination between these groups and groups responsible for that geographical area shall be submitted to NRMCA at least two (2) months prior to the anticipated examination and/or evaluation date(s).
- 5.10 Sponsoring groups shall be charged with the following responsibilities:
- A. Maintain the ethical and professional integrity of the NRMCA certification program(s).
 - B. Conduct the program(s) in a manner which complies with the intent of NRMCA's policies and procedures governing certification.
 - C. Conduct a sufficient number of examination sessions to adequately meet the need for NRMCA certification within the Local Sponsoring Group's area of jurisdiction.
- 5.11 NRMCA has the right to revoke a Local Sponsoring Group's authority to conduct an NRMCA certification program(s) at will, with an explanation of reason and with 30 days notice.
- 5.12 If a group is denied approval or if approval is revoked by NRMCA, the group may appeal the decision. All appeals shall be submitted, in writing, to NRMCA Certification Department within sixty (60) days after being notified by NRMCA of denial or revocation. All appeals shall be handled in order as follows:
- A. A 3-member review panel composed of one NRMCA staff representative from the NRMCA Engineering Department and members of the NRMCA Pervious Concrete Contractor Certification Committee shall review the appeal. Within sixty (60) days after receiving the appeal, NRMCA shall acknowledge receipt of all appeals and notify the group (appellant), in writing as to:
 - a. how the appeal will be reviewed by the review panel (i.e., meeting, letter ballot, telephone conference, etc.) and
 - b. when a decision will be rendered.
 - B. The review panel may in its sole discretion, allow a representative of the group (appellant) to personally appear before them to present arguments. Not less than thirty (30) days in advance of the meeting, NRMCA will notify the group (appellant), in writing, of the date, time and location of the review panel meeting as well as the length of time that will be allotted for presentation and discussion of the appeal. NRMCA shall notify the group (appellant), in writing, of the review panel's decision within sixty (60) days after the review panel has reached a decision.
 - C. All decisions made by the NRMCA Pervious Concrete Contractor Certification Committee are final.
- 5.13 All Local Sponsoring Group employees who administer the certification program must sign the ethics statement on Form PCC1.

- 5.14 All Local Sponsoring Group Certification Committee members must sign the ethics statement on Form PCC2.

6 EXAMINER, SUPPLEMENTAL EXAMINER, AND PROCTOR CRITERIA

- 6.1 The examiner shall be a registered professional engineer and should preferably have experience in pervious concrete technology and construction.
- 6.2 The examiner shall submit an application to NRMCA for approval and sign an ethics statement on NRMCA Form PCC3 along with a statement of qualifications.
- 6.3 The examiner shall be approved and thereby authorized by NRMCA to conduct the NRMCA Pervious Concrete Contractor Certification written examination and performance evaluation.
- 6.4 The examiner may identify supplemental examiners to assist in administering written examinations and performance evaluations.
- 6.5 The examiner may identify proctors to assist in administering written examinations.
- 6.6 Examiners/supplemental examiners/proctors shall be unrelated professionally and personally to the examinees. Local Sponsoring Groups may petition NRMCA in writing, and request a waiver of this requirement if it creates a hardship to the organization. Waivers shall be granted only if it can be shown that the intent of the policy will be maintained.
- 6.7 Examiners/supplemental examiners/proctors shall not examine anyone on the performance evaluation who is employed in the same organization. Organizations may petition NRMCA in writing, and request a waiver of this requirement if it creates a hardship to the organization. Waivers shall be granted only if it can be shown that the intent of the policy will be maintained.
- 6.8 Supplemental examiners shall be permitted to assist the examiner in proctoring the written examination and conducting the performance evaluation.
- 6.9 Supplemental examiners shall satisfy the following requirements:
- A. Have had recent experience in pervious concrete construction;
 - B. Be selected and adjudged qualified by the examiner; and
 - C. Be considered trustworthy and conscientious by the Examiner.
- 6.10 Proctors shall be permitted to assist the examiner in proctoring the written examination.
- 6.11 Proctors shall be selected by the examiner by virtue of their being trustworthy and conscientious.
- 6.12 The examiner shall be directly and solely responsible for the following:
- A. Final approval of the supplemental examiners and proctors;
 - B. Verify conformance to this Policy;
 - C. Order and receive examinations from NRMCA and keep custody of exams until time of administration. Examiner may assign this task to staff of the Local Sponsoring Group.
 - D. Verify the identity of each examinee and assure that the examinees are aware of the certification criteria;
 - E. Verify the performance evaluations conducted by the supplemental examiners by co-signing the cover sheet of the performance evaluation checklists;
 - F. Enter the appropriate grade for the completed performance evaluation on the checklists; and
 - G. Return all Written Examinations (used and unused), Performance Evaluations (used and unused) to NRMCA Certification Department.
 - H. On completion of an examination and/or evaluation, complete and sign a Post Examination Report, Form PCC6 and Examination Material Checklist, Form PCC7.
- 6.13 Examiners, supplemental examiners or proctors are not allowed to define terms or interpret examination questions during the written examination.
- 6.14 Examiners or supplemental examiners shall not observe more than six examinees during the performance evaluation.
- 6.15 The examination session(s) must be supervised constantly by the examiner, or by the supplemental examiner(s) and/or proctor(s).

- 6.16 Examiners, supplemental examiners and proctors shall not be permitted to provide training for examinations or evaluation for which they will administer.

7 NRMCA DUTIES AND RESPONSIBILITIES

- 7.1 NRMCA shall maintain a NRMCA Pervious Concrete Contractor Certification Committee.
- 7.2 This policy shall become effective immediately upon approval by the NRMCA Pervious Concrete Contractor Certification Committee.
- 7.3 NRMCA shall approve the Local Sponsoring Group.
- 7.4 NRMCA shall approve examiners.
- 7.5 NRMCA shall authorize the Local Sponsoring Group to conduct examination sessions for Pervious Concrete Technician, Installer, and Craftsman certifications.
- 7.6 NRMCA shall grade the Written Examinations and review the results of the Performance Evaluations, and notify the examinee of the final results in writing. The examinee will receive the score obtained on the Written Examination and/or Performance Evaluation and pass/fail status. The examiner will receive a list of examinees that have met the certification requirements.
- 7.7 NRMCA shall issue a certificate to successful examinees.
- 7.8 NRMCA shall conduct annual surveillance of certified personnel (see section 9).
- 7.9 NRMCA shall revoke certifications for cause.
- 7.10 NRMCA shall maintain the ethical and professional integrity of the certification program.
- 7.11 NRMCA reserves the right to modify, expand, or reduce the scope of the certification program. Existing certified personnel would be required to meet any new certification requirements at the time of recertification. Any changes to the certification policy will be approved by a consensus of the Certification Committee.
- 7.12 NRMCA will notify certified personnel of certification policy changes in writing at time of recertification.
- 7.13 NRMCA shall review the written examination questions and performance evaluation checklist periodically, but at least annually, to determine if the examination is fair, valid and reliable. Changes to the written examination and performance evaluation will be made immediately if such a review requires changes.
- 7.14 All NRMCA employees who administer the certification program must sign an ethics statement on Form PCC12.

8 RECERTIFICATION CRITERIA

- 8.1 Recertification shall extend the NRMCA certification as a Pervious Concrete Technician, Installer, or Craftsman for a period of five [5] years, Expiration of the recertification shall be based on the date of completion of the written examination.
- 8.2 Recertification for Technicians, Installers and Craftsman shall be obtained by passing the NRMCA Pervious Concrete Contractor Certification Written Examination with a score of 75% or greater; administered by a Local Sponsoring Group approved by NRMCA. Prior certification ID and expiration date shall be documented by the applicant.
- 8.3 Persons applying for a higher level of certification at the time of recertification shall complete the other criteria for that level.

9 PERIODIC SURVEILLANCE

- 9.1 All Installers and Craftsman are subject to random surveillance while they hold a valid certification.
- 9.2 Surveillance will be limited to a mail survey to a random sample of certified personnel (a minimum of 10% of certified Installers and Craftsman will be surveyed annually). The survey shall include

questions related to the certified person's use of the certification and their compliance with the certification policies.

10 NRMCA CERTIFICATION COMMITTEE

- 10.1 The NRMCA Pervious Concrete Contractor Certification Committee shall make all decisions regarding certification policy.
- 10.2 The committee shall fairly and equitably represent the interests of all parties significantly impacted by the certification, without any particular interest predominating.
- 10.3 The committee shall be made up of a minimum of 9 members representing contractors, concrete producers, and design professionals with not more than half of the committee nor less than 1 representative(s) from each group. A chairman and vice chairman shall be elected by committee members.
- 10.4 An NRMCA staff member shall serve as the NRMCA staff liaison to the committee but shall not have a vote on the committee. The NRMCA staff liaison shall facilitate Committee deliberations through meetings, teleconference, web conferences and letter ballots as deemed appropriate. Minutes of such meetings shall be maintained and disseminated to the Committee in a timely manner.
- 10.5 Decisions made by the committee shall be determined by a consensus process. However, when disagreement on an issue cannot be made by consensus a vote shall be called and 51% majority of those voting rules. At least half of the members must vote for the vote to be considered valid.
- 10.6 The committee shall meet at least once per year (either in person or via teleconference) to consider changes to the certification policy or to revalidate the current policy.
- 10.7 The committee shall make decisions regarding certification policy based on feedback from certified individuals, local sponsoring group representatives, pertinent technical committees and the general public.
- 10.8 The committee shall be independent of the NRMCA board of directors. The NRMCA board of directors may appoint one NRMCA board member to serve on the committee as a non-voting member of the committee in addition to the minimum number.
- 10.9 NRMCA membership shall not be a requirement of committee membership.
- 10.10 All NRMCA Pervious Concrete Contractor Certification Committee Members must sign the ethics statement on Form PCC13.

11 LOGOS, CERTIFICATES AND MARKS

- 11.1 Only NRMCA and Local Sponsoring Groups may use the NRMCA Pervious Concrete Contractor Certification logo in their marketing materials.
- 11.2 Certified Technicians, Installers and Craftsman are permitted to use the NRMCA Pervious Concrete Contractor Certification logo in their marketing materials, contingent on current certification. They may publicize that they are certified by stating that they are:
 - A. NRMCA Certified Pervious Concrete Technician
 - B. NRMCA Certified Pervious Concrete Installer
 - C. NRMCA Certified Pervious Concrete Craftsman
- 11.3 Employers of Certified Technicians, Installers and Craftsman are permitted use the NRMCA Pervious Concrete Contractor Certification logo in their marketing materials, contingent on current certification. They may publicize that they have certified personnel in their employ by stating:
 - A. We have NRMCA Certified Pervious Concrete Technicians
 - B. We have NRMCA Certified Pervious Concrete Installers
 - C. We have NRMCA Certified Pervious Concrete Craftsmen