National Ready Mixed Concrete Association
Certification Policies
for
NRMCA Concrete Field Testing Technician – Grade II Certification

The statements contained herein are policies and procedures for this certification program. This policy statement dated March 2013 supersedes all previous policies to Concrete Field Testing Technician Grade II certification (CFTT-II).

The certification program policies are organized into seven sections as follows:
   Section 1. Certification Criteria
   Section 2. Definitions
   Section 3. NRMCA Responsibilities
   Section 4. Examiner, Criteria and Responsibilities
   Section 5. Sponsoring Groups Criteria
   Section 6. Examination Criteria
   Section 7. Re-examination Criteria
   Section 8. Appeals Procedure

NRMCA Concrete Field Testing Technician Grade II Certification Program Policy

SECTION 1.0 CERTIFICATION CRITERIA

1.01 Prerequisites for CFTT II is a current ACI Concrete Field Testing Technician – Grade I certification at the time of examination. A candidate in process of obtaining such will be permitted to sit for the Grade II exam. The candidate will have a period of one year to provide proof of ACI certification from the date of the exam. If this is exceeded, the candidate will have to retake the NRMCA Grade II exam.

1.02 The National Ready Mixed Concrete Association (NRMCA) certification program for Concrete Field Testing Technician – Grade II (CFTT II) shall require successful completion of a written examination to the following two criteria
   a) Score sixty percent [60%] or higher on each individual ASTM Standard; AND
   b) Score a minimum of seventy percent [70%] for the overall examination.

1.03 NRMCA certification for CFTT-II shall be valid for a period of five [5] years from the date of the exam.

1.04 Recertification requires the successful completion examination according to Section 7 of this policy.

1.05 Groups desiring to administer this NRMCA Certification program(s) shall adhere to the Section 4 of this Policy.

SECTION 2.0 DEFINITIONS

2.01 Examinee – a person taking the written examination,

2.02 Examiner – a person authorized by NRMCA to be in responsible charge of an examination session.
2.03  Proctor – A person assigned by the examiner to assist with the administration of a certification exam.

2.04  Local Sponsoring Group – a group approved by NRMCA to administer the certification program

SECTION 3.0 NRMCA RESPONSIBILITIES

3.01  NRMCA shall develop, maintain and distribute all examination materials.

3.02  NRMCA shall approve the local sponsoring group.

3.03  NRMCA shall authorize the local sponsoring group to conduct examination sessions for CFTT-II.

3.04  NRMCA shall approve the examiner/s proposed by the local sponsoring group.

3.05  NRMCA shall grade the examinations, and notify the examinee of the final results in writing. The examinee will receive the score obtained on the Examination and pass/fail status. The examiner will receive a list of examinees that have met the certification requirements.

3.06  NRMCA shall issue a certificate and wallet card to successful examinees.

3.07  NRMCA shall retain the right to revoke certifications for cause.

3.08  NRMCA shall maintain the ethical and professional integrity of the certification program.

3.09  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.

3.10  NRMCA will notify certified personnel of certification policy changes in writing at time of recertification.

3.11  NRMCA shall review the written examination questions periodically, but at least annually, to determine if the examination is fair, valid and reasonable. Changes to the written examination will be made immediately if such a review requires changes.

SECTION 4.0 EXAMINER, CRITERIA AND RESPONSIBILITIES

4.01  To maintain access to NRMCA examination materials, the examiner shall maintain approval from NRMCA and authorization from the Local Sponsoring Group.

4.02  The examiner shall submit an application to NRMCA for approval and sign an ethics statement on NRMCA Form GII-LSG3 along with a statement of qualifications.

4.03  The examiner shall meet the following requirements:
   a)  Be a registered professional engineer, or hold equivalent international credentials;
   b)  Be the primary contact of the Local Sponsoring Group
   c)  Have had at least two [2] years of experience in concrete construction, inspection or testing; and
   d)  Be thoroughly familiar with the current applicable ASTM Standards.

4.04  The examiner shall be approved and thereby authorized by NRMCA to conduct the NRMCA CFTT-II examination.

4.05  Proctors may assist the examiner in administering the written examination.

4.06  Proctors shall satisfy the following requirements:
a) Be selected, and adjudged qualified by the examiner; and
b) Be considered trustworthy and conscientious.

4.07 The examiner shall be directly responsible for the following activities:
   a) Final approval of the 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 the status of ACI Concrete Field Testing Technician Grade I certification;
   e) Assure that the examinees are aware of the certification criteria;
   f) The examination session(s) must be supervised constantly by the examiner and/or proctor(s).
   g) Refrain from interpreting examination questions during the course of the written examination
   h) Assist, if requested, the examinee by providing definitions for general use words (i.e. “depict” = “shows”). Examiners shall not define terms specific to the ASTM Standards whose definitions are readily available through adequate study of the Standards.
   i) Return all Examinations (used and unused) to NRMCA Certification Department
   j) On completion of an examination, complete and sign a Post Examination Report, Form GII-2.

4.08 Examiners shall be unrelated professionally and personally to the examinees. Examiners may petition NRMCA, in writing, and request a waiver of this requirement. Waivers shall be granted only if it can be shown that the intent of the policy will be maintained.

SECTION 5.0 SPONSORING GROUP CRITERIA

5.01 Sponsoring groups shall be approved, in writing, by NRMCA before they will be permitted to conduct an NRMCA certification program(s). In all cases, approval of sponsoring groups shall be at the sole discretion of NRMCA. The sponsoring group shall apply for approval using NRMCA Form GII-LSG1.

5.02 NRMCA reserves the right to preferentially approve state ready mixed associations that are affiliates of NRMCA where conflicts exist. Other related groups such as existing ACI chapters, state concrete promotion groups, or other entities such as ACPA chapters, may petition NRMCA to become an eligible sponsor. When more than one entity share geographical locations, NRMCA encourages the groups to work together to provide the program services for the region.

5.03 In approving 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). (See Section 6.0)

5.04 Sponsoring groups should meet and adhere to the policies established in this document and as modified. Sponsoring groups should have the resources in place with administering this certification program as addressed in this section. These include establishing a Committee,
selecting an examiner and providing a location where the exam can be administered in accordance with these policies.

5.05 Sponsoring groups shall establish a certification committee to administer the NRMCA certification program(s). The committee shall consist of at least three (3) individuals, with at least one working for an organization other than the LSG. NRMCA shall be notified of the composition of the committee on NRMCA Form GII-LSG2 that shall accompany the sponsoring group application (Form GII-LSG1).

5.06 The certification committee shall obtain the services of an NRMCA-approved examiner(s) to conduct the NRMCA certification examination(s). Examiners are permitted to conduct NRMCA certification examinations only under the auspices of NRMCA-approved sponsoring groups; and they must comply with all NRMCA certification policies and procedures.

5.07 NRMCA shall assign 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 inform and obtain permission of 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 shall reserve 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 sponsoring group that can better serve that area.

5.08 NRMCA shall approve each sponsoring group on a bi-annual 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 sponsoring group.

5.09 NRMCA reserves its sole right to select a sponsoring group(s) who appears to be the most able to serve the interests of NRMCA and the successful implementation of the NRMCA Concrete Field Testing Technician Grade II Certification Program.

5.10 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 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 date(s).

5.11 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 sponsoring group's area of jurisdiction.

5.12 NRMCA has the right to revoke a sponsoring group's authority to conduct an NRMCA certification program(s) at will, with an explanation of reason and with 30 day notice.

5.13 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 within sixty (60) days after being notified by NRMCA of denial or revocation. All appeals shall be handled in order by the following NRMCA committees:
A 3-member panel composed of one NRMCA staff representative and members of the NRMCA Education Activities 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:

i) how the appeal will be reviewed by the review panel (i.e., meeting, letter ballot, telephone conference, etc.) and

ii) when a decision will be rendered.

The review panel may in its sole discretion, allow representatives 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 committee 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 committee's decision within sixty (60) days after the committee has reached a decision.

5.14 This policy shall become effective immediately after it is approved by NRMCA's President and Executive Committee. Upon the effective date of this policy, all existing approval agreements between NRMCA and its local sponsoring groups, whether written, oral or implied, shall be declared null and void. Sponsoring groups shall be notified of this new policy in writing within thirty (30) days after it is approved by the NRMCA Executive Committee.

SECTION 6.0 EXAMINATION CRITERIA

6.01 The content of the written examination shall be derived directly from text reference: Technician’s Workbook for NRMCA Certification of Concrete Field Testing Technician - Grade II that include NRMCA Summaries of the eight (8) ASTM Standards: C31, C42, C94, C804, C805, C1611, C1688 and C1701.

6.02 Questions regarding general concrete technology shall not be included on the examination.

6.03 The examinations shall be administered through NRMCA-approved Local Sponsoring Groups by NRMCA approved examiner, as applicable. [See Section 4]

6.04 The examiners and sponsoring groups have no jurisdiction over the content of either examination, or over the grading of the written examination.

6.05 The written examination is closed book. Notes or other technical material related to the subject matter shall not be permitted in the examination area. Non-programmable calculators shall be permitted.

Applicants for certification are encouraged to engage in training and/or study the Text Reference in advance of taking the written examination, however, the applicant is not required to do so.

6.06 The written examination shall consist of at least eighty [80] multiple choice questions, with 8-15 questions on each ASTM Standard. The written examination is based on the material found in NRMCA Publication Technician’s Workbook for NRMCA Certification of Concrete Field Testing Technician - Grade II. If the composition of the examination or the passing criteria are changed, it will be noted on the exam and such changes will be communicated to the local sponsoring groups.

6.07 One hour and forty five minutes shall be permitted for completion of the written examination, after which the exam answer sheets must be collected. Additional time, up to one half hour,
with access to the exam question booklet will be allotted to the examinee to facilitate exam question challenges.

6.08 If an examinee is incapable of understanding the written examination, it may be administered orally upon pre-approval of the Examiner.

6.09 Successful completion of the written examination shall require the examinee:
   a) Score sixty percent [60%] or higher on each individual ASTM Standard; AND
   b) Score a minimum of seventy percent [70%] for the overall examination.

SECTION 7.0 RE-EXAMINATION CRITERIA

7.01 Failure of the written examination by either of the criteria cited under Section 6.09 shall require a reexamination on the entire written examination.

SECTION 8.0 APPEALS CRITERIA

8.01 Appeals regarding the administration of the exam should be made during the exam session and shall be directed to the examiner.

8.02 In the event that the examinee is not satisfied with the decision of the examiner regarding an appeal, the examinee may pursue an appeal with NRMCA according to the following order:
   1. Local Sponsoring Group
   2. NRMCA Senior Vice President of Engineering
   3. NRMCA RES Committee

8.03 Appeals on exam questions should be documented on the exam challenge form included in the exam booklet. NRMCA will consider the appeal and will respond to the examinee if the question impacts their pass/fail status.