

National Ready Mixed Concrete Association
Certification Policies
for
Concrete Delivery Professional® Certification Program



Approved by the NRMCA Educational Activities Committee...

The statements contained herein are approved policies and procedures. This revised policy statement supersedes all previous action of the NRMCA Educational Activities Committee with respect to Concrete Delivery Professional® certification.

The certification program policies are organized into seven sections as follows:

- Section 1. Definitions
- Section 2. Certification Criteria
- Section 3. NRMCA Responsibilities
- Section 4. Examiner, Criteria and Responsibilities
- Section 5. Examination Criteria
- Section 6. Re-examination Criteria
- Section 7. Appeals Procedure

NRMCA Concrete Delivery Professional Certification® Program Policy

SECTION 1.0 DEFINITIONS

- 1.01 Examinee – a person taking the written examination,
- 1.02 Examiner – a person authorized by NRMCA to be in responsible charge of an examination session.

SECTION 2.0 CERTIFICATION CRITERIA

2.01 The National Ready Mixed Concrete Association (NRMCA) certification program for Concrete Delivery Professional (CDP)® shall require successful completion of an exam. The exam can be taken in a written format or online. To prepare for the examination, NRMCA sells coordinating study materials

- 2.01.1 Written format: For those examinees who register for the text-based CDP study program, their company assumes the responsibility to deliver the exam in a written format. They do not have the option of taking the exam online. The written exam is a timed exam that must be proctored by a third party. The written exam covers all the material in the CDP® program in one exam. There is a second exam, a pre-trip certification exam. It is a requirement for the traditional, text-based Concrete Delivery Professional (CDP)® certification. There is no time requirement once the written materials are purchased.
- 2.01.2 Online format: For examinees who register for the Concrete Delivery Professional Online (CDP)© certification program, the e-learning study guide materials are available for viewing for sixty (60) days from the date the examinee logs into the

program. The exam is delivered online only. Examinees do not have the option to take the written exam. The exam is broken up into five timed exams; each of the five examinations immediately follows the appropriate study module unit. The exam is self-proctored on a secure server. The pre-trip certification exam is an optional requirement. If passed, the examinee earns the Concrete Delivery Professional (CDP) ® certification. Without passing the pre-trip exam, an examinee will not earn Concrete Delivery Professional (CDP) ® certification but the Concrete Delivery Professional Online (CDP)© certification.

- 2.01.3 Prerequisites for Concrete Delivery Professional® certification. A pledge form must be filled out by the driver participating in the written/text program. For the text-based, traditional program, a supervisor will have each examinee complete the pledge form. Both the examinee and supervisor will sign, indicating the veracity of the reported information on the pledge form. In the online program, the pledge is part of the registration process and appropriate response options will be checked by the examinee before the examinee has access to the elearning material and exam(s). Veracity is given by the examinee when the examinee checks off a box. If the information is found to be inaccurate, the certification will be revoked. The criteria for each driver is that he/she will
 - 2.01.3.1 Hold and maintain a valid Commercial Driver's License;
 - 2.01.3.2 Delivered at least 3,000 Cubic Yards of concrete over 12 months
 - 2.01.3.3 Maintained a clean driving record for the past 12 months while on duty (that is, have no chargeable accidents that were the mixer driver's fault or had any moving violations while on-duty);
 - 2.01.3.4 Pledge to remain drug-free and alcohol-free while on duty.
 - 2.01.3.5 A condition of certification is that the examinee accurately reports the company he/she works for. To assure veracity, NRMCA will verify that the examinee's employer with the company noted on the registration form.
- 2.02 Regardless of the exam results, CDP certification will not be issued if false information is received on the registration or pledge form.
- 2.03 For examinees who sit for the study and/or CDP certification exam, but not employed by a company, it is up to the driver to provide proof of meeting the prerequisites to receive certification. Regardless of exam results, certification will not be issued unless the appropriate prerequisites are met. The condition excluded is company verification. In this case, an individual examinee is deemed a non-member of NRMCA and must pay the non-member certification course fee to receive certification.
- 2.04 NRMCA will do its best to accommodate examinees with learning disabilities. The decision is on a one-on-one basis by working with the examinee's company; NRMCA makes all decisions regarding the examinee's request for accommodations.
- 2.05 NRMCA certification for Concrete Delivery Professional (CDP) ® certification shall be valid for a period of five [5] years from the date of successful exam completion.
- 2.06 Recertification requires the successful completion of a written or online examination.
- 2.07 Groups desiring to conduct Concrete Delivery Professional (CDP) ® certification shall adhere to the current Criteria Policy.

SECTION 3.0 NRMCA RESPONSIBILITIES

3.01 NRMCA shall assemble, maintain and distribute all examinations, online or in written form.

3.02 NRMCA shall approve a local sponsoring group, if there is an organization who wishes to conduct or sponsor Concrete Delivery Professional (CDP) ® certification.

3.03 NRMCA shall authorize the local sponsoring group to conduct written examination sessions for Concrete Delivery Professional (CDP) ® certification, where the examinee is using written materials.

3.04 NRMCA shall approve the examiner.

3.05 NRMCA shall grade the examinations.

3.06 NRMCA shall notify the examinee of the final results.

3.06.1 In the online exam, the examinee is immediately notified at the exam's completion.

3.06.2 In the written format, both the examinee and the examiner will be notified of the final results in writing or via a formal company email address.

3.06 NRMCA shall certify examinees who meet the certification requirements.

3.07 NRMCA shall issue a certificate to those who pass the exam and meet the Certification criteria.

3.08 Role of CDP Pre-Trip Exam: Examinees who meet the certification criteria, pass the written or online exams, plus pass the CDP pre-trip inspection exam will be issued a Concrete Delivery Professional (CDP) ® certification. The pre-trip certification exam is a requirement for the traditional, text-based Concrete Delivery Professional (CDP) ® certification. Examinees who meet the certification criteria, pass the online exam only but do NOT pass the CDP pre-trip inspection exam will be issued an Online Concrete Delivery Professional (CDP) ® certification.

3.08.1 Examinees who earn the Concrete Delivery Professional (CDP) ® certification will receive, via mail, a letter of certification, a certificate, wallet card, and certification patch. The certificate and wallet card will note the certification expiration date. It is the sole responsibility of the certified mixer driver to note his/her expiration date and take appropriate action to remain certified after that expiration date.

3.072 Examinees who pass the online exam series but do NOT pass the CDP pre-trip inspection exam will be issued an Concrete Delivery Professional Online (CDP) ® certification. The examinee prints his/her own certificate after the examinee passes the entire online exam series. The certificate will note the certification expiration date. It is the sole responsibility of the certified mixer driver examinee to note his/her expiration date and take appropriate action to remain certified after that expiration date. The Online Concrete Delivery Professional (CDP) ® does not receive a wallet card, patch or letter of certification.

SECTION 4.0 EXAMINER, CRITERIA AND RESPONSIBILITIES

4.01 For those who wish to pursue the written course process, the sponsoring company/organization must designate an examiner. To maintain access to NRMCA examination materials, the examiner shall maintain approval from NRMCA.

4.02 Individuals seeking to become NRMCA-approved examiners for the written exam or Pre-trip exam; must.

4.02.1 Be approved no less than one month before the exam date, by NRMCA's Education Department. It is the sole responsibility of the examiner to contact NRMCA to secure permission to proctor the exam. Once approved, the proctoring instructions will

be sent along with the exam to the examiner. If additional proctors are needed to assist the examiner, their information must be relayed at that time.

4.03 The examiner shall meet the following requirements:

4.03.1 Be a producer, producer-trainer supervisor, minimally in a mid-management capacity, producer human resource manager, third-party Professional Engineer,

4.03.2 Have had at least two [2] years of experience in concrete construction, inspection or testing; and

4.03.3 Be thoroughly familiar with the CDP proctoring instructions.

4.03.4 Send back the exams in a traceable format to NRMCA.

4.04 The examiner shall be present at, and supervise, the examination session.

4.05 The examiner shall be directly responsible for the following activities:

a) Order examinations;

b) Verify the identity of each examinee;

c) Assure that the examinees are aware of the certification criteria;

d) Refrain from interpreting examination questions during the course of the written examination

e) Assist, if requested, the examinee by providing definitions for general use words (i.e. “depict” = “shows”).

4.06 Proctors may assist the examiner in conducting the written examination or pre-trip exam.

4.07 Proctors shall satisfy the following requirements:

A) Be selected, and adjudged qualified by the examiner; and

B) Be considered trustworthy and conscientious.

4.08 Examiners shall not conduct any portion of the examination for anyone with whom he/she is personally related. 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 EXAMINATION CRITERIA

5.01 The content of the written examination shall be derived directly from NRMCA’s Concrete Delivery Professional ® Study Guides and/or online Concrete Delivery Professional ® lessons. Material contained in appendices shall not be subject for examination.

5.03 The examinations shall be conducted by the examiner, and proctors, as applicable. (See Section 4.)

5.04 The examiners and/or sponsoring groups have no jurisdiction over the content of either examination or over the grading of any examinations.

WRITTEN EXAMINATION

5.05 The written examination is closed book for those who use the written workbook material. Use of the written study guide material is prohibited.

5.06 The written examination shall consist of approximately seventy-five to eighty multiple choice or true false questions.

5.06.1 One and one-half (1 ½) hours shall be permitted for completion of the written examination, after which the exam answer sheets must be collected by the examiner.

5.06.2 If an examinee is incapable of understanding the written examination, the exam maybe administered orally but only if the Examiner asks NRMCA’s Education Department for pre-approval. If given without prior permission from NRMCA’s

Education Department the examinee's test scores will be null and void regardless of the score obtained.

5.06.3 Successful completion of the written examination shall require the examinee: Seventy percent (70%).

ONLINE EXAMINATION

5.07 For those taking the examination online, there will be no access to the online study lesson material or reference to the Concrete Delivery Professional ® Study Guide materials. Use of all materials is strictly prohibited.

5.06 The online examination shall consist of approximately seventy-five to eighty questions multiple choice and true false questions present in an online format.

5.06.1 One and one-half (1 ½) hours shall be permitted for completion of the exams; each module section is timed at 30 minutes. At the end of 30 minutes in the module section, the exam is timed out. Questions not answered are scored as incorrect.

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

5.06.3 Successful completion of the examination shall require the examinee to score seventy percent (70%) in each of the five module sections of the exam.

5.06.4 After completion of each of the five (5) module sections of the exam, the examinee will receive his/her score.

5.06.5 A progress sheet is available to the examinee on line at his/her personal login site. It is printable. It shows progress per module as well as test scores per module.

PRE-TRIP EXAMINATION

5.07 The pre-trip examination consists of seven (7) sections. It is in printed format whether the examinee participated in either the written exam study program or online exam study program.

5.07.1 Twenty (20) minutes shall be permitted for completion of the pre-trip inspection exam.

5.07.2 The examinee will print both the examinee's and examiner's test from the Module V site. Both parties will have a copy of the test. The examiner's exam copy is the same as the examinee's but the examiner's is noted as the Proctor's Exam. The Examiner/Proctor checks off the examinee's identification of each pre-trip task as the examinee performs it. The examiner submits his/her checked-off exam and sends it to NRMCA's Education department for grading. The examinee can keep his/her exam.

5.06.3 If an examinee is incapable of understanding the written words on the pre-trip examination, it may be administered orally upon pre-approval of the Examiner. If given without prior permission from NRMCA's Education Department the examinee's test scores will be null and void regardless of the score obtained.

5.06.4 Successful completion of the pre-trip examination shall require the examinee to miss no more than five (5) check-offs on the examination. Six (6) or more missing constitutes failing the Pre-Trip Exam.

SECTION 6.0 RE-EXAMINATION CRITERIA

6.01 Examinees re-certifying after the five (5) year certification time frame have the choice of taking the written, online, or pre-trip exam. Successful completion of recertification designation is noted in Section 2.0. Those re-certifying can purchase written study guide materials or 60 day access to the online study materials. Rules concerning each process can be found in Section 2.

6.02 Failure of first time CDP candidates, or those unsuccessfully recertifying using the written examination, online five-part exam, or the pre-trip examination are delineated in the criteria cited under Section 5.0. Not achieving those benchmarks shall require a reexamination.

6.02.1 If the examinee purchases the recertification written examination and does not pass it, he or she retakes the entire written examination.

6.02.2 If the examinee takes the pre-trip examination, he/she retakes the entire pre-trip examination.

6.02.3 If the examinee takes the online examination, he/she retakes the section failed rather than the entire exam. The examinee has access to the study materials for no more than sixty (60) days after the examinee's first login into the online program. The examinee, when paying for the recertification exam online, also receives access to the online study materials. Access to the study material and examinations are available for 60 days. If an examinee fails an exam and re-takes the exam after 60 days from initial login, the examinee will not have access to the study guide materials online or the exam. All exams, and re-takes, must be attempted within the 60 day window after the examinee first log-in.

SECTION 7.0 APPEALS CRITERIA

7.01 Appeals regarding the exam should be made to NRMCA's Education Department in writing. Appeals must be submitted directly to NRMCA Headquarters within thirty [30] days of the receipt of the examination.