

At every step, make continuing education a key to success.



CCP<sup>f</sup>

Certified Concrete Professional. The top career designation in the industry.

# STEPS<sup>®</sup>

SEMINAR, TRAINING & EDUCATION PROGRAMS



NATIONAL READY MIXED CONCRETE ASSOCIATION





Take a step today.





# A Comprehensive Collection of Vital Courses, Capped by the **CCP<sup>f</sup>** Designation.

**When it comes to careers in business, the value of continuing education is clear.**

For employers, supporting the continuing education needs of staff increases productivity and reduces turnover with clear benefits to the bottom line. It is also a terrific way for them to sell potential employees the concept that the industry has the ability to build career paths through professional development.

If you are building a career, continuing education is a key to advancement and job satisfaction.

**NRMCA's Seminars, Training and Education Programs, STEPS™**, support all these needs with a comprehensive set of learning opportunities created specifically for the ready mixed concrete industry. STEPS™ features dozens of seminars, workshops and individual course certification opportunities. Continually updated to meet the changing needs of a dynamic industry, these information-packed workshops use the latest teaching techniques to deliver maximum learning.

For the optimal career path, NRMCA now also offers the Certified Concrete Professional (CCP<sup>f</sup>) career track, leading to the top professional designation in the ready mix industry.

Descriptions of individual courses, tracks and certifications follow. For current schedules and other information, contact NRMCA's Education Department at 703-706-4800 or visit [www.nrmca.org/steps](http://www.nrmca.org/steps).

Whether you support your own professional development, and/or those in your organization - no matter the size of the organization or the stage of your career - make continuing education a key to success.

**STEPS®**  
**SEMINAR, TRAINING & EDUCATION PROGRAMS**

**CCP<sup>f</sup>**

**Certified Concrete Professional**

*The top designation in the industry.*

NRMCA's new CCP<sup>f</sup> designation gives ready mixed concrete industry employees the fundamental technical, operational, sales, managerial, and green-sustainability information needed to prepare for and enhance careers in the industry.

To earn the CCP<sup>f</sup> designation, participants must successfully complete **120 hours** of coursework.

From

Introduction to Concrete Fundamental's review of the basics to Leadership: The Concrete Manager's Game Plan coalescing of the program's teachings, CCP<sup>f</sup>'s highly interactive courses expose participants to a broad range of best practices in five important areas of study:

|                                |       |
|--------------------------------|-------|
| Concrete Technology            | pg. 4 |
| Operations and Production      | pg. 5 |
| Sales, Marketing and Promotion | pg. 8 |

Participants can receive credit for prior NRMCA coursework as well as for individual company and independent professional development, non-college training programs. (See page 10 for requirements.)

When someone earns the CCP<sup>f</sup> designation, it is the industry's pinnacle sign of professionalism, not only serving individuals but also the companies that employ them.

**Take the next step...** register for an NRMCA course, earn an NRMCA certification and use your current industry certifications and training programs to work towards a CCP<sup>f</sup>... take a big step toward even greater career success.



# Concrete Technology

## CAREER TRACK

The primary goal of the Concrete Technology Career Track is to recognize participants with a comprehensive ready mixed concrete technical education that enables them to establish productive careers in the industry. Candidates who complete the career track are deemed to have acquired knowledge of fundamental and advanced topics in ready mixed concrete technology. To this end, the program seeks to impart strong technical competence in fundamental concrete principles along with optional special topics including business principles, operations and sustainability aspects that are relevant to the ready mixed concrete industry. This career track supports the industry's initiatives towards performance specifications (P2P initiative) by identifying knowledgeable personnel in concrete companies.

Candidates obtaining this certification will have been exposed to knowledge of fundamentals of concrete and concrete making materials, codes and specifications, proportioning concrete mixtures for conventional and special applications, batching, mixing and delivery, handling, placing, and finishing concrete, concrete in hot and cold weather, control tests, quality control, and troubleshooting.



\*Other professional development courses offered by NRMCA or other organizations may be substituted following an evaluation and approval by NRMCA (see CCPf Certification Rules). College classes do not qualify.

Although exams are optional, if "certification" appears in the title of the prerequisite or required courses above, passing the exam is required in order to receive credits towards a CCPf.

\*\*Level 3 Certification obtainable through attendance and exam at the Concrete Technology Training and Certification Program (Technical Short Course).

† Provide session or course title, outline of content, duration and documentation of attendance.

## CERTIFICATION REQUIREMENTS

(120 hours)

### PREREQUISITES (1 of 3 below)\*

- Introduction to Concrete Fundamentals: Concrete 101 (CCSP Module I) Certification (24 hours)
- Plant Manager Certification Course (24 hours)
- Affidavit of 2 years technical work experience signed by direct supervisor (qualifies as 24 hours)

### REQUIRED COURSES (60 hours)\*

- Concrete Technology Training and Certification Program (Technical Short Course), earning Level 2 Certification (32 hours)
- Concrete Durability Course (16 hours)
- Handling Concrete Specifications, Low Strength Problems and Mixture Submittals OR Improving Concrete Quality (8 Hours)
- † Online learning offerings on concrete technology from NRMCA or other organizations (4 hours)

### ELECTIVE SUGGESTIONS (36 hours)\*

- Achieve Concrete Technologist Level 3 Certification (4 hours)
- Pass exam at Durability Course (or Level 4 )
- Pervious Concrete Contractor Certification (8 hours)
- Approved NRMCA Plant Inspector or Assistant (8 hours)
- NRMCA Improving Concrete Quality (8 hours)
- NRMCA Field Testing Technician Grade II (8 hours)
- Design of Concrete Pavements (online) (6 hours)
- Design of Concrete Parking lots – ACI 330 (4 hours)
- † International Concrete Sustainability Conference (varies)
- Environmental Course and Certification (20 hours)
- Safety Course and Certification (20 Hours)
- Pervious Concrete – A Stormwater Solution (6 hours)
- Understanding the Concrete Contractor's Business: Customer Knowledge (CCSP Module II) Certification (20 hours)
- † Third party courses – general business principles, financial, legal and ethics (varies)
- † Educational sessions at NRMCA's ConcreteWorks (varies)
- † Education sessions at NRMCA's Annual Convention (varies)



# Operations and Production CAREER TRACK

The primary goal of the Operations and Production Career Track is to provide ready mixed concrete operational employees with a comprehensive educational opportunity that enables them to establish productive careers in the industry. Candidates who complete the career track demonstrate in class their knowledge of the materials, procedures, and equipment required to produce quality concrete with the desired fresh and hardened concrete performance characteristics for a given application. This includes proper and lawful safety and environmental practices and compliance, as well as managerial practices, including the principles of dispatch, driver, and personnel management. To this end, the program can include specialized competence in additional areas including financial, managerial, and legal concerns relevant to the profession.

Candidates will be exposed to knowledge of concrete production, safety compliance and regulations, environmental compliance and regulations, delivery optimization, as well as basic human resource and basic financial practices. This knowledge will come from courses that range from Concrete Fundamentals to Environmental Professional Certification for the Ready Mixed Concrete Industry. Some typical industry job titles that would benefit from this track are Plant Operator, Mixer Driver, Dispatcher, Driver Supervisor, Plant Manager, Operations Manager, Safety Manager, Environmental Manager, General Manager, Area Manager, Fleet Manager and Maintenance Manager.



## CERTIFICATION REQUIREMENTS (120 hours)

### PREREQUISITES (1 of 2 below)\*

- Introduction to Concrete Fundamentals: Concrete 101 (CCSP Module I) Certification (24 hours)
- Affidavit of 2 years technical work experience signed by direct supervisor

### REQUIRED COURSES (84 hours)\*

- Plant Manager Certification Course (24 hours)
- RMC Safety Certification (20 hours)
- Environmental Certification (20 hours)
- Effective RMC Supervisor Certification (20 hours)

### ELECTIVE SUGGESTIONS (36 hours minimum)\*

- Approved NRMCA Plant Inspector or Assistant (8 hours) Concrete Delivery Professional Certification, passing the test (10 hours)
- Concrete Durability (16 hours); passing the test (20 hours)
- Concrete's Role in Sustainable Development (10 hours)
- Concrete Technology Training and Certification Program, (Technical Short Course), earning Level 2 (32 hours); earning Level 3 (36 hours)
- Dispatcher Training Forum (20 hours)
- Handling Concrete Specifications, Low Strength Problems and Mixture Submittals (8 hours)
- NRMCA Field Testing Technician Grade II (8 hours)
- Think Like An Owner (8 hours)
- Online learning offerings on concrete operations on concrete operations, production, sustainability, or technology from NRMCA or other organizations (varies)
- † Education sessions at NRMCA's ConcreteWorks (varies)
- † Education sessions at NRMCA's Annual Convention (varies)
- † Third party courses

\* Other professional development courses offered by NRMCA or other organizations may be substituted following an evaluation and approval by NRMCA (see CCPf Certification Rules). College classes do not qualify.

Although exams are optional, if "certification" appears in the title of the prerequisite or required courses above, passing the exam is required in order to receive credits towards a CCPf.

† Provide session or course title, outline of content, duration and documentation of attendance.



# Recommended **CCP<sup>f</sup>** Courses by Job Title

## TRACKS

 Concrete Technology

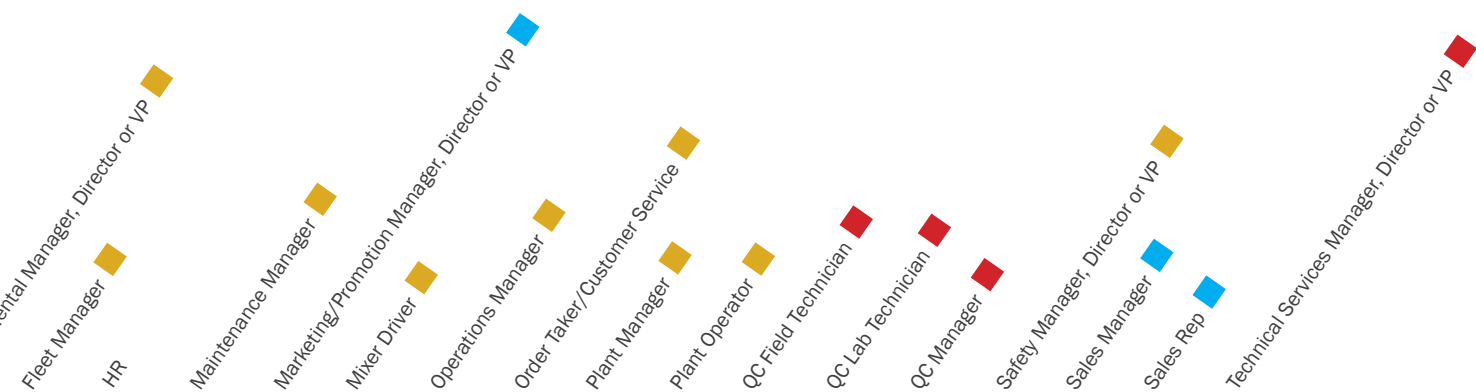
 Sales, Marketing & Promotion

 Operations & Production

**R = REQUIRED CLASS | E = ELECTIVE CLASS**

Accounting/Finance  
Area/General Manager  
Bookkeeper  
Dispatcher Manager  
Driver Supervisor  
Environmental

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| ACI Field Technician Level I Certification  |   |   |   |   |   |   |   |
| Building Green with Concrete  |   |   |   |   |   |   |   |
| CCSP I: Introduction to Concrete Fundamentals — Concrete 101                                | E |   | E | E |   |   |   |
| CCSP Module II: Understanding the Concrete Contractor's Business                            |   |   |   | E |   |   |   |
| CCSP Module III: Fundamentals of RMC Accounting, Finance & Business Law: Business Knowledge |   |   |   |   |   |   |   |
| CCSP Module IV: Professional Sales Skills   |   |   |   |   |   |   |   |
| Concrete Delivery Professional Certification  |   |   |   | E | E |   |   |
| Concrete Durability Course  |   | R |   |   |   |   |   |
| Concrete Pavement Analyst Training  |   |   |   |   |   | E |   |
| Concrete Technologist Training & Certification Program, (Technical Short Course)            |   | R |   |   |   |   |   |
| ConcreteWorks Conference  | E | E | E | E | E | E |   |
| Developing Industry Leaders Program   | E |   |   |   |   |   |   |
| Dispatcher Course   |   |   |   | E | E |   |   |
| Effective RMC Supervisor Certification  |   | R |   | R | R | R |   |
| Environmental Course and Certification  |   | R |   | R | R | R |   |
| Financial Management for the Ready Mixed Concrete Industry                                  | E | E | E | E |   |   | E |
| Handling Concrete Specifications, Low Strength Problems and Mixture Submittals              |   | R |   |   |   |   |   |
| Improving Concrete Quality  |   | E |   |   |   |   |   |
| Leadership for Operations Managers & Executives   |   |   |   | E |   |   | E |
| NRMCA Operations Webinars (varies)  |   | E |   | E | E | E |   |
| NRMCA Plant Inspector or Assistant Workshop   |   | E |   |   |   |   |   |
| NRMCA Technical Webinars (varies)   |   | R |   |   |   |   | E |
| Pervious Concrete Contractor Certification  |   |   |   |   |   |   |   |
| Pervious Concrete Technician Certification  |   |   |   |   |   |   |   |
| Plant Manager Certification Course  |   | R |   | R | R | R |   |
| Ready Mixed Concrete Safety Course & Certification  |   | R |   | R | E | R |   |
| Sales Manager Leadership Workshops  |   |   |   |   |   |   |   |



|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
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|   | E |   | R |   |   |   |   |   |   |   |   |   |   | R | R | E |
|   |   |   | R |   |   |   |   |   |   |   |   |   |   | R | R |   |
|   |   |   | R |   |   |   |   |   |   |   |   |   |   | R | R |   |
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## Sales, Marketing and Promotion CAREER TRACK

The primary goal of the Sales, Marketing and Promotion Career Track is to provide participants with a ready mixed concrete-specific education that enables them to demonstrate their selling skills in a changing environment in order to meet the growing demands in our industry's marketplace. Candidates who complete the career track demonstrate in class a technical understanding about what their customers want, why they buy, the role of value, and the use of consultative selling practices. To this end, use of various decision making skills are emphasized through application of ready mixed concrete-specific case methodologies that illustrate opportunity analysis, marketing environments, product management, communication planning, pricing and distribution strategies, and planning.

Candidates will be exposed to knowledge of production and products, concrete market placement, general market business, and sales and marketing. Some typical Industry job titles that would benefit from this Track are Marketing/Promotion Manager, Sales Representative, and Sales Manager.



### CERTIFICATION REQUIREMENTS

(120 hours)

### PREREQUISITES

- ACI Field Technician Level I Certification - must be current or earned while taking required courses

### REQUIRED COURSES (88 hours)\*

- Introduction to Concrete Fundamentals: Concrete 101 (CCSP Module I) Certification (24 hours)
- Understanding the Concrete Contractor's Business (CCSP Module II) Certification (20 hours)
- Fundamentals of Accounting, Finance, and Business Law (CCSP Module III) Certification (20 hours)
- Professional Sales Skills (CCSP Module IV) Certification (20 hours)

### ELECTIVE SUGGESTIONS (36 hours minimum)\*

- Concrete Pavement Analyst Training (6 hours)
- Concrete Technology Training and Certification Program (Technical Short Course), earning Level 2 Certification (32 hours), earning Level 3 (40 hours)
- Design of Concrete Parking Lots – ACI 330 (4 Hours)
- Effective RMC Supervisor Certification (20 hours)
- Financial Management for the Ready Mixed Concrete Industry (16 hours)
- International Sustainability Conference (varies)
- Plant Manager Certification Course (24 hours)
- Think Like An Owner (8 Hours)
- † Education sessions at NRMCA's ConcreteWorks (varies)
- † Education sessions at NRMCA's Annual Convention (varies)
- † Third party courses

\* Other professional development courses offered by NRMCA or other organizations may be substituted following an evaluation and approval by NRMCA (see CCPf Certification Rules). College classes do not qualify.

Although exams are optional, if "certification" appears in the title of the prerequisite or required courses above, passing the exam is required in order to receive credits towards a CCPf.

† Provide session or course title, outline of content, duration and documentation of attendance.





## Attend NRMCA's Conferences For Elective Credits

### CONFERENCE SERIES ELECTIVE CREDIT

NRMCA hosts and co-sponsors several conferences that offer continuing education opportunities. As with NRMCA's longer workshops, Continuing Education Units (CEUs) can be earned.



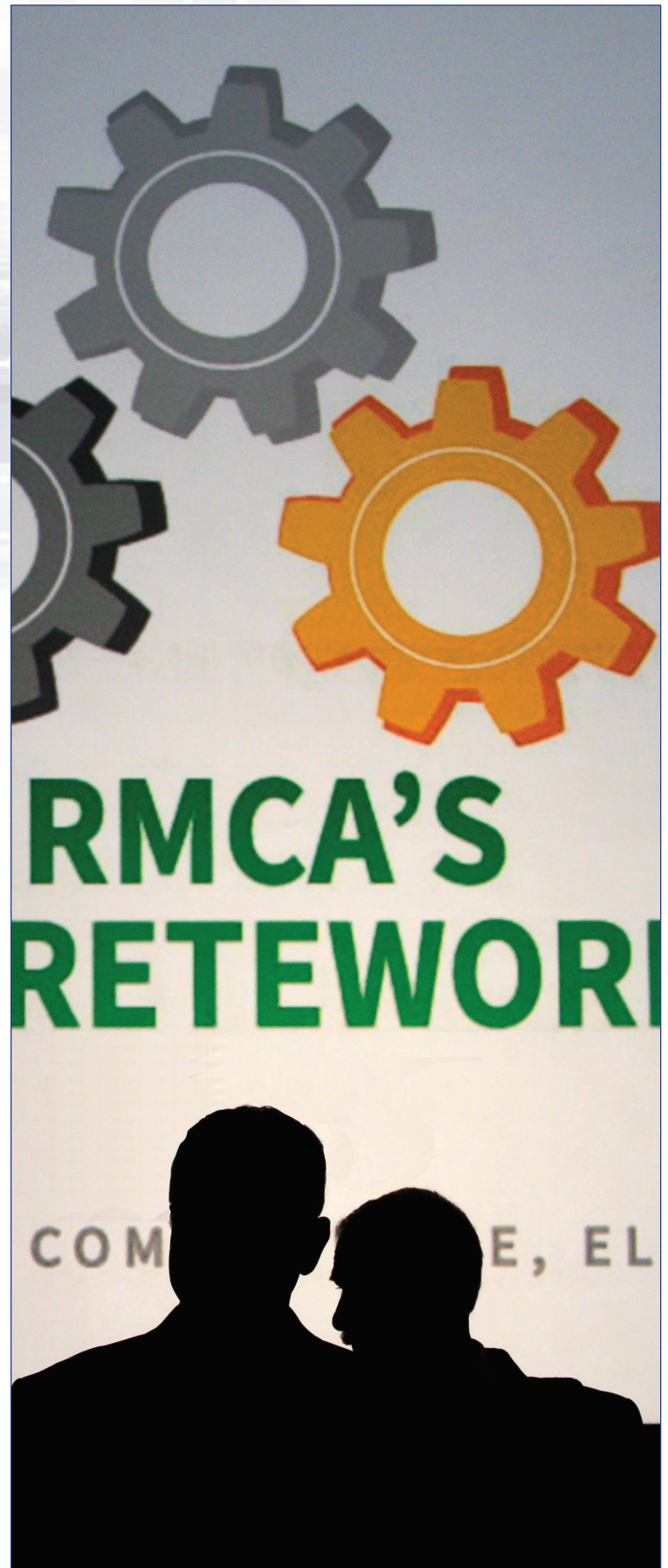
Concrete Innovations Learning Center is designed to bring practitioners, researchers and policy makers together to exchange the latest innovations for sustainable concrete design, construction and manufacturing. Each session offers AIA Continuing Education and Professional Development Hours. Complete the form provided for each session to receive credits.



**CONEXPO-CON/AGG** Education seminars every three years, the industry's largest convention and expo event offers approximately 115, 1½ hour seminars. Approximately 20 lectures are delivered by industry professionals, specifically related to the concrete industry.



NRMCA's ConcreteWorks conference and expo includes two days of learning sessions specifically designed for ready mixed concrete industry professionals. Attendees have the opportunity to interact with hundreds of peers to share ideas that can enhance a company's efficiency, performance, and profitability.



**CCPf**

# Certification Rules

## ORIGINAL CERTIFICATION

1. Applicant must pass the exam, and certification must be current for certification courses within the prerequisite or required course listing in a career track.
  - a. If the exam was not taken/passed at the time of the course, the applicant may take/re-take it. It must be proctored by an independent third party. This must be arranged by the applicant, and approved by NRMCA's Education Department. The exam fee is \$100.
  - b. Elective courses only require certificate of attendance. The exam is not required.
2. Professional development courses, workshops, and seminars from other organizations may be applied towards elective requirements as transfer credits. Acceptance of transfer credit from an outside organization is under the sole discretion of the NRMCA Educational Activities Committee. College classes are not accepted; the transfer credits must relate to professional development. Transfer credit fee is \$25 per application.
3. Payment of \$150 must accompany the STEPS® application as well as proof of current certifications, when applicable.
4. Upon completion, payment and approval, the applicant will receive a framed certification.

## CERTIFICATION RENEWAL

1. Every five years, a CCPf-person must complete 24 hours of continuing education related to the ready mixed concrete industry. Transfer credits are accepted.
2. Acceptance of professional development-related transfer credit from an outside organization is under the sole discretion of the NRMCA Educational Activities Committee.
3. A CCPf renewal application must be signed by the applicant's supervisor.
4. Payment of \$150 must accompany the application for CCPf Renewal.
5. Certifications within the Required Course list of your Career Track must be current at time of CCPf renewal. You may either arrange to retake the exam (see section 1 above) or you may retake the course and exam. If the course and exam are retaken, those course hours count towards continuing education requirements.
6. Required course certifications that are renewable are: **Concrete Technologist Level 2, Plant Manager Certification, Safety Certification, Environmental Certification, Effective Supervisor Certification, and any American Concrete Institute Certifications, Grade 1 Field Technician.**

**APPLICATIONS FOR CCPF CAN BE FOUND AT  
[WWW.NRMCA.ORG/STEPS](http://WWW.NRMCA.ORG/STEPS)**



*STEPS graduates at a NRMCA convention.*







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