

# **ASA Sponsored ACI Shotcrete Nozzleman Certification Policy for Hosts and Participants**

## **1- Introduction**

This document describes the responsibilities of and relationship between ASA, ACI, the “Host”, the Education/certification committee, and the candidates. This policy supersedes all previous action of the ASA Board of Direction with respect to ASA administration of certification and education sessions, and is effective August 22, 2013.

Every ASA Sponsored certification session is organized through the participation of a “Host”. The Host may make the certification session available publically or privately for a restricted audience. The host shall have no relationship with the session Examiner that is prohibited in this policy (see section 2.7 Conflict of Interest).

As decided by the ASA Education committee, ASA will sponsor certification activities only if the candidates have been through an “ASA approved Education program”. An Education program may immediately precede the certification session, if desired.

## **2- Definitions**

**2.1 ASA National Sponsoring Group:** The entity identified by ACI as their agent in administering the ACI Shotcrete Nozzleman Certification program according to established ACI policy.

**2.2 Host:** The Host is the organization, group or individual in charge of planning and coordinating the facility for the certification session. The Host could be a consultant, contractor, association, union, etc...

**2.3 Organizer:** The single person identified by the Host as the coordinating contact for ACI, ASA, the Educator and the Examiner.

**2.4 Examiner:** Individual approved by ACI as an Examiner, Appointed to ASA’s roster of ACI approved Examiners by ASA, and appointed by ASA to act as and fulfill all Examiner duties of a session, including the Education session.

**2.5 Participant:** An individual pursuing Nozzleman certification

**2.6 Conflict of Interest:** The relationship between the Examiner, Host, and Participants of a certification session must meet all the following requirements:

- The Examiner must not be currently employed by the Host organization or any of its parent or subsidiary organizations.
- The Examiner must not be currently employed by the same organization as any of the participants.
- The Examiner must not be currently in a business relationship with the Host or any of its parent or subsidiary organizations.
- The Examiner must not be personally related to the Host and/or Participants.

ASA reserves the ultimate determination in assessing if a conflict of interest exists.

**2.7 ASA Education Committee:** The body directly responsible for oversight of all ASA Certification and Education activities. This committee is directly responsible for oversight and management of ASA’s roster of ACI approved Examiners and ensuring that they conform to all ASA & ACI policies related to the Nozzleman Certification program.

**2.8 ACI Shotcrete Nozzleman Certification Program Policies:** The ACI Shotcrete Nozzleman program policies were created and are maintained by ACI Committee C660: Shotcrete Nozzleman

Certification. The program policies are the ultimate authority in conduct and operation of the ACI Shotcrete Nozzleman Certification program. A copy of the policies can be found at [www.Concrete.org](http://www.Concrete.org).

**2.9 ASA Call For Examiners:** The formal process by which ASA selects a qualified examiner for a certification and/or education session.

Board approval of a Host's request for a specific Examiner for a certification session is a rare occurrence and only granted for very unique circumstances. Petitions for a specific Examiner to conduct a Certification session must be submitted in writing for consideration at a regularly scheduled ASA Board of Direction meeting.

It is also noted that a Host can pick a current Examiner from ASA's roster to conduct the Education session for an additional \$500 session set up fee. In this case the Examiner for the Certification session is still selected at random by ASA with the Host having the ability to refuse an Examiner selected if the Host feels that there is an existing conflict of interest."

**2.10 Examiner / Host Relationship Disclosure Form:** A form that discloses any relationship between the Examiner and the Host. Completion and signing of the form is required when an Examiner responds to an ASA Call for Examiners.

### 3 Responsibilities

**3.1 Host Responsibilities:** The Host is in charge of naming the Organizer who will serve as the Host's agent / representative throughout the certification process. The Host is responsible for all safety aspects related to the certification process. The Host is responsible for payment of the fees and expenses related to the Certification session. All fees and expenses will be billed thru ASA at the established standard fees. The Host must provide a safe working area for the shotcreting, requisite completed certification forms, materials, and equipment for certification. The Host is also responsible for taking the required cores (under Examiner supervision) from each Participant's test panels.

**3.1.1** The Host must provide a current certificate of insurance to ASA staff prior to the certification session. The Host's insurance must include general liability insurance with a minimum of 1 million dollars coverage per occurrence.

**3.1.2** The Host must provide to ASA staff prior to the session, a certificate of Workman Comp insurance for all participants in the session."

**3.1.3** The Host must have completed and submitted the Host Requirements Checklist (Appendix B).

A complete listing of Host responsibilities can be found on the Host Requirements Checklist (Appendix B)

**3.2 Organizer Responsibilities:** The Organizer must coordinate the actions of everyone involved, including the Participants and ASA. The Organizer is responsible for the organization of the certification session and the execution of all Host responsibilities.

**3.3 Participant Responsibilities:** The participant is responsible for completing and signing their prerequisite 500 hours of nozzleman experience on an ASA Work Experience form. Participants are also required to be available for a brief conversation by phone with the Examiner as part of the ASA Work Experience evaluation. The completed form(s) should be submitted to the Host's Organizer for final review and signature. Falsification of work experience documentation will constitute removal from the certification session and possible future certification sessions.

**3.4 ASA responsibilities:** As a National Sponsoring Group, ASA is responsible for all certification fees

charged by ACI, and for billing Hosts for all ASA incurred charges associated with the certification sessions. ASA will coordinate all session details between the Host's Organizer, the session Examiner, and ACI. ASA is solely responsible for choosing the Examiner for an ASA Sponsored certification session. ASA will handle all financial transactions related to the certification session. An overview of the process for administering an ASA Sponsored certification session can be found in Appendix A.

### **3.5 Examiner Responsibilities**

**3.5.1 ASA Host Relationship Disclosure Form:** The Examiner is required to complete and sign the ASA Host Relationship Disclosure Form upon answering the "ASA Call for Examiners". The Examiner is responsible for notifying ASA if at any point they realize that their relationship with the Host and/or Participants creates a Conflict of Interest as defined in Section 2.7.

**3.5.2 ACI Shotcrete Nozzleman Certification Program Policies:** The Examiner's responsibilities are described in the ACI Shotcrete Nozzleman program policies, which is created and maintained by ACI C660: these include marking the performance exam, grading the cores and supervising the written exam.

**3.5.3 Verification of Participant's Work Experience:** The Examiner will receive copies of each participant's work experience documentation from ASA staff. An Examiner's evaluation of a Participant's Work Experience consists of two separate steps.

Step #1: The Examiner must review the information submitted on the Participants Work Experience Form for completeness and feasibility.

Step #2: The Examiner must call and speak directly with the Participant prior to approving / signing the Participant's Work Experience Form. The complete content and length of the Examiner's interview with the Participant is left to the Examiner's judgment and discretion in deciding if, in their opinion, the Participant possess the required minimum amount of work experience. Every Participant interview must however include the following:

- Discussion of any items on the Participant's Work Experience Form that seems incomplete or questionable.
- Discussion on the Participant's nozzleman experience including how long they have been a nozzleman, the type of work they have been involved in, and the type of equipment they have used.

Once the Examiner is reasonably sure of the accuracy of the information on each Participant's Work Experience submission and that a minimum of 500 hours as a nozzleman has been demonstrated, the Examiner must sign and date the participant's Work Experience form and return a signed copy to ASA staff.

If at any point during the Certification session, the Examiner judges that a Participant does not have 500 hours experience, he should notify the Host and further question the Participant's qualification. If the doubt remains, the Examiner should contact ASA staff and have the Participant's Work Experience changed to not sufficient.

**3.5.4 Examiner Arrival to Certification Session:** When the Examiner arrives on site to begin the session, they should confirm that all required facilities, equipment & materials are present and conform to policy. If any of these items are missing or incomplete, the Examiner should notify the Host immediately.

The Examiner must also check photo Identification of each Participant and confirm that each is on the Session Participant list received from ASA staff.

**3.5.5 ASA Requirements on Performance Exams:** Include pictures of each Participant (face shot), the back of each test panel, and the Participant's cores. The mix design should also be documented.

**3.5.6 Performance Exams for Sessions With More than 14 Test Panels:** For sessions with more than 14 test panels, ASA's default position / quote to the Host will be to add an additional session day(s) so that not more than 14 test panels will be shot in a single day. If a session Examiner would like to consider employing a Supplemental Examiner in order to eliminate the extra session day, the Examiner should contact ASA staff. Staff will work with the Host to see if they are willing to pursue this avenue and negotiate any changes in costs.

**3.5.7 Return of Session Materials to ASA:** The Examiner must mail all session materials to ASA for final review via a traceable method of shipping. ASA will then forward the completed examination documents to ACI for processing.

**3.5.8 Examiner Compensation:** The session Examiner must ensure that he will accept compensation for time and expenses related to the certification session only from ASA. The Examiner will under no circumstances directly invoice the Host nor accept payment from the Host.

**4 - Review of ASA sponsored sessions:** ASA reserves the right to conduct a review of any ASA Sponsored certification session to ensure conformance to both the ACI and ASA certification policies, and to ensure an acceptable level of quality.

If the ASA Board of direction decides to initiate a review, the Board will appoint an ad-hoc task group for each review consisting of at least 3 current Board members and a staff member to oversee/conduct the review. The Board will ensure that the members of the task group have no conflict of interest with the host and participants as determined by the Board.

#### **4.1 Reasons for a Session Review:**

**4.1.1 Complaints & Concerns from ASA Members and/or Industry Personnel about a Specific ASA Certification Session:** Complaints and concerns regarding the conduct or quality of an ASA sponsored session should be submitted directly to ASA staff. ASA staff will conduct an initial review to confirm that issues are based on specific items in the ACI Program policies and/or the ASA Certification Program policies. Should staff determine that the complaint/concern is based on specific policies; the issue will be brought to the ASA Board of Direction. The Board will decide if a review should be completed.

**4.1.2 Observations by ACI and/or ASA Staff:** Should staff observe potential policy violations, it may consider presenting the situation to the Board for potential review.

**4.1.3 ASA Board Decision:** The Board reserves the right to review any ASA sponsored certification session for any reason it deems satisfactory including random quality reviews.

**4.2 Components of a Session Review:** An ASA Certification Session review can consist of one or more of the following review components:

**4.2.1 Work Experience:** Review the session's verified work experience. This can include a review of how the verification was completed.

**4.2.2 Returned Performance Materials:** Review of materials returned and required format of performance exam materials.

**4.2.3 Interview with Examiner:** Interviews will be conducted in the full task group, not by one individual. The interview can include the following:

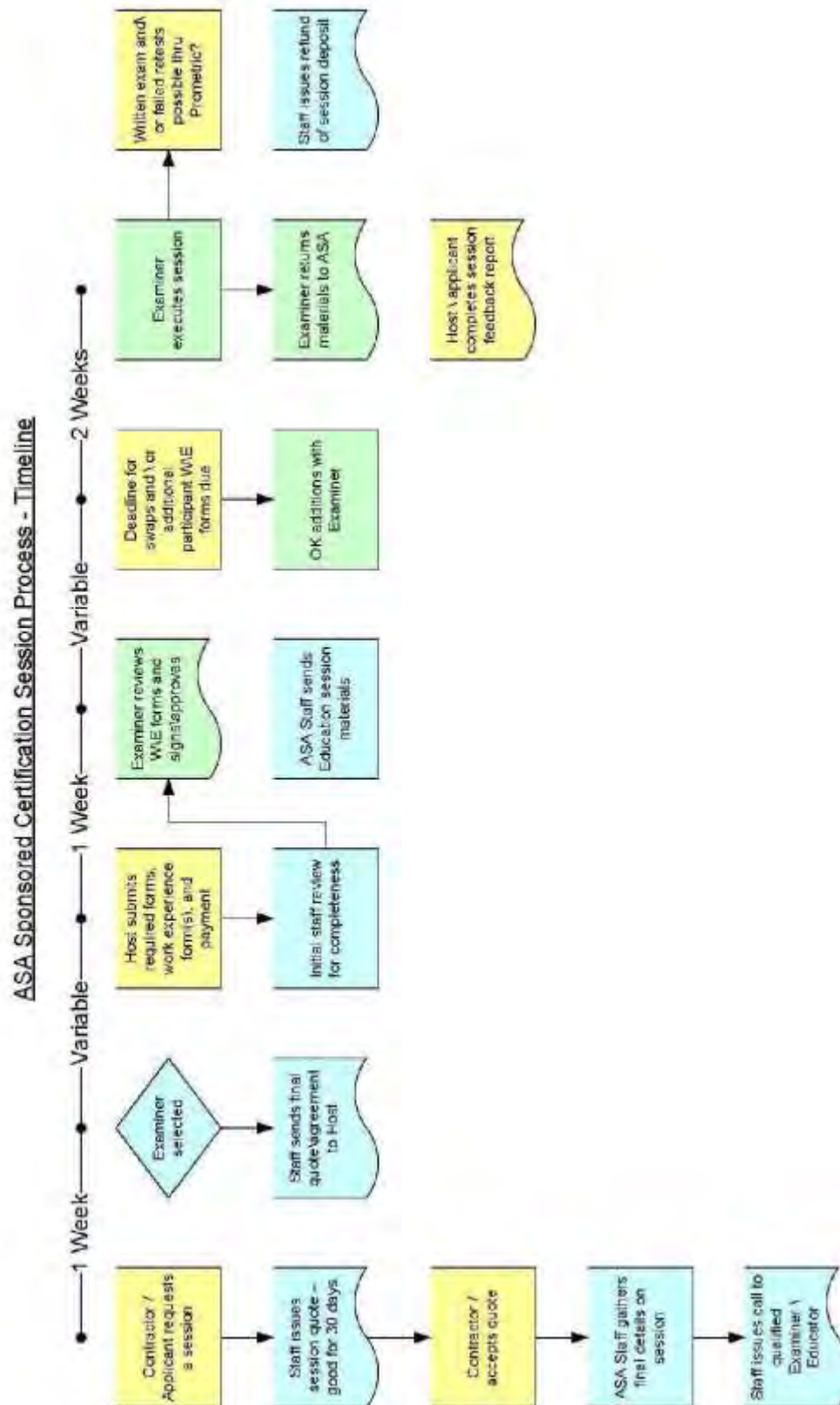
**4.2.3.1:** Review of the overall session schedule & process.

**4.2.3.2:** Check if the Examiner has a proper knowledge and understanding of the shotcrete field the host works in.

**4.2.4: Interview with the Host and/or Participants**

## Appendix A

### ASA Session Administration Process Flowchart



## Appendix B Host Requirements Checklist

### General

- Communicate Certification session needs/parameters to ASA Staff.
- Review & approve "Initial Certification Session Quote" sent from ASA staff.
- Review & approve "Final Certification Session Invoice" sent from ASA staff.
- If an Education session is planned, distribute the study materials to the Participants prior to the session.  
(*Recommended distribution at least 7 days prior to the certification session*).
- Communicate to ASA staff if you are willing to open the session to the public (final approval to participate of all applicants is the right of the Host)
- Ensure completion and return to ASA staff of Host Evaluation and Participant Evaluation forms.

### Work Experience

- Initiate completion of each Participant's Work Experience Forms, verify accuracy and sign each Participant's forms, and return all completed Work Experience documentation directly to ASA Staff.
- Ensure that each Participant is available by phone to speak directly with the session Examiner as part of the verification of their work experience. If an interpreter is required, it is the responsibility of the Host to arrange for such services.

### Session Initiation and Payment

The session will be initiated once all required documentation and payment are received by ASA staff.

- Completed Session Initiation form
- Signed Host Requirements Checklist
- Full payment (check or credit card) of the invoiced amount including the \$2,500 deposit (for companies that are not current corporate members), plus the "rush" session fee, if applicable. *Please note: payment including deposit will be processed upon receipt.* A refund of the session deposit (\$2500.00 minus any unforeseen costs/charges) will be issued once the completed session materials are received by ASA Staff.
- Completed Work Experience Forms for each Participant
- Copy of photo ID for each Participant
- Insurance documentation – See 3.1.1 & 3.1.2 of the ASA Host / Participant Policy

### Written Exam

- If the Host elects to have the Examiner administer the written exam, a suitable classroom area must be secured.
- Host must communicate any oral or language requirements when completing the Session Initiation form.
- The Host must secure a suitable classroom area for the education session for review of the study materials.

### Performance Exam

- Coordinate and secure a safe working area
- Secure and make available all equipment: gun/pump, compressor, hose, nozzle, blow pipe, etc... (minimum Air requirement for wet mix is 250cfm without a blow pipe, 375cfm or greater with a blow pipe. Dry rotary guns minimum air requirement is 600cfm.
- Determine mix and have sufficient shotcrete material available. Minimum material temp of 50 °F in cold weather, Max temp of 94 °F in hot weather.
- Fabrication of Performance Test Panels, reinforcement and scaffolding according to ACI Policy. ACI allows fiberglass rebar to be used in place of steel (easier on the core bits).
- Erect scaffolding for the overhead test panels and secure the test panels
- Provide forklift or any other type of lifting equipment for the overhead panels
- Provide weather protection for the test panels - heat if the temperatures are 45 °F or lower, hot weather protection for 90 °F or higher.
- Ensure water set up with recommend minimum pressure for the dry process of 100 psi or greater (Normally 15 psi greater than the operating air pressure to the dry gun).
- Provide hot water for either process in cold weather (50 °F or below)
- Provide burlap or plastic for curing of the test panels
- Provide personal protection equipment for each applicant
- Arrange for site clean-up, equipment clean-up
- Provide all equipment information and mix design to participants prior to session.

### Coring

- Arrange for / coordinate the coring as required in the ACI Shotcrete Nozzleman Certification Program Policies.
- Provide coring equipment with 4" core bits (each panel takes 20-30 min to core)
- Provide manpower to move and core the test panels

### Cancellation Policy

ASA policy allows the Host to reschedule or cancel a session up to two (2) full weeks prior to the scheduled session start date. If the session is rescheduled a fee of \$750 US will be charged to the Host. If the session is simply canceled a fee of \$1500 US will be charged to the Host.

**By signing this form, the Host is initiating with ASA a Certification session. The Host understands their requirements as stated on this form and in the ASA Host/Participant Policy, and agrees to take responsibility for all items. Should a requirement not be fulfilled or sufficient, the Host accepts responsibility and costs for any related delay.**

**By signing this form, the Host recognizes and accepts the Examiner of Record's authority and judgment on all items and issues related to the session.**

**By signing this form, the Host accepts responsibility for all costs and delays resulting from all "acts of God" that are out of both the Host's and ASA's control. This includes those that result in delay or cancelation of the Examiner of Record's attendance. ASA will work with the Host to minimize related delays and cost, but ultimate responsibility lies with the Host.**

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Host/Organization Name:

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Session Date & Location:

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Host Organizer/Contact Name:

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Signature

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Date



## Appendix C

### **2019 ASA Certification and Education Fees**

Note: the fees shown below are based on the assumption that an Examiner will agree to participate. A remote or unusual session may require higher fees for Examiner participation.

#### **2019 Certification & Education Fees**

<b>Description</b>	<b>ASA Member</b>	<b>Non-Member</b>
Session Setup Fee	\$ 500.00	\$ 500.00
Session Day Charge *	\$ 2,350.00	\$ 3,000.00
Each Written Exam **	\$ 200.00	\$ 300.00
Each Recertification Oral Exam	\$ 75.00	\$ 100.00
Each Vertical Performance Exam	\$ 75.00	\$ 100.00
Each Overhead Performance Exam	\$ 75.00	\$ 100.00
Education Materials per Participant	\$ 60.00	\$ 85.00
Refundable Deposit †	\$ -	\$ 3,000.00
"Rush" Session Fee (non-refundable) ‡	\$ 1,500.00	\$ 3,000.00
Late Joiner's Fee (for each participant added within 2 weeks of session start)	\$ 100.00	\$ 200.00
Session Reschedule Fee (for date changes within 2 weeks of session start)	\$ 750.00	\$ 750.00

\* This fee includes all Examiner expenses. An ASA Education session must be attended by Examinees who have not previously participated in an ASA Education session. However, the ASA always recommends the Education session to all participants, even when not required

\*\* The written exam can be taken at Prometric Testing Centers (available in English only).

† Deposit & full payment are due two weeks prior to the session start. Deposit is refunded after completion of the session.

‡ This non-refundable fee is required at the time of initiation for sessions requested within *three* weeks from the time of the signed & accepted quote and session start, but no sooner than *one* week. All materials and full payment must be submitted no later than one week before session start.