

PCI Personnel Certification
Proctored Exam and Personnel Certification
Program Information
Level I | Level II | Level III
CFA | CCA | GFRC



PROCTORED EXAM PROGRAM INFORMATION

INTRODUCTION

Thank you for your interest in the PCI Personnel Certification Program. This information packet is designed to answer most questions about the proctored exam program and contains the following:

- **Proctored Exam Program Information**

Instructions on how to request a proctored exam are included in this section. Remember to submit all completed forms to PCI at least two weeks before your scheduled exam date. Please pay attention to the process for requesting Level I and II exams, and to the instructions for selecting a proctor, exam date, and location. Also, please remember that the proctor must hold a professional engineer's license and cannot be employed by the same company as any examinee, nor may the proctor be related to any examinee.

- **Exam Day Instructions**

Examinees should read this section to prepare for the examination process and familiarize themselves with the examination results reporting processes.

- **Attaining and Maintaining PCI Personnel Certification**

This section contains general program information and describes the certification process from application to initial certification through the recertification/renewal periods. It also includes the prerequisite and qualification details for each level of certification. Personnel certification requirements regarding important policies governing the PCI Personnel Certification Program are also included for your perusal.

NOTE: The proctored exam request packet is posted for review and use at http://www.pci.org/Personnel_Certification_Programs/

The proctored exam request packet contains the following:

- Request for Proctored Examinations form
- Individual Certification Application form
- Proctor's Agreement to Administer Examinations form

IF YOU HAVE QUESTIONS ABOUT THE PROCTORED EXAM OR PERSONNEL CERTIFICATION PROGRAMS, PLEASE CONTACT PCI VIA EMAIL AT QUALITYPROGRAMS@PCI.ORG OR BY TELEPHONE AT (312) 428-4944

PROCTORED EXAM PROGRAM INFORMATION

PROCTORED EXAM REQUEST INSTRUCTIONS

FOLLOW THIS PROCEDURE TO REQUEST A PROCTORED EXAMINATION

- 1.0 Completed Request for Proctored Examinations forms can be submitted to PCI via fax, USPS mail, or email.
 - 1.1 PCI requests that all requests sent via fax be followed up with a confirmation phone call to PCI.
 - 1.2 PCI also requests that exam requests be submitted through USPS mail only if a check is being sent to PCI as payment for such request, and if so:
 - 1.2.1 PCI additionally requests that the exam request be included with the check being mailed to PCI, and
 - 1.2.2 that a copy of the exam request packet and the check be emailed to PCI in advance to avoid delays in processing the request ahead of the requesting party's exam date.
 - 1.3 Exam requests submitted via email should be sent to Ken Kwilinski at kkwilinski@pci.org.
 - 1.3.1 The party requesting examination(s) shall submit to PCI a list of names of the candidate(s) and of the certification(s) being sought, including the identity of the proctor with his/her complete contact information. This information shall be made onto the Request for Proctored Examinations form.
 - 1.4 If paying by credit card, payment information should also be entered on Request for Proctored Examinations form (Visa or MasterCard only).
- 2.0 PCI will review the candidate's request for proctored examination for approval of the selected proctor, the exam date, and other information provided to PCI on the forms submitted by the requesting party.
 - 2.1 PCI will respond to the submitting party through any communications method it deems appropriate.
 - 2.2 PCI requires the exam request to be submitted a minimum of two (2) weeks prior to the date of the requested proctored examination.
- 3.0 If PCI approves of the exam request, PCI will then process payment and ship the exam(s) directly to the proctor using a trackable carrier such as FedEx.
 - 3.1 All exam materials must be returned to PCI within 30 days of the proctor receiving them.
 - 3.2 The proctor will administer the examination and return it to PCI using a trackable carrier.
- 4.0 Level I and II exam request process
 - 4.1 The candidate may sit for one (1) examination at a time; however, a request to take both Level I and II exams can be made for one candidate on one request form and both examinations can occur on the same date.
 - 4.2 Proctors must transmit the Level I exam to PCI through the fax-scoring system; they will then receive confirmation from PCI whether the examinee has passed or failed the Level I exam.
 - 4.3 If the certification candidate has passed the Level I examination, then the Level II examination can be administered.
 - 4.4 Note that the same process also applies to Level II and III exam requests

QUESTIONS? CONTACT KEN KWILINSKI AT KKWILINSKI@PCI.ORG OR (312) 428-4944

PROCTORED EXAM PROGRAM INFORMATION

PROCTORED EXAM REQUEST INSTRUCTIONS

INSTRUCTIONS FOR ARRANGING FOR A LOCAL PROCTOR

- 1.0 PCI does not pay proctors any monetary fees.
 - 1.1 The candidate for certification is responsible for proposing a suitable proctor and paying any of the proctor's associated fees.
- 2.0 Criteria to become an approved proctor
 - 2.1 The proctor must be a registered engineer.
 - 2.2 The proctor must supply the last four digits of his/her social security number.
 - 2.3 The proctor must not be related personally or professionally to the certification candidate.
 - 2.3.1 The proctor must not have a current business relationship with the certification candidate (for example, the proctor cannot be the engineer of record for a job the certification candidate is currently working on).
 - 2.3.2 The proctor must not work for the same employer as the certification candidate.
 - 2.3.3 Government organizations may petition in writing to request a waiver of the previous two requirements. Contact PCI Quality Programs (QualityPrograms@pci.org) for further information.
 - 2.4 The proctor shall sign and complete an Agreement to Administer form to assert that they:
 - 2.4.1 will control the examination(s) and fully supervise its administration,
 - 2.4.2 agree with PCI's confidentiality policies on controlling and handling of confidential information,
 - 2.4.3 agree with PCI's impartiality policies on ensuring the examination process is done in an unbiased manner,
 - 2.4.4 and will notify PCI of any known conflicts between themselves and the certification candidate for PCI to review. PCI reviews possible conflicts on a case-by-case basis.
- 3.0 Exam date and location process
 - 3.1 The exam location and dates are decided by agreement between the candidate and the proctor.
 - 3.1.1 The exam date should be at least two weeks from the date the proctored exam request is submitted to PCI.
 - 3.2 The proctor and certification candidate or the requesting party need to communicate to arrange a schedule to take the examination.
 - 3.3 **To administer Level I and Level II exams, the exam location must have access to a fax machine with an operable incoming fax number.**

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PROCTORED EXAM PROGRAM INFORMATION

EXAM DAY INSTRUCTIONS

1.0 Examination process

1.1 No talking is allowed during the exam.

1.2 If you have any questions on the testing procedure or on the interpretation of a question, ask the proctor for assistance.

1.3 Calculator rules

1.3.1 Examinees may only use a nonprogrammable calculator.

1.3.2 Use of a programmable or scientific calculator is prohibited; such calculators shall be confiscated by the proctor for the duration of the examination.

1.3.3 Cell phones are not to be used as calculators during the exam, and cell phones should not be in sight during the exam. Cell phones are to be in airplane mode during the exam to limit disruptions to the examinees.

1.3.4 Examinees may not share their calculators with each other.

1.4 Exam descriptions

1.4.1 Level I exam

1.4.1.1 The Level I exam is a closed-book examination with 40 multiple-choice questions.

1.4.1.2 The examinee is allowed one hour (60 minutes) to complete the examination.

1.4.1.3 The exam covers Quality Control Technician/Inspector Level I & II Training Manual (TM-101).

1.4.2 Level II exam

1.4.2.1 The Level II exam is a closed-book examination with 60 multiple-choice questions.

1.4.2.2 The examinee is allowed two hours (120 minutes) to complete the examination.

1.4.2.3 The exam covers Quality Control Technician/Inspector Level I & II Training Manual (TM-101).

1.4.3 Level III exam

1.4.3.1 The Level III exam is a closed-book examination with 65 multiple-choice questions.

1.4.3.2 The examinee is allowed two hours (120 minutes) to complete the examination.

1.4.3.3 The exam covers Quality Control Technician/Inspector Level III Training Manual (TM-103).

1.4.4 GFRC exam

1.4.4.1 The GFRC exam is a closed-book examination with 60 multiple-choice questions.

1.4.4.2 The examinee is allowed one hour (60 minutes) to complete the examination.

1.4.4.3 The exam covers:

- *Recommended Practice for Glass Fiber Reinforced Concrete Panels* (MNL-128) and
- *Manual for Quality Control of Plants and Production of Glass Fiber Reinforced Concrete Products* (MNL-130).

PROCTORED EXAM PROGRAM INFORMATION

EXAM DAY INSTRUCTIONS

1.0 Examination process (continued)

1.4.5 CFA exam

1.4.5.1 The CFA exam is comprised of two parts (A and B):

a) CFA exam, Part A

i. Part A is an open-book examination with 31 essay or true/false questions that cover:

- PCI Policies and Procedures Section 28 (PCI Quality Personnel Training and Certification Program)
- PCI Policies and Procedures Section 29 (PCI Erector Certification Program)

ii. These policy sections are given to the examinee at the exam session.

b) CFA exam, Part B

i. Part B is a closed-book examination with 80 multiple-choice questions that cover:

- *Erector's Manual – Standards and Guidelines for the Erection of Precast Concrete Products* (MNL-127)
- *Erection Safety for Precast and Prestressed Concrete* (MNL-132).

ii. The examinee is allowed two hours (120 minutes) to complete both parts of the examination.

1.4.6 CCA exam

1.4.6.1 The CCA exam is an open-book examination with 23 essay or true/false questions that cover:

a) PCI Policies and Procedures Section 28 (PCI Quality Personnel Training and Certification Program)

• This policy section is given to the examinee at the exam session.

b) PCI Policies and Procedures Section 29 (PCI Erector Certification Program)

• This policy section is given to the examinee at the exam session.

c) *Erector's Manual – Standards and Guidelines for the Erection of Precast Concrete Products* (MNL-127)

d) *Erection Safety for Precast and Prestressed Concrete* (MNL-132).

1.4.6.2 The examinee is allowed one hour (60 minutes) to complete the examination.

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PROCTORED EXAM PROGRAM INFORMATION

EXAM DAY INSTRUCTIONS

2.0 Examination results processing

2.1 Fax-scored exams

2.1.1 The proctor shall have an operable fax machine at the exam location to transmit the examinee's score report to PCI for exam scoring.

2.1.2 The following PCI personnel certifications are faxed-scored:

2.1.2.1 Plant Quality Personnel Level I

2.1.2.2 Plant Quality Personnel Level II

2.2 Hand-scored exams

2.2.1 To ensure timely hand-scored exams, please have the proctor ship the completed exam materials back to PCI via an overnight/express carrier (such as FedEx) to the attention of Ken Kwilinski at PCI.

2.2.2 The following PCI personnel certifications are hand-scored:

2.2.2.1 Plant Quality Personnel Level III

2.2.2.2 Glass Fiber Reinforced Concrete Personnel

2.2.2.3 Certified Field Auditor Personnel

2.2.2.4 Certified Company Auditor Personnel

3.0 Confidentiality of examination results

3.1 PCI will not divulge the numerical score or grade of this examination to anyone other than the examinee.

3.2 It is the examinee's responsibility to report whether they passed or failed an exam to their direct reports or supervisors.

3.3 It is also the examinee's responsibility to transmit any information they obtained from PCI during the certification process to their direct reports or supervisors, such as requests for ACI Grade I certification information or pending qualifications.

4.0 Failed proctored examination policy

4.1 Examinees who fail the proctored exam must wait two (2) months before being eligible to submit a request for a reexamination.

4.2 Examinees who fail two (2) consecutive proctored exams must attend a PCI QC School.

4.2.1 For information about PCI QC Schools please visit

http://www.pci.org/Quality_Control_Training_Courses/

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PROCTORED EXAM PROGRAM INFORMATION

ATTAINING AND MAINTAINING PCI PERSONNEL CERTIFICATION

PROGRAM PARTICIPATION

PCI personnel certifications are available to both PCI members and nonmembers, without regard to race, color, creed, or physical disability.

Candidates for PCI personnel certification must:

- Pass a written examination.
- Uphold professional standards appropriate to the PCI Personnel Certification Program.
- Be qualified for the personnel certification that they seek.
 - o It is desirable that candidates for certification be qualified prior to taking the examination.
 - o However, a candidate for certification may sit for the examination prior to attaining the qualification.
 - o When the qualification experience requirement is met, the candidate must complete and forward to PCI a current individual certification application stating the date when they successfully completed the certification examination.
 - o Candidates have up to one (1) year from the date of the PCI certification examination to provide PCI with proof of attainment of the qualification requirement(s).

To maintain certification status, participants must:

- Inform PCI, without delay, of matters that may affect their capability to continue to fulfill the requirements of the standard(s) used for certification, including changes of employer, changes in contact information, or other pertinent information.

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PROCTORED EXAM PROGRAM INFORMATION

ATTAINING AND MAINTAINING PCI PERSONNEL CERTIFICATION

LEVEL I PLANT QUALITY PERSONNEL CERTIFICATION

- Prerequisite
 - Hold a current ACI Field Technician Grade I certification.
 - The candidate shall have twelve (12) months to obtain ACI certification to validate PCI Level I certification.
- Qualifications shall include one of the following:
 - Six (6) months of experience in a precast concrete plant
 - Twelve (12) months of experience in a related field
 - Bachelor of science degree in civil engineering or related field
 - Associate degree in concrete technology
- The candidate is required to pass a closed-book, timed examination with a grade of 70% correct or higher.
- Recertification requires reexamination every five (5) years with valid ACI Grade I certification.

LEVEL II PLANT QUALITY PERSONNEL CERTIFICATION

- Prerequisite
 - Hold current PCI Plant Quality Personnel Level I and ACI Field Technician Grade I certifications.
 - The candidate shall have twelve (12) months to obtain ACI certification to validate PCI Level II certification.
- Qualifications shall include one of the following:
 - One (1) year of experience in a precast concrete plant
 - Eighteen (18) months of experience in a related field
 - Bachelor of science degree in civil engineering or related field
 - Associate degree in concrete technology
- The candidate is required to pass a closed-book, timed examination with a grade of 70% correct or higher.
- Recertification requires reexamination every five (5) years with valid ACI Grade I certification; this does not require recertifying Level I.

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PROCTORED EXAM PROGRAM INFORMATION

ATTAINING AND MAINTAINING PCI PERSONNEL CERTIFICATION

LEVEL III PLANT QUALITY PERSONNEL CERTIFICATION

- Prerequisite
 - o Hold current PCI Plant Quality Personnel Level II and ACI Field Technician Grade I certifications.
 - The candidate shall have twelve (12) months to obtain ACI certification to validate PCI Level III certification.
 - o Attend a PCI Level III training course at a PCI QC School (http://www.pci.org/Education/Quality_Control_Training_Courses/)
 - o Proctored exams are available for initial PCI Plant Quality Personnel Certification Level III only when required to complete certification requirements because of a failed certification examination that took place at a PCI QC School.
 - Note: An examinee who fails the certification exam at the PCI QC School must wait two (2) months before being eligible to submit a request for a reexamination through the PCI Proctored Exam Program.
- Qualifications shall include one of the following:
 - o Two (2) years of experience in a precast concrete plant
 - o Three (3) years of experience in a related field
 - o One year of experience in the employ of a precast concrete plant plus a bachelor of science degree in civil engineering or related field
 - o One year of experience as an employee of a precast concrete plant plus an associate degree in concrete technology
- The candidate is required to pass a closed-book, timed examination with a grade of 70% or more correct.
- Recertification requires reregistration with acceptable continuing experience and/or training every five (5) years.
 - o Recertification requires reexamination only when the certified person fails to reregister within the 90-day expiration date of their certificate.
 - o Maintenance of ACI Grade I certification is NOT required.

GLASS FIBER REINFORCED CONCRETE (GFRC) PERSONNEL CERTIFICATION

- Prerequisite: NONE
- Qualifications shall include one of the following:
 - o Six (6) months of experience in a GFRC plant
 - o Bachelor of science degree in civil engineering or related field
 - o Associate degree in concrete technology
- The candidate is required to pass a closed-book, timed examination with a grade of 70% correct or higher.
- Recertification requires reexamination every five (5) years.

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PROCTORED EXAM PROGRAM INFORMATION

ATTAINING AND MAINTAINING PCI PERSONNEL CERTIFICATION

CERTIFIED FIELD AUDITOR PERSONNEL CERTIFICATION

- Prerequisite
 - o Attend a PCI CFA training course at a PCI QC School (http://www.pci.org/Education/Quality_Control_Training_Courses/)
 - o Proctored exams are only available for initial Certified Field Auditor certification when required to complete certification requirements because of a failed certification examination that took place at a PCI QC School.
 - Note: Examinees who fail the certification exam at the PCI QC School must wait two (2) months before being eligible to submit a request for a reexamination through the PCI Proctored Exam Program.
- Qualifications shall include one of the following:
 - o Two (2) years of acceptable experience in the erection of precast concrete
 - o Four (4) years of acceptable experience in precast concrete design or manufacturing, including exposure to field operations
- The candidate is required to pass a timed examination with a grade of 80% correct or higher.
- Recertification requires reexamination every five (5) years.

CERTIFIED COMPANY AUDITOR PERSONNEL CERTIFICATION

- Prerequisites
 - o Hold a current PCI Certified Field Auditor Personnel certification
 - o Attend a PCI CCA Training Course at a PCI QC School (http://www.pci.org/Education/Quality_Control_Training_Courses/)
 - o Proctored exams are only available for initial Certified Company Auditor certification when required to complete certification requirements because of a failed certification examination that took place at a PCI QC School.
 - Note: Examinees who fail the certification exam at the PCI QC School must wait two (2) months before being eligible to submit a request for a reexamination through the PCI Proctored Exam Program.
- Qualifications shall include the following:
 - o Two (2) years of acceptable experience in the supervision (foreman or above) of the erection of precast concrete or equivalent
- The candidate is required to pass a timed examination with a grade of 80% correct or higher.
- Recertification requires reexamination every five (5) years.

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PROCTORED EXAM PROGRAM INFORMATION

ATTAINING AND MAINTAINING PCI PERSONNEL CERTIFICATION

1.0 Certification process

1.1 Application review

1.1.1 The party requesting proctored examination(s) submits the required documents and application(s) to PCI.

1.1.2 PCI reviews the information listed on each candidate's application which includes prerequisites and qualifications.

1.2 Assessment process

1.2.1 Applicant attends a scheduled certification examination with the registered PCI proctor.

1.3 Certification decision

1.3.1 PCI reviews the applicant's examination score, qualifications and prerequisites listed on the application, and any other requirements for the applicable certification.

1.3.2 If the applicant meets all the (re)certification requirements, PCI then makes the decision to grant the applicant with certification status or recertification status.

1.3.3 PCI personnel who make the certification decision are not directly involved with the examination or any training provided to the examinee.

1.4 Once PCI has granted an applicant with certification or recertification:

1.4.1 PCI usually mails the results, certificate, and wallet card to the certified person within two (2) weeks.

1.4.2 PCI certification mark/logo policy:

1.4.2.1 PCI is the sole owner of such certification marks or logos.

1.4.2.2 Any improper display or advertisement of the PCI certification mark/logo may result in withdrawal of certification.

1.4.2.2.1 Upon withdrawal of certification, the certified person shall send back all applicable certification documents to PCI.

1.5 PCI certificate validity

1.5.1 Certification is valid for five (5) years from the date the initial certification examination is passed, and is only valid once PCI has completed the decision to issue the certificate.

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PROCTORED EXAM PROGRAM INFORMATION

ATTAINING AND MAINTAINING PCI PERSONNEL CERTIFICATION

2.0 Recertification process

2.1 Maintaining qualifications/prerequisites

2.1.1 It is the certified person's sole responsibility to maintain their certification. This includes but is not limited to: continuing education, relevant work experience, ACI Field Technician Grade I certification requirements, and recertification and/or renewal application submittals.

2.1.1.1 PCI is not required to send renewal/recertification notices to certified persons.

2.2 Recertification application

2.2.1 PCI requests that certified persons submit all renewals and recertification applications prior to the expiration date of their current certification.

2.2.2 All certified persons are eligible to submit a request for proctored exam to recertify their current certification within one (1) year of their current certificate's expiration date.

2.2.2.1 Late fees may be applied for late submission.

2.2.2.2 PCI procedures for reinstatement of certification include but are not limited to restarting the entire program.

2.3 PCI certificate validity

2.3.1 If a recertification exam has taken place after expiration of the previous certification, the expiration date of the recertified certificate is based on five (5) years from the date of the passed recertification examination.

2.3.1.1 For example, if the previous certificate expired on 1/20/2017 and the recertification exam was on 2/15/2017, the recertified certificate will expire on 2/15/2022.

2.3.2 If a recertification exam has taken place prior to expiration of the previous certification, the expiration date of the recertified certificate is based on five (5) years from the date of the previous certificate expiration.

2.3.2.1 For example, if the previous certificate expired on 1/20/2017 and the recertification exam was on 1/10/2017, the recertified certificate will expire on 1/20/2022.

2.3.3 Certificates are only valid once PCI has completed the decision to issue the certificate.

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PROCTORED EXAM PROGRAM INFORMATION

PERSONNEL CERTIFICATION REQUIREMENTS

NONDISCLOSURE POLICY

- All information obtained by PCI during this process is kept confidential between PCI, the proctor, and the candidate for certification. PCI takes measures to ensure that proctors keep all information confidential and act impartially throughout the certification examination process.
- PCI personnel who make decisions on granting, maintaining, suspending, and withdrawing certifications are not directly involved in the examination activities.
- All types of notifications for certification decisions, including (but not limited to) the applicant not meeting all the requirements for obtaining or renewing the desired certification (for example, failed examination, nonpayment, ACI Grade I certification information requests), are sent by email only and are sent only to the candidate for certification.
 - These notifications are sent to the email address that was included on the candidate's application form.
- PCI secures all documents and relevant information collected during the certification activities.
 - All confidential records are kept safe by PCI.
 - If the law requires any information regarding a certified person to be disseminated, the certified person will be notified by PCI.
 - If PCI receives a request for confidential information regarding a certified person, PCI will notify said certified person in writing, and will only release such records with the authorization of the certified person.
- PCI shares public information regarding certification status on an as-requested basis.

PCI CERTIFICATION MARK/LOGO POLICY

The PCI certification mark/logo is a graphic representation of the PCI brand. When a PCI-certified person or entity displays the mark/logo, the individual and/or the organization represents, by association, the values of the PCI brand: technical excellence, integrity, and longevity. PCI therefore requires that PCI certified personnel:

- conform to the requirements of PCI when referring to their certification status in communication media such as the internet, brochures or advertising, or other documents;
- do not make or permit any misleading statements regarding the certification, including prohibited or misleading use of a certification document or any part thereof;
- do not imply that the certification applies to activities that are outside the scope of certification, and amend all relevant advertising materials when the scope of certification has been reduced;
- do not use the PCI personnel certification in such a manner that would bring PCI and/or the PCI certification programs into disrepute and lose public interest or trust;
- do not use PCI certification mark/logo on precast concrete products, including laboratory test, calibration, or inspection reports, as such reports are deemed to be products in this context.

PCI exercises proper control of ownership and shall act to deal with incorrect references to certification status or misleading use of the PCI certification mark/logo. Such actions could include requests for correction, public transgression, legal action, or withdraw of certification.

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