

# ACI Certification Policies – SDRMCA 2023-24

## ADA Accommodations:

***Americans with Disabilities Act (ADA) requests are handled per ACI's ADA Accommodation Request Protocol. Please contact ACI directly at (248) 848-3790 - [aci.certification@concrete.org](mailto:aci.certification@concrete.org). A summary has been included below for your use.***

- 1 – The ACI Certification Department must be contacted directly by the candidate. If the Sponsoring Group (SG or SDRMCA) is initially contacted by the candidate, the SG directs the candidate to contact the ACI Certification Department for Instructions.
- 2 – The ACI Certification Department instructs the candidate to obtain a letter/note from their physician verifying the need for accommodation and send the original (the candidate is instructed to retain a copy) to the ACI Certification Department; the letter/note must include:
  - a. A diagnosis/description of the candidate's medical condition
  - b. Recommended accommodation(s) for the written and/or performance examination
- 3 – The ACI Certification Department reviews the request, either accepting the recommended accommodation or formulating an alternative approach or accommodation.
- 4 - The ACI Certification Department contacts the candidate to obtain acceptance of the accommodation.
- 5 - The ACI Certifications Department contacts the SG to arrange the accommodation.
- 6 - The SG contacts the candidate with specific local registration and participation Information.

***\*\*Contact ACI to review their current, full ADA Accommodations Policy.***

## Acknowledgements:

By registering for this program, I understand the following:

- 1 – I understand that participation in this program does not guarantee certification or employment if certification is attained. I further understand that employment in specific geographic areas is contingent upon the laws and ordinances of that jurisdiction.
- 2 – I understand that individuals certified through this program are typically expected to be capable of reading, comprehending, and executing procedures requiring strenuous physical activity, and possess a level of fitness required to safely execute the procedures. I am aware of the physical abilities and fitness level appropriate to participate in the program without accommodation for either permanent or temporary disabilities in accordance with the Americans with Disabilities Act (ADA), or have contacted ACI and am in the process of applying for accommodation in accordance with ADA and ACI's policies.
- 3 – I understand that I am responsible for providing and wearing the proper Personal Protective Equipment (PPE) for the duration of the testing event.
- 4 – I understand that SDRMCA reserves the right to cancel and/or combine classes based on enrollment.
- 5 – I understand that participation in the program requires me to abide by the current COVID-19 protocols as provided in mailed materials by SDRMCA, with guidance from the CDC and the State of South Dakota.

**Payment Information:**

Cash, check, or credit card are accepted forms of payment. If you require an invoice, please print the copy following online registration and submit with payment to SDRMCA, 5024 S Bur Oak Place #113A, Sioux Falls, SD 57108. Registrations will be confirmed when payment is received.

SDDOT attendees shall print the invoice that follows individual registration for their records and the payment process will be completed following the event.

**Cancellation/Refund Policy:**

Cancellations must be made in writing via mail or email ([info@sdrmca.org](mailto:info@sdrmca.org)) no later than 10 business days prior to the event. No refunds will be provided after that time. Refunds given will reflect deduct for cost of training material plus shipping costs incurred.

Substitutions from within your company are welcome. Please notify SDRMCA in advance of the program.

**Student Discount Policy – ACI Field Testing**

Students testing with their technical school or university program will receive a discounted exam rate if arranged through their instructor. Students must also provide a photocopy of their student id for submittal to ACI on exam day. The school will agree to provide faculty instruction (including study workbook, ASTM's), hands on practice, and classroom space for written exam. SDRMCA will arrange to administer written and performance exams, including materials/equipment, supplemental examiners, and assist with PPE as required. Fees will be determined on a case-by-case basis, in advance of testing, based on current cost of exams, number of participants, and materials provided by SDRMCA.

*It is the intention of SDRMCA to assist all individuals interested in becoming ACI Certified, however, our space and schedules are limited. If you need additional assistance finding a class to meet your needs, please contact SDRMCA or visit [www.concrete.org](http://www.concrete.org) to view additional course offerings in surrounding states.*