



CERTIFICATION POLICIES FOR TRADESMAN—CRAFTSMAN

Approved by the Concrete Polishing Council (CPC) Certification Subcommittee.

The certification program policies are as follows:

- Section 1 — Certification Criteria
- Section 2 — Examination Criteria
- Section 3 — Work Experience
- Section 4 — Reexamination Criteria
- Section 5 — Appeals Criteria
- Section 6 — Recertification
- Section 7 — CPC Duties and Responsibilities

Section 1 Certification Criteria

- a) The Concrete Polishing Council (CPC) certification program includes Tradesman and Craftsman categories.
 - i) Certification as a CPC Tradesman requires:
 - (1) Passing the online CPC Tradesman examination with a score of 70% or greater.
 - ii) Certification as a CPC Craftsman requires:
 - (1) Passing the online CPC Tradesman examination with a score of 70% or greater.
 - (2) Submission of Craftsman Work Experience form, verifying 4,500 hours of polishing experience.
- b) Certificate date will coincide with the completion of all required steps for the level of certification.

Section 2 Examination Criteria

- a) The content of the CPC Tradesman examination will be derived directly from the CPC Tradesman Manual.
- b) The examinee will be expected to have a basic knowledge of polishing procedures through onsite work experience, the CPC Tradesman learning program, or industry training opportunities.
- c) The examinee will be given a two hour window of time in which the examination must be completed.
- d) Successful completion of the online examination shall require a minimum score of 70%.

Section 3 Work Experience

- a) To achieve Craftsman status, the examinee shall submit the Craftsman Work Experience application to the CPC Certification Subcommittee.
 - i) Application will verify 4,500 hours of work experience directly attributed to polishing concrete.
 - (1) Work experience includes:
 - (a) Surface preparation
 - (b) Grinding
 - (c) Edging
 - (d) Chemical application
 - (e) Honing
 - (f) Polishing
 - (g) Polishing equipment maintenance and upkeep
 - (2) Work experience does not include:
 - (a) Drive time
 - (b) Breaks
 - (c) Vacation time
 - (d) Days not worked
 - (e) Mobilization
 - (f) Cleanup
 - ii) Application(s) shall be submitted by current or past employers that verify the applicant possesses the required amount of experience in the range of categories listed.
 - (1) Human resources or manager will verify dates of employment and hours worked.
 - (2) Foreman or manager will verify the daily site work experience of the applicant meets the requirements listed above.
- b) In cases where the examinee is self-employed and cannot furnish proof of employment, three letters of reference from clients over at least a three year period will serve as an alternative method of work experience verification.
 - iii) CPC Certification subcommittee will review self-employment applications.
- c) CPC reserves the right to verify all submitted credentials of any candidate or affidavit respondent.

Section 4 Reexamination Criteria

- a) Tradesman Examination
 - i) Failure to score a 70% or greater on the CPC Tradesman examination will require the examinee to retake the test.
 - ii) The examinee must wait a minimum of 14 days between attempts to pass the examination.
 - iii) The full testing fee will apply to each attempt to pass the examination.

Section 5 Appeals Criteria

- a) An appeal may be lodged by an examinee to address an administrative issue (procedural or environmental) that may have an adverse impact on the examinee's ability to participate in the testing process in a fair and equitable manner. An appeal shall be directed to the CPC Certification subcommittee.
- b) Appeals submitted to the CPC Certification subcommittee for consideration must be received in writing within 30 days of the date listed on the examination results report.

Section 6 Recertification

- a) Term of certification
 - i) Tradesman – 5 years from date of successful completion of Tradesman Examination.
 - ii) Craftsman – 5 years from date of CPC verification of Craftsman Work Experience and Craftsman certificate issuance.

Section 7 CPC Duties and Responsibilities

- a) CPC shall verify work experience and determine conformance with requirements of applicants to CPC Certification.
- b) CPC will publish a listing of all CPC Certified individuals on its website.
- c) CPC will issue certificates to individuals reaching each level of certification.
- d) CPC will promote industry recognized specifications that promote the use of Certified Tradesman and Craftsman.