



CERTIFIED PERSONNEL CERTIFICATION

EXAMINATION, RENEWAL, AND APPLICATION HANDBOOK

(Revised 3/2/23)



Thank you for your interest in pursuing an APA Personnel Certification designation. You are to be congratulated for your commitment to attain the highest standards of professional excellence within the precast industry and community.

This handbook contains the information you need in order to become a certified Batch Plant Operator (BPO), Quality Control 1 (QC1), or Quality Control 2 (QC2). For more information about APA, visit our website at www.archprecast.org. The application for examination test forms and continuing education logs are also on the website.

If you have any questions, please contact the APA at info@archprecast.org or call 850-205-5637.

ELIGIBILITY

BPO Eligibility

- In order to be eligible to sit for the BPO Examination a candidate is required to demonstrate through application a minimum of 6 months of experience in the industry and must adhere to the APA Code of Ethics. Candidates are not required to obtain a minimum education level to be eligible for the BPO Examination.
- Candidates are not required to hold APA membership to be eligible for the BPO Examination, but may be subject to additional non-member testing and certification fees as set by the APA Board of Directors.

QC1/QC2 Eligibility

- In order to be eligible to sit for the QC1 or QC2 Examination a candidate is required to demonstrate through application a minimum experience requirement (as shown below) and must adhere to the APA Code of Ethics. Candidates are not required to obtain a minimum education level to be eligible for the QC1 or QC2 Examinations.
 - If candidate has a *college degree (Associate's or Higher) or holds a current Field Concrete Testing or Laboratory Concrete Testing Certification through the American Concrete Institute (ACI)*, then no additional industry experience is required to sit for the QC1 or QC2 Examination.
 - If the candidate has a *high school diploma or the equivalent*, then the candidate must demonstrate 1 year industry experience to be eligible to sit for the QC1 and 2 years industry experience to be eligible to sit for the QC2 Examination.
 - If the candidate has *no high school diploma or the equivalent*, then the candidate must demonstrate 3 years industry experience to be eligible to sit for the QC1 and 5 years industry experience to be eligible to sit for QC2.
- Candidates are not required to hold APA membership to be eligible for the QC1 or QC2 Examination, but may be subject to additional non-member testing and certification fees as set by the APA Board of Directors.
- Candidates must successfully complete the QC1 Examination to be eligible to sit for QC2 Examination.

APPLICATION & EXAMINATION

Application

Eligibility to take the BPO, QC1, or QC2 examinations will be determined by the APA upon receipt of a completed application and payment of the examination fees.

- In order to sit for any of the APA Personnel Certification Examinations, candidates are required to submit an application. Candidates are required to complete a self-affidavit as part of the application process to demonstrate experience and education.
- Applications will require manager verification to validate candidate education and experience.
- Upon receipt of the application from the candidate, no additional verification is needed to validate education and experience requirement.

Testing Process/Fees

- Once the application is received, the application and fees are valid for 1 year (365 days). At the end of the 1 year, candidates must submit application and pay all fees again.
- Once an application has been submitted and reviewed an APA representative will contact the applicant to coordinate a testing date.
- Once an application and payment are received, no refunds will be given for unused fees; however, application fees are transferrable as directed by the payer.
- Testing fees shall be set by the APA Board of Directors and are subject to change at their discretion.
- In order to conduct testing in the most secure and efficient manner there are very limited testing windows in the late winter (February through April) and early Fall (August through October). In order to properly plan and prepare for testing, applicants should submit their paperwork and payment as early as possible to ensure they can sit for testing during the next possible window.
- Testing occurs in-person at APA Certified Plants around the U.S. The APA does not offer a remote testing option.
- Candidates should be charged additional fee(s) for retakes as set by the APA Board of Directors.
- Candidates who do not successfully pass their examinations must wait 30 days before their next examination attempt to allow time for remediation.

RENEWAL

Renewal/Continuing Education Requirements

- Once a candidate successfully completes their Examination, they are initially certified for a 3 year period.
- Certification must be renewed every three years as a means of demonstrating ongoing industry training and education and to increase the credibility of the certification.
- During each 3 year renewal period, Certificate Holders must obtain and document 12 CEUs and pay the renewal fee as determined by the APA Board of Directors. Any additional hours above and beyond the required minimum hours cannot be carried over to another renewal cycle.
- Candidates holding multiple APA Personnel Certifications, are only required to document 12 CEUs and pay a single renewal fee. (i.e. if a person holds both QC1 and QC2, they only need 12 CEUs and one renewal fee)
- CEUs must be documented on the APA Training Log and submitted with the renewal fee at the end of the renewal cycle. The APA Training Log should include the activity date, topic/activity name, # CEUs being claimed, activity provider or manager signature verifying the activity was completed as indicated on the APA Training Log.
- CEUs can be claimed as follows:
 - Attend an APA event (**6 CEUs per event; maximum of 12 CEUs per cycle**)
 - This includes plant tours which cannot be claimed separately
 - Attend other industry event through another approved provider, such as CSI/NPCA/WOC/AIA (**1 CEU earned for each 1 hour of education; maximum of 8 CEUs per cycle**)
 - Review/Update QC Manual (**1 CEU earned for each 1 hour of education; maximum of 1 CEUs per cycle**)
 - Review Company Procedures (**1 CEU earned for each 1 hour of education; maximum of 2 CEU per cycle**)
 - Review Case Study Articles (**1 CEU earned for each 1 hour of education; maximum of 3 CEUs per cycle**)
 - Other training opportunities such as plant tours, site visits, lunch & learns, online training, mentorship, OSHA courses, etc. (**1 CEU earned for each 1 hour of education; maximum of 6 CEUs per cycle**)

APPEALS

Revocation/Appeals

- Certificates may be revoked by the APA Personnel Certification Committee upon review of the infraction and any additional evidence for the following:
 - Violation of the APA Code of Ethics
 - Falsifying information provided to the APA.
 - Cheating on an examination
 - Not meeting the renewal requirements
- Certificate holder will be notified by the APA of any disciplinary action resulting from the review. That notification shall inform the individual of the decision of the APA Personnel Certification Committee and their right to appeal.
- If the individual wishes to seek an appeal, they have seven (7) business days to file their appeal with the full APA Board of Directors. The written request for appeal should include any mitigating circumstances and evidence. No appeals received later than seven (7) business days after the individual receives their notice from the APA Personnel Certification Committee report will be considered.
- Appeal requests should be made to: APA Personnel Certification Appeals, 325 John Knox Rd., Suite L-103, Tallahassee, FL 32303 or by email to jricco@executiveoffice.org.
- Certificate holders not meeting the renewal requirements at the end of each cycle will be dropped as active Certificate holders and will be required to complete the examination again. If the Certificate holder is dropped due to not meeting the renewal requirements, they may submit a request in writing to the APA Personnel Certification Committee to reinstate without retesting.

Please complete one form per employee. Forms should be emailed to: info@archprecast.org

EMPLOYEE INFORMATION

Name _____ Company _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

EXAM SELECTION

- Batch Plant Operator (*Closed book, untimed*)
 - Level I Quality Control Technician (*Open book, timed at one hour*)
 - Level II Quality Control Manager (*Open book, timed at one hour*)
- Prerequisite: APA Level I Quality Control Technician**

EXAM AND STUDY GUIDE FEES

APA Members: \$325 per exam

Upon receipt of this application form and payment, you will receive by e-mail the study guides for the checked exams. It is advisable to study the guide prior to taking the test.

PAYMENT OPTIONS

By Check: **Please make checks payable to Architectural Precast Association**

By Credit Card: Visa MasterCard American Express

Card Number _____ Expiration Date _____ CVS # _____

Billing Address, City, State, Zip _____

Name on Card _____ Date _____

Signature _____

AFFIDAVIT QUESTIONS AND SIGNATURE

Batch Plant Operator (BPO) Eligibility:

Candidates must be able to answer “Yes” to all three questions in order to sit for the exam.

- 1) Does the candidate have a minimum of 6 months of industry experience? Yes No
- 2) Does the candidate agree to adhere to the APA Code of Ethics. Yes No
- 3) Does the candidate understand that certification, if granted, will be valid for a 3-year period during which they must document 12 continuing education courses and that upon seeking recertification after three years, they will be required to pay a renewal fee and must submit documentation of the minimum 12 hours of CE credits. Yes No

QC1 Eligibility

Candidates must be able to answer “Yes” to the first two questions and “Yes” to at least one of the remaining questions in order to sit for the exam.

- 1) Does the candidate agree to adhere to the APA Code of Ethics. Yes No
- 2) Does the candidate understand that certification, if granted, will be valid for a 3-year period during which they must document 12 continuing education courses and that upon seeking recertification after three years, they will be required to pay a renewal fee and must submit documentation of the minimum 12 hours of CE credits. Yes No
- 3) Does the candidate have a *college degree (Associate's or higher) or hold a current Field Concrete Testing or Laboratory Concrete Testing Certification through the American Concrete Institute (ACI)*? Yes No
- 4) Does the candidate have a *high school diploma or equivalent and a minimum of 1 year* industry experience? Yes No
- 5) If the candidate has **no high school diploma or equivalent do they have a minimum of 3 years** industry experience? Yes No

QC2 Eligibility

Candidates must be able to answer “Yes” to the first two questions and “Yes” to at least one of the remaining questions in order to sit for the exam.

- 1) Candidates must successfully complete the QC1 Examination to be eligible to sit for QC2 Examination. Has the candidate successfully passed the QC1 Examination? Yes No
- 2) Does the candidate agree to adhere to the APA Code of Ethics. Yes No
- 3) Does the candidate understand that certification, if granted, will be valid for a 3-year period during which they must document 12 continuing education courses and that upon seeking recertification after three years, they will be required to pay a renewal fee and must submit documentation of the minimum 12 hours of CE credits. Yes No
- 4) Does the candidate have a college degree (Associate's or higher) or hold a current Field Concrete Testing or Laboratory Concrete Testing Certification through the American Concrete Institute (ACI)? Yes No
- 5) Does the candidate have a high school diploma or equivalent and a minimum of **1 year** industry experience? Yes No
- 6) If the candidate has no high school diploma or equivalent do they have a minimum of **5 years** industry experience? Yes No

Applicant Affidavit

I have read and understand the APA Certified Personnel handbook and application. I agree to submit to testing for certification according to the requirements and procedures specified by the APA.

I agree to indemnify and hold harmless the APA its Trustees, officers, employees and agents, from any and all liability for injury or damages suffered by me, or which I might cause to others, during the course of taking my examination.

I affirm that all statements made by me in this application are true and correct to the best of my knowledge. I understand that any misrepresentation of facts made in this application for testing or in future applications to the APA for certification testing or renewal, or in my personal claim to certification, may be found cause for suspension or denial of certification or eligibility for certification testing.

I understand that the APA operates its examinations with specific procedures that ensure the integrity of the examination process. I understand that if I fail to follow the APA's policies and procedures that my examination results will not be valid and I would be required to retest at additional expense.

Signature _____