



SPECIAL INSPECTION CERTIFICATION PROGRAM

**SHOTCRETE**  
**Special Inspector Shotcrete**  
**Registration and Examination Information**

**REGISTRATION INFORMATION**

**Special Inspection Registration Program**

Effective in 1993 the Washington Association of Building Officials (WABO) introduced a Special Inspection Registration Program (SIRP) for companies and individuals offering to provide special inspection services. The program is designed around the philosophy that the special inspector referred to in the Uniform Building Code, is a quality control organization staffed with qualified management, supervisory, laboratory technician and field inspectors.

**Shotcrete Applicant Registration Application**

Special Inspectors who applied for Shotcrete registration prior to December 31, 1993 were granted Reciprocal registration. These registrants are listed in the Special Inspection Register as Registered Special Inspectors with a Shotcrete (SC) type of work. Special Inspectors granted reciprocal registration for Shotcrete will not be required to take the examination or be interviewed.

Special inspectors applying for Shotcrete registration after December 31, 1993 must submit:

1. Special Inspector Registrant Application Form; and  
(refer Bulletin No. R-93-09)
2. Shotcrete Special Inspector Registration Examination Application Form; and,  
(refer Bulletin No. C-95-01)
3. Applicable application fees.
4. Applicants are encouraged to submit the required application forms and fees simultaneously.

**Shotcrete Applicant Examination Application**

Applicants shall complete a Shotcrete Special Inspector Registration Examination Application form. A separate application is required for each examination applicant. (an examination application is attached to this bulletin)

**Shotcrete Applicant Examination Fee**

Shotcrete examination fee must accompany the application form. Please see fee schedule. Examination fees are nonrefundable and nontransferable.

## **Shotcrete Applicant Examination and Interview Schedule**

Applicants for the Shotcrete (SC) type of work are required to complete the examination and interview process. Applicants are required to successfully pass the exam, within six months from the date the application was received at WABO. Failure to meet the above requirement will deem the application void. Voided applications will require the submittal of an initial application; exam application and exam fee.

### **Examination Information**

#### **Shotcrete Examination Study Materials**

The Shotcrete examination is based on provisions of the International Building Code; Building Code Requirements for Reinforced Concrete (ACI Standard 318); Commentary (ACI 318R) Guide to Shotcrete (ACI 506R); Guide to Certification of Shotcrete Nozzle Men (ACI 506.3R); Specifications for Materials, Proportioning, Application of Shotcrete (ACI 506.2) and Specification for Shotcrete (ACI 506.2.13).

#### **Shotcrete Examination Photographic Identification**

For admission to an examination, applicants will be required to provide some form of photographic identification e.g. drivers license or passport. (Note: A Social Security card has no photographic identification and will not serve as identification.) Examination proctors are instructed to admit only those applicants who provide positive identification.

#### **Shotcrete Examination Day**

Applicants arriving after an examination has begun may not be admitted. Applicants should allow up to two (2) hours at the examination site due to the time needed for proctors to properly process applicants, applicants to complete examinations and applicants to be interviewed-if interviews are conducted the day of the examination.

An examination proctor will coordinate applicant admittance to and dismissal from an examination session, provide instructions for applicants taking the examination and oversee the examination session.

Applicants should bring the following materials to the examination:

1. Photographic identification (required)
2. Two (No. 2) lead pencils (recommended)
3. Watch (recommended)

#### **Shotcrete Examination Format**

An examination format will be closed book. Loose papers, note pads or reference materials are not allowed in the examination room.

#### **Shotcrete Examination Session Procedures and Regulations**

The following regulations and procedures will be observed when an examination is administered:

1. An examination proctor will admit, excuse or dismiss applicants from an examination session.  
(No additional time will be provided applicants for brief excused absences.)
2. An examination proctor will provide instructions for applicants

- taking the examination and oversee the examination session.
3. Late arrivals may not be admitted, if the proctor determines admission would disrupt other applicants.
  4. Only applicants, proctors and official monitors are permitted in an examination session.
  5. Examination proctors may collect an applicant's examination materials and dismiss the applicant during an examination for any of the following reasons:
    - 5.1 giving or receiving assistance during an examination;
    - 5.2 attempting to remove materials or notes from the examination session;
    - 5.3 using reference materials;
    - 5.4 creating a disturbance.

Examination answer sheets of an applicant dismissed from an examination session by a proctor will not be scored and examination fees will not be refunded.

### **Shotcrete Examination Materials**

Each applicant will be given an examination instructions sheet and an examination booklet. In addition to the examination instructions and booklet, the applicant will be given a separate examination answer sheet for marking examination question responses.

### **Shotcrete Examination Scoring and Results**

After each examination, completed answer sheets are returned to the proctor for scoring at the examination site or at a later date, depending upon interview scheduling.

Strict procedures are followed to ensure scoring accuracy. A minimum score of 75% correct responses are required to pass an exam. Applicants passing an examination will receive only confirmation of passing and applicants failing the examination will receive confirmation of failing and, if requested, may obtain their percentage score.

The Washington Association of Building Officials reserves the right to cancel or withhold examination scores if, in its sole opinion, there is adequate reason to question the validity of the examination. Cancellation or withholding of scores may occur as the result of:

1. suspected misconduct such as giving or receiving help on an examination; using unauthorized reference materials; removing examination materials or notes from an examination room; or attempting to take an examination for someone else; and (In such circumstances, applicants will be expected to cooperate in any investigation. Such applicants will be notified of procedures approved by the Washington Association of Building Officials to ensure fair treatment, including the possibility of a makeup examination for the applicant(s) concerned.)
2. questions about examination scores beyond the applicant's control, such as faulty examination materials, mistiming, et al. (These situations will be investigated and when such

occurrences result in cancellation of an applicant's score, the Washington Association of Building Officials will arrange for a makeup examination for the applicants concerned.)

### **Shotcrete Applicant Examination Retake Application**

Applicants who do not pass an examination and wish to retake it are required to complete a new Shotcrete Special Inspector Registration Examination Application and return it with the required nonrefundable and nontransferable examination fee. A retake exam will not be scheduled earlier than 30 days following an unsuccessful examination.

### **Shotcrete Examination Administration Comments**

Applicants with questions or comments about such things as the examination site facilities, examination proctoring or any other matter related to the examination program should write to the Washington Association of Building Officials office. Applicants should include the date and location of the examination and their complete name and address along with any comments.

### **Additional Information**

For additional information regarding the registration program or examination application, contact the Washington Association of Building Officials office.

### **Registration Disclaimer**

The Washington Association of Building Officials **Special Inspection Registration Program** is based on voluntary participation. It carries no guarantee that registration will be accepted or recognized by a government jurisdiction.