



CITY OF SAINT PAUL

375 Jackson Street, Suite 220
Saint Paul, Minnesota 55101-1806

Telephone: 651-266-9090

Facsimile: 651-266-9124

Web: www.stpaul.gov/dsi

Requirements for the Competency Examination for Concrete Masonry and Cement Finishing (one- & two-family dwellings)

Competency to work as a Concrete Mason and/or Cement Finisher in St. Paul is determined by achieving a satisfactory score on the required portions of a written examination. The portion of the examination required for the desired area of competency certification is described below. The examination questions are based on acceptable construction practice discussed in any standard concrete construction manual and are also based on applicable sections of the Minnesota Residential Code and the requirements herein stated.

Prerequisites for the Journeyman Examination

Applicants for the journeyman examination must demonstrate a minimum of 1000 (one-thousand) hours work experience under the supervision of a master in the trade category for which competency will be tested (ie: Concrete Masonry, Cement Finishing, or Concrete Masonry/Cement Finishing combined). Return the attached affidavit with your examination application signed by the supervising Master Mason and/or Cement Finisher to certify your minimum 1000 hours work history or provide a copy of your Certificate of Completion of a Concrete Masonry and/or Cement Finishing apprenticeship program recognized by the Minnesota Department of Labor and Industry.

Limited Certificate of Competency

The Limited Certificate of Competency is granted to an individual who obtains a minimum score of 70 points on either the Competency Examination for Cement Finishing, or the Competency Examination for Concrete Masonry. The Limited Certificate of Competency qualifies the certificate holder to work only in the area of expertise tested.

Combined Certificate of Competency

The combined Journeyman Certificate of Competency for Concrete Masonry and Cement Finishing is granted to an individual who obtains a minimum score of 70 points on both the Competency Examination for Cement Finishing and the Competency Examination for Concrete Masonry.

Master Certificate of Competency and Prerequisites for the Master Examination

The Master Certificate of Competency is granted to an individual who obtains a minimum score of 70 points on the Competency Examination for Master Concrete Masonry and Cement Finishing and who has been certified for competency as a Journeyman in the appropriate area of expertise (Concrete Masonry and/or Cement Finishing) for at least 1000 (one-thousand) work hours. Return the attached affidavit with your examination application signed by the supervising Master Mason and/or Cement Finisher to certify your minimum 1000 hours work history as a journeyman. Alternatively, an individual may be granted the Master Certificate of Competency by demonstrating experience equivalent to a Journeyman in the area of expertise tested and by obtaining a minimum score of 70 points on the Master Examination and on each of the additional examinations required for competency certification as a Journeyman in the appropriate area of expertise.



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Re-examination Requirements

An individual who fails any portion of the examination may retake that portion of the examination one time without paying an additional examination fee, following a waiting period of 10 (ten) business days, provided the re-examination is completed within 6 (six) months of the initial examination date.

Prerequisites for Obtaining a Permit

In order to obtain a permit for concrete masonry or cement finishing work performed at a one- or two-family dwelling in St. Paul, one of the following must be obtained:

- **St. Paul business license for Concrete Masonry and /or Cement Finishing**
The Master Certificate of Competency is required for issuance of a license to engage in a concrete masonry and /or cement finishing business in St. Paul.
- **Minnesota State Residential Building Contractor or Remodeler license**
If a contractor performs any skill in addition to concrete masonry or cement finishing at a building containing 1 to 4 dwelling units, a Minnesota State Building Contractor or Remodeler license is required.

Following is a brief description of each examination

Competency Examination for Cement Finishing

- Examines knowledge of handling, placing, finishing, and curing of fresh concrete.
- Examines general knowledge of the properties of plain and reinforced concrete, the use of concrete for footings, and the effects of climate and temperature on fresh concrete.
- This portion of the examination requires the examinee to obtain information from tables, which are provided, in order to solve problems.

Competency Examination for Concrete Masonry

- Examines knowledge of handling and installing concrete masonry units for foundation walls, retaining walls, and chimneys.
- Examines knowledge of the properties, handling, placement and curing of grout and mortar.
- This portion of the examination requires the examinee to obtain information from tables, which are provided, in order to solve problems.

Competency Examination for Master Concrete Masonry and Cement Finishing

- Examines knowledge of the properties and use of concrete related to project supervision.
- This portion of the examination requires more extensive use of tables to solve problems.