

FIELD BUILDER CERTIFICATION HANDBOOK
ASBA CERTIFICATION PROGRAM

This handbook has been published to help you through the certification process. You can make the process easier for yourself by following these easy steps:

1. Read through the entire handbook before beginning.
2. Follow all instructions in the handbook carefully.
3. Type or print all information legibly.
4. Send a complete application package.
5. Use a paperclip for any attachments. Please do not staple.

Remember, an incomplete application will delay processing and may incur a reprocessing fee.

If you need additional help, or have any questions or concerns, you may contact the ASBA office by mail at 9 Newport Drive, Suite 200, Forest Hill, MD 21050, or by telephone at 866-501-2722, or by fax at 410-730-8833, or by e-mail at info@sportsbuilders.org. Updated information, including fees, is available on the ASBA website at www.sportsbuilders.org.

Email/Mail your completed application packet to: info@sportsbuilders.org or send to ASBA, 9 Newport Drive, Suite 200, Forest Hill, MD 21050

TABLE OF CONTENTS	PAGE
BACKGROUND INFORMATION	3
MISSION STATEMENT	3
GENERAL INFORMATION	3
ELIGIBILITY REQUIREMENTS	4
CERTIFICATION OR RECERTIFICATION BY EXAMINATION	4
What Material Is Covered on the Examination?	5
What Is the Examination Like?	5
Preparing for the Examination	5
Test Sites	6
Requests for Special Accommodation	6
Taking the Examination	6
In Case of Emergency	7
If You Have a Problem	7
Examination Scoring	7
RECERTIFICATION	7
APPLICATION MATERIALS	8
Fees	9
Refund Policy	10
Exam Challenge	10
CERTIFICATION POLICIES	10
Revocation of Certification	10
Review and Appeal	10
Non-Discrimination	11
Use of Logo	11
Confidentiality Policy/Publication or Release of Information	11
Name and/or Address Change	12
Inquiries	12
INSTRUCTIONS	12
Verification of Eligibility Form	12
Eligibility Spreadsheet	12
Payment Form	14
Mailing	14
APPENDICES AND EXHIBITS	
Appendix A: Sample Test Questions	15
Appendix B: Sample Test Question	16
Disclaimer	17

BACKGROUND INFORMATION

The American Sports Builders Association (ASBA) is recognized as the centralized source for information on sports fields for builders, manufacturers, professionals and consumers. The Association was founded in 1965 by a group of contractors who recognized the need for an organization that could help them address their mutual problems, set industry standards, and keep them informed on issues pertinent to their business.

Certification is a voluntary process by which a non-governmental agency, such as ASBA, validates an individual's qualifications and knowledge in a specific area of professional practice based on a set of pre-determined standards. ASBA is validating your qualifications and knowledge as a field builder.

Eligible candidates become certified by meeting eligibility requirements and by successfully completing an examination which has been validated according to accepted psychometric criteria. ASBA employs a testing company to assist with development and validation of the examination.

MISSION STATEMENT

The purposes of certification for sports field builders are:

- Assisting the general public in evaluating the experience and expertise of builders;
- Recognizing professional field builders who have met a designated level of experience and demonstrated a standard of knowledge;
- Providing a means of identifying professionals who have met a standard of achievement.
- Raising professional standards and improving the practice of field construction.

GENERAL INFORMATION

This handbook contains information about certification for field builders. You should keep it for reference until you receive your test results.

General questions related to the certification process should be addressed to ASBA at its headquarters:

9 Newport Drive, Suite 200
Forest Hill, MD 21050
866-501-ASBA (2722)
Fax: 410-730-8833
Email: info@sportsbuilders.org

The Certification Committee conducts the on-site administration of the ASBA certification examinations. Questions relating to testing, including specific locations of examinations, time schedules for testing, etc. should be addressed to ASBA headquarters.

ELIGIBILITY REQUIREMENTS

ASBA certification is open to builders currently or recently engaged in sports fields construction. To qualify for initial certification, candidates must meet the following criteria:

1. At the time of application, a candidate must have had a minimum of three years experience in sports fields construction.
2. Field builders must demonstrate 100 eligibility points from the areas of project planning; project administration; site, sub-grade and base work; field surface and marking; and maintenance. To insure that the candidate has broad-based experience in fields construction, certain minimums are required. See the instructions for the eligibility spreadsheet for details on eligibility points. The certification job list form must accompany and track with the eligibility spreadsheet.
3. Each candidate is required to provide three references that can verify his/her work experience and eligibility. References must have first-hand knowledge of applicant's work experience, especially as it applies to the projects listed on the applicant's eligibility spreadsheet. (See Verification of Eligibility Form.) Falsification of information shall prevent references from serving as references for a period of up to three years; or from applying for certification themselves.

It is not necessary to be a member of the ASBA to participate in the field builders certification program. However, in recognition of the ASBA's financial underwriting of the program, members are allowed a discounted certification fee. Additionally, in recognition of the sponsorship and financial support of this program from the Synthetic Turf Council (STC) and Sports Turf Managers Association (STMA), STC and STMA members are allowed a discounted certification fee comparable to the ASBA member rate.

CERTIFICATION OR RECERTIFICATION BY EXAMINATION

The ASBA certification examination for field builders consists of a core 70 multiple-choice question exam. Additionally, there are separate sections for Natural Turf and Synthetic Turf, each consisting of 30 multiple-choice questions. CFB candidates must complete all 125 questions (core, natural and synthetic turf sections). CFB-N candidates must complete the 70 question core section and the 30 question Natural Turf section. CFB-S candidates must complete the 70 question core section and the 30 question Synthetic Turf section.

Because of the amount of computation and the number of formulas inherent in sports field construction, the examination for field builders is an open book test. Applicants may refer to ASBA's *Sports Fields: A Construction and Maintenance Manual* or other notes or publications during the examination. Applicants should bring their own copies of these materials to the test. No reference materials are provided to applicants for the field builders certification examination.

These examinations are based on role delineation studies. These role delineations are surveys of builders that define the scope of practice and the knowledge and skills required to function competently as a sports field builder. The examinations are designed to test a sample of content from the full range of knowledge and the complete inventory of skills required of sports field builders. They are written by certified builders, edited and validated by a professional testing company:

PSI Services
18000 W. 105th St.
Olathe, KS 66061

What Material Is Covered on the Examination?

The results from the role delineation studies serve as the examination blueprints for the ASBA certification program. The major components (practice domains and specific tasks) of the current role delineations for field builders are presented in the Appendices of this handbook.

What Is the Examination Like?

As outlined above, the ASBA certification examination for field builders consists of a core 70 multiple-choice question exam; with separate sections for Natural Turf and Synthetic Turf, each consisting of 30 multiple-choice questions. Each question has 4 choices with one correct answer. All examination items are written by qualified individuals with expertise in sports field building. Before an item is considered for inclusion on an examination, it is referenced, reviewed and validated by the ASBA Certification Committee. Representatives from the STC and STMA have also been involved in the item development and review process. Finally, each item is edited by AMP for proper test item construction, grammatical correctness and clarity.

The proportion of questions from each practice domain included on the examinations is based on the relative frequency and importance of each domain and task as determined in the role delineation surveys. The test percentages for the field builders examination are listed in the Appendices. Sample questions representative of those that may appear on the ASBA examinations are provided in Appendix A. The sample questions do not reflect the full range of content or all the levels of difficulty of questions appearing on the examinations.

Preparing for the Examination

ASBA offers the construction guidelines and manuals. These are the principal references for questions on the examination. Technical articles in *Newsline*, presentations from recent Technical Meetings and real-world experience also will be helpful. ASBA recommends the following sources for exam preparation:

ASTM – American Society of Testing and Materials. www.astm.org

F355 Standard Test Method for Shock Absorbing Properties of Playing Surface Systems and Materials

F1015-03 Standard Test Method for Relative Abrasiveness of Synthetic Turf Playing Surfaces

F1551-03 Standard Test Methods for Comprehensive Characterization of Synthetic Turf Playing Surfaces and Materials

F1936-07 Standard Specification for Shock-Absorbing Properties of North American Football Field Playing Systems as Measured in the Field

Baseball and Softball Fields, Design, Construction, Renovation and Maintenance, Jim Puhalla, Jef Krans and Mike Goatley.

Guide to Synthetic and Natural Turfgrass for Sports Fields: Selection, Construction and Maintenance Considerations, 2nd Edition, 2008, Sports Turf Managers Association, www.stma.org.

Guidelines for the Essential Elements of Synthetic Turf Systems Specification, The Synthetic Turf Council, Inc., www.syntheticurfCouncil.org 2004.

Managing Healthy Sports Fields, 2004, Paul Sachs.

Designing, Construction, and Maintaining Bermudagrass Sports Fields. Visit www.clemson.edu/psapublishing.com to purchase.

Simplified Irrigation Design, 2nd Edition, Pete Melby.

Sports Fields: A Manual for Design, Construction and Maintenance, Jim Puhalla, Jeff Krans and Mike Goatley

Sports Fields: A Construction and Maintenance Manual, 2017, American Sports Builders Association, www.sportsbuilders.org.

Test Sites

A candidate for ASBA certification may take the examination at meeting sites pre-determined and advertised by ASBA or at a pre-arranged date at ASBA headquarters in Maryland.

Before the test date, it is a good idea for you to confirm the date and time of the examination and to familiarize yourself with the specific location. This will help to reduce your stress on the day of the test and insure that you arrive on time. If you do not verify your test site location prior to the day of the examination, be sure to give yourself plenty of extra time on the morning of the test.

Requests for Special Accommodation

Arrangements can be made for candidates requesting special accommodations. The candidate is responsible for making the request and for providing documentation of the need for a special accommodation in the form of a letter from a physician or a medical specialist knowledgeable of the candidate's disability. The ASBA recognizes the definition of disability included in the Americans with Disabilities Act (ADA) and acknowledges the provisions of the Act.

Taking the Examination

The CFB-S & CFB-N exam is 4 hours long and is an open book test.
The CFB exam is 5 hours long and is an open book test.

Please be aware that the following will NOT be permitted in the exam room: cell phones, PDAs (blackberries, iPhones, etc.), cameras, pagers, or any two-way communication devices. If any of these are brought into the exam room, you will be asked to remove them.

You should bring a picture ID, as you'll need to show it when you enter the room and sign-in with the monitor. The monitor will give you instructions for the exam. Also bring a calculator (stand-alone, not part of one of the above-mentioned devices). Pens and scrap paper will

be provided by ASBA – please do not bring your own. You are permitted to bring any books or manuals that you think would be helpful for reference purposes.

If you arrive to the room late, you will not be given additional time. Please note that bathroom breaks will be limited to one person at a time – test takers will be asked to bring their exams to the monitor before leaving the room, and claiming them upon returning to the room after such breaks.

The monitors will not provide explanations or answer questions pertaining to any of the individual questions on the exam. All test-takers will be asked to hand in any written notes with their exam. If you feel that a question is unfair or incorrect, you are encouraged to make a note on the back of your answer sheet.

Candidates also may wish to bring coffee, sodas or snacks. No refreshments are provided.

In Case of Emergency

If you will be unable to sit for the examination for any reason, please notify ASBA in writing as soon as possible either before or after the exam. In the event of inclement weather or other emergency, please call ASBA headquarters or contact ASBA staff on site to determine whether or not the test will be given.

If You Have a Problem

Every attempt is made to insure that test sites are convenient, comfortable and conducive to testing and that proctors are knowledgeable and competent. Occasionally, minor problems may occur. Any candidate who experiences a problem with the suitability of a test site (noise level, lighting, temperature, access, etc.) or with the performance of a proctor should notify ASBA staff.

Examination Scoring

ASBA examinations are hand scored by ASBA staff. To facilitate scoring, it is critical that you complete your answer sheet according to the instructions provided by the proctor at the test site.

ASBA will mail examination results to you within two (2) weeks following the test administration. If you change your address between the time you apply to take the examination and the date of the actual test, you should notify ASBA headquarters.

For the CFB-S & CFB-N examinations, you need to get 73 correct answers to pass. For the CFB examination, you need to get 91 correct answers to pass. The passing point for the examination is set by a detailed review of the current version of the test using accepted psychometric methods.

RECERTIFICATION

Certification for field builders is granted for a period of three years. The certification period begins with the date certification or recertification is granted (the exam date or the deadline for submission of recertification by contact hours) and ends on December 31 three years later; i.e. certification or recertification granted as of 5/31/09 is valid through 12/31/12.

Candidates may recertify either by taking the then current certification examination or by submitting an application for recertification through documenting eligibility and continuing education points during the previous three years. Requirements are for 50 eligibility points using the Fields Eligibility Spreadsheet and for 40 continuing education points using the Recertification Verification Form.

In any given year, a certified builder with a certification expiration date of 12/31 of the current year will have several opportunities to recertify during the year at meeting sites pre-determined and advertised by ASBA; or at a pre-arranged date at ASBA headquarters in Maryland. Certified builders may also recertify via continuing education points accumulated any time between January 1st of the year following certification or recertification, and the December 31st deadline. Candidates will be sent a reminder of their expiration to the last address listed in the ASBA database. Remember to keep your address current by notifying ASBA of any changes.”

For more information on recertification, see the Recertification Handbook.

APPLICATION MATERIALS

A completed application package consists of:

6. A signed Application Form;
7. A Verification of Eligibility Form;
8. A Payment Form with an attached check made payable to “ASBA” or a signed charge authorization for appropriate fees; and
9. An Eligibility Spreadsheet showing work completed by you or your role in work completed by your company with the certification job list form.

Please read ALL instructions thoroughly before you complete the application forms. All forms must be properly completed and returned with the correct examination fee. Incomplete applications will be returned to candidates for correction and resubmission and may incur a reprocessing fee.

Fees

The entire amount due in U.S. dollars must accompany the completed application. Applications accompanied by incorrect fees will not be processed and will be returned. There is a fee for returned checks. Please note that failure to pay fees is grounds for revocation of certification.

Make checks or money orders payable to:

ASBA

Both personal and employer checks are acceptable.

To avoid international collection fees and to keep costs down, payments made by check or money order must be made in U.S. funds on a U.S. bank. Checks on a foreign bank with "U.S. funds" written on them are not acceptable and will be returned.

To pay fees by charge (MasterCard, VISA or American Express), please complete the charge authorization included in the application packet.

Current certification fees are:

- ASBA, STC or STMA MEMBERS \$600.00
- NON-MEMBERS \$1,100.00

Incomplete applications will be returned to candidates for correction and resubmission. A reprocessing fee of \$20.00 will be imposed for all incomplete applications returned to candidates and resubmitted.

The examination fee for the ASBA certification program includes a \$50.00 application-processing fee, which will not, under any circumstances, be refunded. Should your application be denied, you will receive a refund for the examination fee; however, the nonrefundable processing fee will be retained.

Refund Policy

ASBA application fees are non-transferable. If you register but fail to sit for a scheduled examination, you may receive a refund, less the \$50.00 application processing fee, or you may reschedule your examination to any regularly scheduled administration, or to an examination by appointment at Association headquarters, within one calendar year. At the end of one calendar year, your fees will be refunded less the \$50.00 application-processing fee, and should you decide to apply for certification in the future, you will be required to submit a new application and fees.

Fees are subject to change without notice. Please call ASBA or consult the ASBA website at www.sportsbuilders.org for the most current schedule of fees.

Refunds are not available to those who do not receive a passing score. However, persons who do not receive a passing score may retake the examination once within a calendar year by submitting a new application-processing fee of \$50.00. Any candidate who does not successfully complete the process within a calendar year must submit a new application and fees if they decide to re-apply for certification in the future. The certification process, including examination, may be repeated as often as necessary; however, a new application must be submitted each time as forms, policies and procedures are updated and changed. The appropriate fee must accompany an application each time it is submitted, except as noted above.

This Refund Policy is subject to change without prior notice.

Exam Challenge

A candidate who fails to achieve a passing score may challenge any one or more items on the examination by sending a formal letter of challenge within thirty (30) days of the mailing date of the score report. The letter should include the candidate's name, mailing address, work and home telephone numbers, and specific reason for the challenge. Your letter should be sent via certified

mail, return receipt requested, to ASBA Headquarters, 9 Newport Drive, Suite 200, Forest Hill, MD 21050.

An exam challenge will be investigated first by the Certification Chairman. Within forty-five (45) days of receipt of the challenge, the Certification Chairman will issue a written response. If the candidate is not satisfied with that response, he or she may appear before the Board during its next regularly scheduled meeting to present the challenge. The candidate will assume responsibility for all costs incurred to attend this meeting as well as costs for processing the challenge, which may include duplicating, telephone charges, postage, etc. The candidate may introduce evidence including books, articles, copies of statutes or other information substantiating his or her position. The Board will make a final decision regarding the challenge and will notify the candidate in writing, substantiating that decision, within fourteen (14) days following the hearing.

CERTIFICATION POLICIES

Revocation of Certification

ASBA has the right to revoke any certificate that it has issued in the event that the recipient engages in past or current conduct found to be not in compliance with the program's procedures or professional standards. An individual whose certification is revoked may no longer claim to be certified or use the certification designation. He or she must return his or her certificate.

A review and appeal process is available for any individual whose certificate is pending revocation or has been revoked. Revocation of certification does not constitute evidence that the practitioner acted wrongly or became incompetent.

Field certification may be revoked for any of the following reasons or for any other reason which the Certification Committee determines demonstrates that the individual does not meet the program's professional standards:

1. Falsification of the certification or recertification application.
2. Falsification of any information requested by ASBA.
3. Failure to maintain eligibility requirements.
4. Failure to pay fees.
5. Misrepresentation of ASBA membership or certification status.
6. Conviction of a felony.
7. Cheating on the examination.

Review and Appeal

A review process and an appeal procedure are available for candidates whose applications have been rejected or for those whose certifications have been revoked.

This is a two-step process. First, a review will be conducted by the ASBA Certification Committee. If the candidate is still dissatisfied after that review, an appeal hearing will be held by the ASBA Board of Directors.

Within thirty (30) days of the postmarked date of the notification letter informing the candidate of the denial of application or of impending revocation, a candidate may file a request for a review. The letter requesting a review should include the name, mailing address and telephone numbers

(work and home) of the candidate, a copy of the notification letter and the specific reason for the request for review. It should be sent via certified mail, return receipt requested, to ASBA Headquarters, 9 Newport Drive, Suite 200, Forest Hill, MD 21050.

A candidate requesting a review should expect a response to his or her request within forty-five (45) days.

It should be noted that while both the ASBA Certification Committee and Board of Directors have the authority to modify or reverse decisions with regard to certification or with regard to revocation of certification, their action will be based only on whether or not the decision made was reached in accordance with the policies and procedures of ASBA then in effect through a fair and impartial process. Neither the Certification Committee nor the ASBA Board is likely to change the requirements for certification or the policies with regard to revocation of certification in an individual case or with respect to an individual appeal.

The cost of a review or appeal will be borne by the individual requesting the review or appeal. This may include photocopying, mailing, telephone charges and, in some cases, travel and accommodations for an appeal hearing.

Non-Discrimination

ASBA does not discriminate on the basis of race, age, gender, sexual orientation, political or religious beliefs, disability or national origin.

Use of Logo

Certification is a personal designation, earned by an individual through years of work and hours of study. It does not apply to a company as a whole. Certified individuals should insure that company brochures, stationery, etc., reflect the personal and individual nature of the designation. Printed materials should indicate clearly that the company employs or is owned by a certified builder, not that the company itself is certified. Any time the designations "CFB," "CFB-S," or "CFB-N" or the words "Certified Field Builder," "Certified Field Builder-Synthetic Turf," or "Certified Field Builder-Natural Turf" or the certified logos are used, they should be associated with the name of the certified individual, except that companies may state that they have a "Certified Field Builder" "Certified Field Builder-Synthetic Turf," or "Certified Field Builder-Natural Turf" on staff. Use of the certification logo shall at all times be in accordance with the rules and policies of the Association in effect from time to time.

Confidentiality Policy/Publication or Release of Information

ASBA respects the privacy of all applicants. All materials submitted with applications, any action taken on applications and information regarding individual performance on the examination will be held in confidence except as required by the process (i.e., review by Association staff, Certification Committee and/or Board of Directors) or by law.

ASBA, however, has an obligation to the public. Therefore, it responds to questions from employers, owners and others regarding whether or not an individual is certified. Additionally, since publishing and releasing the names of certified builders and/or successful candidates recognizes those individuals and encourages certification, ASBA reserves the right, without limitation, to release the names of certified individuals or successful candidates. Application for

certification through this program constitutes acknowledgment and acceptance of ASBA's policy with regard to publication and release of names.

Name and/or Address Change

Please notify ASBA in writing of any changes in your name and/or address during the certification period. Failure to do so may mean you will not receive important information about changes in recertification policies, deadlines, etc.

Inquiries

If you have any questions concerning the procedures outlined in this handbook for ASBA certification, please write or call:

ASBA
9 Newport Drive, Suite 200
Forest Hill, MD 21050
866-501-2722
Fax: 410-730-8833
E-mail: info@sportsbuilders.org

INSTRUCTIONS

A complete application packet for the ASBA field builder examination includes the following materials:

10. An Application Form;
11. A Verification of Eligibility Form;
12. A Payment Form; and
13. An Eligibility Spreadsheet showing work completed by you or your role in work completed by your company with the certification job list form.

Verification of Eligibility Form

The Verification of Eligibility Form requests each candidate to submit three references (from three different companies) who can verify your work experience and eligibility and to demonstrate work experience totaling three years in field construction. References must have first-hand knowledge of applicant's work experience, especially as it applies to the projects listed on the applicant's eligibility spreadsheet. (See Verification of Eligibility Form.) Falsification of information shall prevent references from serving as references for a period of up to three years; or from applying for certification themselves.

Secure the names, addresses and signatures of three references (from three different companies). They should read the verification statement, sign and date the form where requested. Next, list current and former employers showing at least three years experience.

Eligibility Spreadsheet

For initial certification, field builders must demonstrate 100 eligibility points from the areas of project planning; project administration; site, sub-grade and base work; field surface marking; and maintenance. Applicant must show work in all five (5) categories. All work shown must have been completed projects. No project listed can be at an in-progress stage at time of submission of application. At least 50% of this work must have been performed within the past three years. To insure that the builder has broad-based experience, certain minimum and maximum point values are required. Construction must be completed on all projects listed. See below for a description of categories.

I. Project Planning – Minimum Points -5, Maximum Points – 30	Points Per Project
1. Evaluate existing site and requirements	.5
2. Develop project specifications	1.0
3. Consult with owner or design professional on project scope	1.5
4. Finalize scope and provide preliminary budget	1.0
II. Project Administration – Minimum Points – 5, Maximum Points - 50	
1. Prepare bids and proposals	1.0
2. Prepare/review change orders, owner billings, subcontractor billings and job costs	.5
3. Plan and schedule crews, subcontractors and material deliveries	.5
4. Supervise project	1.5
III. Site, Subgrade and Base Work – Minimum Points – 15, Maximum Points - 60	
1. Identify site issues (soils, drainage, obstructions, access)	.5
2. Prepare site and subgrade (excavation, grading, slope Stabilization, drainage and utilities)	1.5
3. Install concrete (sidewalks, perimeter curbs, track field Events, footings, etc.)	1.0
4. Install field irrigation/cooling system	1.5
5. Install field base (geotextile fabric, subdrainage, rootzone, irrigation finishes)	1.5
6. Laser grading	1.0
IV. Field Surfacing and Marking - Minimum Points – 15, Maximum - 60	
1. Verify base to accept surface (grade, planarity, finish)	1.0
2. Install specified surface (synthetic turf, infill, skinned area, warning track, turfgrass, sprigs, seed)	1.5
3. Layout/apply field markings	1.0
4. Install field amenities (bases, goals, bleachers, fencing, lighting, scoreboards and other structures)	.5
V. Maintenance - Minimum Points – 5, Maximum Points - 25	
1. Natural turf – fertilize, weed and pest control	.5
2. Natural turf – aerification and topdressing	.5

- | | |
|---|----|
| 3. Natural turf – watering, mowing and overseeding | .5 |
| 4. Synthetic turf – cleaning, grooming and topdressing/infill | .5 |
| 5. Synthetic turf – seam failures and tears | .5 |
| 6. Synthetic turf – periodic testing | .5 |

When completing the Eligibility Spreadsheet, please include only work in which you, individually, participated regardless of the scope of work performed by your company in connection with the project. Construction must be completed on all projects listed.

The Eligibility Spreadsheet is available in two formats – an Excel spreadsheet into which you enter the number of fields or projects (the spreadsheet then calculates the eligibility points awarded) and a manual version into which you enter the number of fields or projects and then calculate the total eligibility points awarded.

To complete the Eligibility Spreadsheet, list the project names and dates across the top under “Job Name/Date.” Then, list 1 (for one project) or the number of field (if applicable) in the columns. Give yourself a number only on the lines describing work in which you, personally, played a role on that project. Once you have completed the columns and rows for projects/fields/roles, add across each row and multiply the resulting total by the number of points allowed per project or per court for that category, filling in the total in the far right hand column. Add the columns and complete the project and category subtotals and the grand total. Fifty percent of the points submitted must be from projects completed in the last three years.

Payment Form

Please indicate whether or not you or your company is member of ASBA, STC or STMA. Then, circle the appropriate fee and write in the correct amount submitted with your application.

You may pay by check or charge. If paying by check, make your check payable to:

ASBA

To avoid international collection fees and to keep costs down, payments made by check or money order must be made in U.S. funds on a U.S. bank. Checks on a foreign bank with “U.S. funds” written on them are not acceptable and will be returned.

If paying by charge, complete the authorization form by providing your charge card number, expiration date and signature authorizing ASBA to charge your account. The charge will appear as “Association Headquarters” on your statement.

Email/Mailing

Email or mail your completed application packet to: info@sportsbuilders.org or send to ASBA, 9 Newport Drive, Suite 200, Forest Hill, MD 21050

NOTE: An incomplete application returned to a candidate for resubmission will incur a mandatory reprocessing fee. Make sure all required forms are completed in full.

APPENDIX A – Sample Test Questions

1. Which of the following would apply to the permit or building code when an application is made for field construction?

1. distance of field from wetland
2. height of proposed lighting system
3. distance from field to property line
4. compass orientation of field

2. A project has been estimated at a total direct cost of \$1,435,700.00. It has been determined by management that a 20% margin is to be added to the direct cost to develop the final quoted price. What is the final quoted price?

- A. \$1,595,222.00
- B. \$1,722,840.00
- C. \$1,794,625.00
- D. \$1,834,700.00

3. A proposed construction site has been determined to have poor subsurface drainage. Which of the following methods is LEAST likely to solve the problem?

- A. Install French drains.
- B. Install geocomposite drain tiles.
- C. Create perimeter swales to divert water.
- D. Excavate unsuitable subsoil and replace with suitable gravel.

4. Compaction of an aggregate base is measured by which of the following tests?

- A. force reduction
- B. sieve analysis
- C. Marshall method
- D. proctor

5. The distance from center line to center line of the hashmarks across an NCAA football field is

- A. 40'
- B. 45'
- C. 50'
- D. 53'

6. During a sports field grow-in period, a field builder notices *Poa Annua* beginning to grow between sod joints of a sand base root zone. Which of the following is the most likely cause for this infestation?

- A. contaminated rootzone material
- B. bird droppings
- C. seed brought in by mowing equipment
- D. laborers having seed on their shoes

APPENDIX B – Sample Test Questions

FIELDS

1. 1A.8 1A1 Application CORE

Which of the following would apply to the permit or building code when an application is made for field construction?

1. distance of field from wetland
2. height of proposed lighting system
3. distance from field to property line
4. compass orientation of field

*** A. 1, 2, and 3 only**

REF: ASBA Manual

2. 2A.22 2A1 Application CORE

A project has been estimated at a total direct cost of \$1,435,700.00. It has been determined by management that a 20% margin is to be added to the direct cost to develop the final quoted price. What is the final quoted price?

***C. \$1,794,625.00**

REF: Maintenance Manual

Math:

$$1.00 - 0.20 = 0.80$$

$$\$1,435,700.00 / 0.80 = \$1,794,625.00$$

3. 3A.12 3A2 Analysis CORE

A proposed construction site has been determined to have poor subsurface drainage. Which of the following methods is LEAST likely to solve the problem?

***C. Create perimeter swales to divert water.**

REF: ASBA Manual

4. 3B.14 3B8 Recall CORE

Compaction of an aggregate base is measured by which of the following tests?

***D. proctor**

5. 4A.40 4A5 Recall CORE

The distance from center line to center line of the hashmarks across an NCAA football field is

***A. 40'**

REF: NCAA Rules

6. 5A.6 5A2 Analysis NAT

During a sports field grow-in period, a field builder notices Poa Annua beginning to grow between sod joints of a sand base root zone. Which of the following is the most likely cause for this infestation?

***A. contaminated rootzone material**

DISCLAIMER

The candidate understands that:

It is not the intent of the American Sports Builders Association and its members to qualify or permit any certified builder to perform any service that is permitted only by professional licensure or state law.

The ASBA does not represent that certified builder status fulfills any requirement of state or local law.

This examination is not offered to be used as a qualification for promotion or employment.

The ASBA does not guarantee the technical competence or quality of work of a candidate achieving a passing score.

ASBA reserves the right, without limitation, to release the names of certified individuals and/or successful candidates and to respond to inquiries regarding the certification status of individuals.