

## Field Builders Recertification Spreadsheet - Instructions

Certification for field builders is granted for a period of three years. The certification period begins with the date certification or recertification is granted and ends on December 31 three years later. 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 **Eligibility Spreadsheet** and for **40 continuing education points** using the **Continuing Education Spreadsheet**. For a more detailed explanation of the recertification process, including the point system, please refer to the Recertification Handbook.

### Recertification Job List Form

**Please fill out the Recertification Job List Form first.** The appropriate information will automatically translate to the spreadsheets that follow. Enter the project name, date of project and the name & phone number of the project reference. Places are available for sixty different projects on the two pages shown.

### Eligibility Points (50 required for Recertification)

For recertification, field builders must demonstrate 50 eligibility points with points in at least three of the five areas covered by the recertification spreadsheet. Points claimed must be for work completed within the three years since initial certification or since the last recertification. Construction must be completed on all projects listed. See below for a description of categories and minimums.

#### I. PROJECT PLANNING

- \* Evaluate existing site and requirements - .5 points per project
- \* Develop project specifications - 1 point per project
- \* Consult with owner or design professional on project scope - 1.5 points per project
- \* Finalize scope and prepare preliminary budget - 1 point per project

#### II. PROJECT ADMINISTRATION

- \* Prepare bids and proposals - 1 point per project
- \* Prepare/review change orders, owner billings, subcontractor billings, job costs - 0.5 points per project
- \* Plan and schedule crews, subcontractors and material deliveries - 0.5 points per project
- \* Supervise project - 1.5 points per project

#### III. SITE, SUBGRADE & BASE WORK

- \* Identify site issues (soils, drainage, obstructions, access) - 0.5 points per project
- \* Prepare site and subgrade (excavation, grading, slope, stabilization, drainage and utilities) - 1.5 points per project
- \* Install concrete (sidewalks, perimeter curbs, track field events, footings, etc.) - 1 point per project
- \* Install field irrigation/cooling system - 1.5 points per project
- \* Install field base (geotextile fabric, subdrainage, rootzone, irrigation finishes) - 1.5 points per project
- \* Laser grading - 1 point per project

#### IV. FIELDS SURFACING & MARKING

- \* Verify base to accept surface (grade, planarity, finish) - 1 point per project
- \* Install specified surface (synthetic turf, infill, skinned area, warning track, turfgrass, sprigs, seed) - 1.5 points per project
- \* Layout/apply field markings - 1 point per project
- \* Install field amenities (bases, goals, bleachers, fencing, lighting, scoreboards and other structures) - 0.5 points per project

#### V. MAINTENANCE

- \* Natural Turf - fertilize, weed and pest control - .5 points per project
- \* Natural Turf - aerification and topdressing - .5 points per project
- \* Natural Turf - watering, mowing and overseeding - .5 points per project
- \* Synthetic Turf - cleaning, grooming and topdressing/infill - .5 points per project
- \* Synthetic Turf - seam failures and tears - .5 points per project
- \* Synthetic Turf - periodic testing - .5 points per project

**Spreadsheet instructions:** The spreadsheet will automatically calculate the eligibility points. Enter data as follows:

- 1 Your name, company name, phone number and email will automatically import from the Recertification Job List Form.
- 2 The project name will automatically import from the Recertification Job List Form
- 3 To enter points for all Categories **enter a 1 in any box that applies for that project (do not enter a .5 or a 1.5)**. The spreadsheet will make the calculation and your accumulated points for that category & project will appear in the "Subtotal" box.

**NOTE:** Subtotals for each category can be seen at the bottom of the sheet. Totals for each job can be seen at the right of the sheet. Your "Grand Total" (must be at least 50) is located in the lower right corner.

**NOTE:** If you need to list more than 30 projects, you may use the 2 page spreadsheet. The subtotals for each page is shown at the bottom of the sheet. The "Grand Total" is located in the lower right corner of the second page.

### Continuing Education Points (40 required for Recertification)

Each candidate applying for recertification by continuing education points is required to identify and categorize all continuing education activities to be submitted for approval. (Refer to the Recertification Handbook for details & point values) Include copies of publications, programs and other supporting documentation with application. (Do not submit original materials.) Of the 40 continuing education points required for recertification, a minimum of 25 points must be from ASBA-related activities. Non-ASBA meetings & activities should be submitted to the certification committee prior to the meeting or activity (for approval & to determine number of points).

**Spreadsheet instructions:** The spreadsheet will automatically calculate the continuing education points. Enter data as follows:

- 1 Your name, company name, phone number and email will automatically import from the Recertification Job List Form.
- 2 Enter the name of meeting, article, committee or activity in the appropriate box (Column C)
- 3 Enter the dates for the meeting, activity or publication (Column D)
- 4 Enter ASBA points in Column E and Non-ASBA points in Column F (points will automatically total under "Total Points" and at the bottom of the page under "Total Recertification Continuing Education Points" (must be at least 40 points).

# Recertification Job List Form

Page 1

Name: \_\_\_\_\_ (enter name)  
 Company Name: \_\_\_\_\_ (enter company)  
 Phone: \_\_\_\_\_ (enter phone)  
 Email: \_\_\_\_\_ (enter email)

|    | Name of Project                  | Date of Project | Name of Project Reference                     | Phone Number of Project Reference |
|----|----------------------------------|-----------------|---|-----------------------------------|
| 1  | New Town High School             | December 2013   | ABC Construction - Joe Wilson, PM             | 555-555-5555                      |
| 2  | University of Your Town          | March 2014      | Bob Jones, University Maintenance Director    | 555-555-5555                      |
| 3  | Center Street Recreation Complex | June 2015       | Bill Johnson, Facility Director (Parks & Rec) | 555-555-5555                      |
| 4  | Field Site 4                     |                 |   |                                   |
| 5  | Field Site 5                     |                 |   |                                   |
| 6  | Field Site 6                     |                 |   |                                   |
| 7  | Field Site 7                     |                 |   |                                   |
| 8  | Field Site 8                     |                 |   |                                   |
| 9  |                                  |                 |   |                                   |
| 10 |                                  |                 |   |                                   |
| 11 |                                  |                 |   |                                   |
| 12 |                                  |                 |   |                                   |
| 13 |                                  |                 |   |                                   |
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| 16 |                                  |                 |   |                                   |
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| 29 |                                  |                 |   |                                   |
| 30 |                                  |                 |   |                                   |

# Recertification Job List Form

Page 2

Name: \_\_\_\_\_ (enter name)  
Company Name: \_\_\_\_\_ (enter company)  
Phone: \_\_\_\_\_ (enter phone)  
Email: \_\_\_\_\_ (enter email)

Name of Project  
Date of Project  
Name of Project Reference  
Phone Number of Project Reference

|    | Name of Project | Date of Project | Name of Project Reference | Phone Number of Project Reference |
|----|-----------------|-----------------|---------------------------|-----------------------------------|
| 31 | Field Site 9    |                 |                           |                                   |
| 32 | Field Site 10   |                 |                           |                                   |
| 33 | Field Site 11   |                 |                           |                                   |
| 34 | Field Site 12   |                 |                           |                                   |
| 35 | Field Site 13   |                 |                           |                                   |
| 36 | Field Site 14   |                 |                           |                                   |
| 37 | Field Site 15   |                 |                           |                                   |
| 38 | Field Site 16   |                 |                           |                                   |
| 39 |                 |                 |                           |                                   |
| 40 |                 |                 |                           |                                   |
| 41 |                 |                 |                           |                                   |
| 42 |                 |                 |                           |                                   |
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| 51 |                 |                 |                           |                                   |
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| 56 |                 |                 |                           |                                   |
| 57 |                 |                 |                           |                                   |
| 58 |                 |                 |                           |                                   |
| 59 |                 |                 |                           |                                   |
| 60 |                 |                 |                           |                                   |

**Field Builders Recertification Spreadsheet**

Name: (enter name)

Phone: (enter phone)

Points accumulated in the last 3 years

Company Name: (enter company)

Email: (enter email)

**Page 1**

| Job Number          | I. Project Planning                     |                                |  |   | II. Project Administration |                          |   |  | III. Site, Subgrade & Base Work |                     |   |   |   |   | IV. Field Surfacing & Marking  |                     |                  |  | V. Maintenance   |                              |  |                    |   | Subtotal                                | Total Points per Job                            |  |  |                                   |   |     |     |   |   |   |
|---------------------|---|--------------------------------|--|---|----------------------------|--------------------------|---|--|---------------------------------|---------------------|---|---|---|---|--|---------------------|------------------|--|--|------------------------------|--|--------------------|---|---|---|--|--|-----------------------------------|---|-----|-----|---|---|---|
|                     | 1                                       | 2                              | 3  | 4   | 1                          | 2                        | 3   | 4  | 1                               | 2                   | 3   | 4   | 5   | 6                                       | 1  | 2                   | 3                | 4  | 5  | 6                            | 1  | 2                  | 3   |   |   | 4  | 5  | 6                                 |   |     |     |   |   |   |
|                     | .5 pts per project                      | 1 pt per project               | 1.5 pts per project  | 1 pt per project                              | 1 pt per project           | 5 pts per project        | 5 pts per project   | 1.5 pts per project  | .5 pts per project              | 1.5 pts per project | 1 pt per project  | 1.5 pts per project   | 1.5 pts per project   | 1 pt per project                        | 1 pt per project   | 1.5 pts per project | 1 pt per project | 1.5 pts per project                                      | 1 pt per project   | 1.5 pts per project          | .5 pts per project   | .5 pts per project | .5 pts per project                              |   |   | .5 pts per project   | .5 pts per project                       | .5 pts per project                |   |     |     |   |   |   |
| 1                   | Evaluate existing site and requirements | Develop project specifications | Consult with owner or design professional on project scope | Finalize scope and prepare preliminary budget | Subtotal                   | Prepare bids & proposals | Prepare or Review change orders, owner billings, subcontractor billings & job costs | Plan & schedule crews, sub-contractors & material deliveries | Supervise project               | Subtotal            | Identify site issues (soils, drainage, obstruction, & access) | Prepare site and subgrade (excavation, grading, slope, stabilization, drainage and utilities) | Install concrete (sidewalks, perimeter curbs, track field events, footings, etc.) | Install field irrigation/cooling system | Install field base (geotextile fabric, subdrainage, rootzone, irrigation finishes) | Laser grading       | Subtotal         | Verify base to accept surface (grade, planarity, finish) | Install specified surface (synthetic turf, infill, skinned area, warning track, turfgrass, sprigs, seed) | Lay out apply field markings | Install field amenities (bases, goals, bleachers, fencing, lighting, scoreboards and other structures) | Subtotal           | Natural Turf - fertilize, weed and pest control | Natural Turf - aeration and topdressing | Natural Turf - watering, mowing and overseeding | Synthetic Turf - cleaning, grooming and topdressing/infill | Synthetic Turf - seam failures and tears | Synthetic Turf - periodic testing | 0 | 7   |     |   |   |   |
| 2                   |   |                                |  |   | 4                          | 1                        | 1   | 1  | 1                               | 2                   | 1   | 1   | 1   | 1                                       | 1  | 1                   | 5                | 1  | 1  | 1                            | 1  | 3                  | 1   |   |   |  |  |                                   |   | 0   | 10  |   |   |   |
| 3                   |   |                                |  |   | 0                          |                          |   |  |                                 | 0                   |   |   |   |   |  |                     | 0                |  |  |                              |  |                    |   |   |   |  |  |                                   |   | 1.5 | 1.5 |   |   |   |
| 4                   |   |                                |  |   | 0                          |                          |   |  |                                 | 0                   |   |   |   |   |  |                     | 0.5              |  | 1  |                              |  |                    |   |   |   |  |  |                                   |   | 0   | 3.5 |   |   |   |
| 5                   |   |                                |  |   | 1.5                        | 1                        | 1   |  |                                 | 2                   | 1   | 1   |   |   |  | 2.5                 | 1                |  |  |                              |  |                    |   |   |   |  |  |                                   |   | 0   | 5.5 |   |   |   |
| 6                   |   |                                |  |   | 0                          |                          |   |  |                                 | 0                   |   |   |   |   |  |                     | 0                |  |  |                              |  |                    |   |   |   |  |  |                                   |   | 1   | 1   |   |   |   |
| 7                   |   |                                |  |   | 0                          |                          |   |  |                                 | 0                   |   |   |   |   |  |                     | 0                |  |  |                              |  |                    |   |   |   |  |  |                                   |   | 1   | 3   |   |   |   |
| 8                   |   |                                |  |   | 0                          |                          |   |  |                                 | 0                   |   |   |   |   |  |                     | 0                |  |  |                              |  |                    |   |   |   |  |  |                                   |   | 0   | 0   |   |   |   |
| 9                   |   |                                |  |   | 0                          |                          |   |  |                                 | 0                   |   |   |   |   |  |                     | 0                |  |  |                              |  |                    |   |   |   |  |  |                                   |   | 0   | 0   |   |   |   |
| 10                  |   |                                |  |   | 0                          |                          |   |  |                                 | 0                   |   |   |   |   |  |                     | 0                |  |  |                              |  |                    |   |   |   |  |  |                                   |   | 0   | 0   |   |   |   |
| 11                  |   |                                |  |   | 0                          |                          |   |  |                                 | 0                   |   |   |   |   |  |                     | 0                |  |  |                              |  |                    |   |   |   |  |  |                                   |   | 0   | 0   |   |   |   |
| 12                  |   |                                |  |   | 0                          |                          |   |  |                                 | 0                   |   |   |   |   |  |                     | 0                |  |  |                              |  |                    |   |   |   |  |  |                                   |   | 0   | 0   |   |   |   |
| 13                  |   |                                |  |   | 0                          |                          |   |  |                                 | 0                   |   |   |   |   |  |                     | 0                |  |  |                              |  |                    |   |   |   |  |  |                                   |   | 0   | 0   |   |   |   |
| 14                  |   |                                |  |   | 0                          |                          |   |  |                                 | 0                   |   |   |   |   |  |                     | 0                |  |  |                              |  |                    |   |   |   |  |  |                                   |   | 0   | 0   |   |   |   |
| 15                  |   |                                |  |   | 0                          |                          |   |  |                                 | 0                   |   |   |   |   |  |                     | 0                |  |  |                              |  |                    |   |   |   |  |  |                                   |   | 0   | 0   |   |   |   |
| 16                  |   |                                |  |   | 0                          |                          |   |  |                                 | 0                   |   |   |   |   |  |                     | 0                |  |  |                              |  |                    |   |   |   |  |  |                                   |   | 0   | 0   |   |   |   |
| 17                  |   |                                |  |   | 0                          |                          |   |  |                                 | 0                   |   |   |   |   |  |                     | 0                |  |  |                              |  |                    |   |   |   |  |  |                                   |   | 0   | 0   |   |   |   |
| 18                  |   |                                |  |   | 0                          |                          |   |  |                                 | 0                   |   |   |   |   |  |                     | 0                |  |  |                              |  |                    |   |   |   |  |  |                                   |   | 0   | 0   |   |   |   |
| 19                  |   |                                |  |   | 0                          |                          |   |  |                                 | 0                   |   |   |   |   |  |                     | 0                |  |  |                              |  |                    |   |   |   |  |  |                                   |   | 0   | 0   |   |   |   |
| 20                  |   |                                |  |   | 0                          |                          |   |  |                                 | 0                   |   |   |   |   |  |                     | 0                |  |  |                              |  |                    |   |   |   |  |  |                                   |   | 0   | 0   |   |   |   |
| 21                  |   |                                |  |   | 0                          |                          |   |  |                                 | 0                   |   |   |   |   |  |                     | 0                |  |  |                              |  |                    |   |   |   |  |  |                                   |   | 0   | 0   |   |   |   |
| 22                  |   |                                |  |   | 0                          |                          |   |  |                                 | 0                   |   |   |   |   |  |                     | 0                |  |  |                              |  |                    |   |   |   |  |  |                                   |   | 0   | 0   |   |   |   |
| 23                  |   |                                |  |   | 0                          |                          |   |  |                                 | 0                   |   |   |   |   |  |                     | 0                |  |  |                              |  |                    |   |   |   |  |  |                                   |   | 0   | 0   |   |   |   |
| 24                  |   |                                |  |   | 0                          |                          |   |  |                                 | 0                   |   |   |   |   |  |                     | 0                |  |  |                              |  |                    |   |   |   |  |  |                                   |   | 0   | 0   |   |   |   |
| 25                  |   |                                |  |   | 0                          |                          |   |  |                                 | 0                   |   |   |   |   |  |                     | 0                |  |  |                              |  |                    |   |   |   |  |  |                                   |   | 0   | 0   |   |   |   |
| 26                  |   |                                |  |   | 0                          |                          |   |  |                                 | 0                   |   |   |   |   |  |                     | 0                |  |  |                              |  |                    |   |   |   |  |  |                                   |   | 0   | 0   |   |   |   |
| 27                  |   |                                |  |   | 0                          |                          |   |  |                                 | 0                   |   |   |   |   |  |                     | 0                |  |  |                              |  |                    |   |   |   |  |  |                                   |   | 0   | 0   |   |   |   |
| 28                  |   |                                |  |   | 0                          |                          |   |  |                                 | 0                   |   |   |   |   |  |                     | 0                |  |  |                              |  |                    |   |   |   |  |  |                                   |   | 0   | 0   |   |   |   |
| 29                  |   |                                |  |   | 0                          |                          |   |  |                                 | 0                   |   |   |   |   |  |                     | 0                |  |  |                              |  |                    |   |   |   |  |  |                                   |   | 0   | 0   |   |   |   |
| 30                  |   |                                |  |   | 0                          |                          |   |  |                                 | 0                   |   |   |   |   |  |                     | 0                |  |  |                              |  |                    |   |   |   |  |  |                                   |   | 0   | 0   |   |   |   |
| Total per category: |   |                                |  |   |                            |                          |   |  |                                 | 9                   | 8.5   | 6   | 5   | 5                                       | 0  | 0                   | 0                | 0  | 0  | 0                            | 0  | 0                  | 0   | 0                                       | 0   | 0  | 0  | 0                                 | 0 | 0   | 0   | 0 | 0 | 0 |



