Continuing Education Provider Guidelines

Background

CMHA offers approval for continuing education programs, submitted by CMHA members, government agencies, municipalities, non-profit, associations or educational institutions, that meet CMHA guidelines for certified installer continuing education. CMHA Certified Installers attend these programs to satisfy continuing education requirements for recertification.

Continuing education is an important tool for continued quality workmanship provided by certified installers. These guidelines and instructions are established to aid continuing education providers in planning events and to ensure that continuing education programs meet the learning needs of certified installers.

Content

To qualify as continuing education for certified installers, program topics must be related to hardscape installation, equipment, materials, safety, or design. Specifically, topics must fall under the scope of the certification scheme.

For the Concrete Paver Installer Certification, CE program must be related to at least one of the following competency domains:

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Note: The competency domains for the SRW, PICP, and MSV certification schemes shall be release as they are finalized.

Type of Program

Types of applicable programs or learning events include, but are not limited to, courses, workshops, hands-on training, presentations, demonstrations, and webinars.

Program Length

To qualify for continuing education, a program must be a minimum of one-hour in length.

Time devoted to product showcases, announcements, welcoming speeches, coffee breaks, lunch and other social events must not be included in the calculation reported on the application for approval.

CMHA will determine the number of CEUs awarded based on the objectives, content, and length of the continuing education event.
Instructor/Presenter

The instructor/presenter should have at least three (3) years of hardscape-related experience as related to the topic of your program.

Application for Approval

Provider shall submit program application and fee at least thirty (30) days in advance. Provider shall not promote the program as “approved by CMHA” for continuing education until approval is confirmed by CMHA. Approved programs shall be valid for two (2) years and may be presented multiple times.

Advertising/Program Promotion

CMHA approved continuing education programs may include the following information on their promotional material:

“The Concrete Masonry & Hardscapes Association has approved this program for ___ continuing education units (CEUs) for Certified Installers.”

CMHA will list approved continuing education programs on its website, and can also include them on the events calendar, if the event is open to the public.

Attendance

Providers shall create and give each attendee some sort of proof of attendance such as a certificate of attendance. CMHA can provide a template if needed. The documentation provided to each participant must include the following:

- Participant’s name;
- Program title;
- Date of event;
- The following statement: “The Concrete Masonry and Hardscapes Association has approved this program for ___ CEUs.”

Planning

When planning a continuing education event, the provider should consider the following:

- **Program Development** - The provider should involve concrete paver installers in the development of the program to help identify learning needs and content of the program.
- **Content** - Continuing education events for certified installers should relate to the scope of the respective certification program. This information can be found in Annex A-D in the Certification Operations Manual. Learning objectives and content designed to meet those objectives should be specified for each event as a guide for participation. See above for topics that qualify for continuing education for certified installers.
• **Instruction** - The continuing education event provider should verify that the instructor, speaker or educational leader is qualified. Specific qualifications may include competence in the subject matter and the ability to convey the educational content to the participants’ understanding of the learning objectives.

• **Designated Contact** - Designate a contact person for each event. This will ensure a smooth flow of information and communication between the provider, the instructor(s), CMHA staff, and the participants.

• **Facility** - Provide ample space, facilities and support services to accommodate your participants.

**Questions?** Please call (703) 713-1900 or e-mail certification@masonryandhardscapes.org