



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 ICP, SRW, PICP, or MSV installation, equipment, materials, safety, or design. General Contractor (GC) CEUs are also acceptable. Please review the individual schemes for more specific information regarding the applicable CEUs.

General Contractor Domains	
Hardscape Applications Outdoor Kitchens and Living Lighting Features Fire Features Water Features DOT Compliance	Codes and Permitting Stormwater Management/Erosion Control

ICP Certified Installer Domains	
Paver Fundamentals Project Overview Sub-grade Elevation and Preparation Aggregate Base Bedding Sand Installation of Concrete Pavers	Edge Restraints Joint Sand Care and Maintenance Safety Construction Tips

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

Continuing Education Provider Application

INSTRUCTIONS

For completing the CMHA Continuing Education Provider Application

Section 1 – Provider/Sponsoring Organization Provide information about the organization that is sponsoring or providing the continuing education event. Only courses submitted by CMHA members, government agencies, municipalities, non-profit, associations or educational institutions can be reviewed and approved.

Section 2 – Program Information Provide information about the program.

- **Length of program:** The number of continuing education units approved is determined by the length of the program. Be as specific as possible; hours and minutes are needed (minimum of 1 hour). Time devoted to announcements, welcoming speeches, coffee breaks, lunch and other social events must not be included in the calculation.
- **Program Start and End Time:** List the start and end time of the presentation.
- **Type of Program:** How will this program be delivered? List a brief description such as live presentation, webinar, recorded presentation with a question-and-answer period, etc.
- **Learning Objectives:** Learning objectives must be measurable. Explain exactly what you want the learner/participant to be able to do by the end of the presentation/program. To write learning objectives, use active verbs like describe, identify, list, design, develop, etc. Do not use verbs like know, understand, or realize. Submitting learning objectives that are not measurable will result in a delay in processing this application.
 - Examples:
 - By the end of the program, the participant will be able to identify two advantages to using a PICP system over a pervious concrete system.
 - By the end of the program, the participant will be able to specify how often and by what method a PICP surface should be cleaned and maintained.
- **Attendance & Event Info:** Tell us what type of event it is. This information is needed for review.
- **Event Schedule/Agenda:** We need to see an overview of the event schedule, including the start and end times of each presentation.

Section 3 – Instructor/Presenter Information Who will be presenting, and what are his/her qualifications? If there will be more than one instructor/presenter for this program, attach information for each presenter to this application.

Section 4 – CMHA Website Listing If approved, the program title will be listed for two years on the CMHA website as an approved continuing education program. The event(s) listed on the application will also be included on the website's calendar of events unless the event is noted as closed to the public. Preferably, provide a URL that will direct users to more information about the program and/or registration.

Section 5 – Provider Understanding The provider must agree to follow all guidelines and instructions for participating in the CMHA Continuing Education Provider Program, and understands that submission of an application does not guarantee approval of a program. Please contact CMHA prior to submitting an application if you are unsure of its applicability to continuing education for certified installers.

Section 6 – Application Fee Each separate program/presentation requires a non-refundable application fee. An organization will be charged a maximum of \$80 per course, with a cap of \$500 per submission (which can include multiple courses), submitted one lot at a time. **There is no pricing cap for an organization per fiscal year.** Approval of a program is valid for two years from the approval date. Submission of application does not guarantee approval.

Notes:

- Please allow 30 days for approval of application.
- Submit completed application(s) to certification@masonryandhardscapes.org.
- A confirmation email will be sent to you within 30 days of submitting the application. The confirmation will include: number of continuing education Hours awarded, and program approval expiration date.

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



Provider/Sponsoring Organization Information

Organization Name	
Contact Name	
Address	
City	
State/Province	
ZIP/Postal Code	
Country	
Phone	
Email	

Program Information

Certification Program – What program does the continuing education relate to?	<input type="checkbox"/> ICP Certified Installer <input type="checkbox"/> SRW Certified Installer <input type="checkbox"/> PICP Certified Installer <input type="checkbox"/> MSV Certified Installer <input type="checkbox"/> General Contractor CEUs
Title of Program (this must match what is on the attendance certificate)	
Length of Program (in hours and minutes – minimum length is 1 hour)	
Program Start and End Time (if known; if not, provide an example start and end time)	
Type of Program (classroom, hands-on, etc.)	
Description – Please provide a brief description of the program. You may include an attachment.	



Learning Objectives

Please list at least three (3) learning objectives for the program (use active verbs to begin your objectives such as – list, describe, identify, analyze, design, develop, etc.).

<i>By the end of this program, the participant should be able to...</i>
1.
2.
3.

Date and Location

If the program will be delivered in multiple locations/dates, you may list them all so that CMHA can help you promote them on the website. If more space is needed, please list on a separate document.

Date (A)	
Location (A)	
Date (B)	
Location (B)	
Date (C)	
Location (C)	

Instructor/Presenter Information

Name	
Title	
Phone	
Email	
Qualifications	<input type="checkbox"/> This instructor/presenter has at least 3 years of experiences as related to the program topic.
Brief Bio (Description of qualifications)	

CMHA Website Listing

If approved, please list this event on the CMHA website Continuing Education Calendar.

Yes No (if event is invitation-only or not open to the public)

If yes, please list a webpage address where potential attendees can learn more:

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Provider Understanding

I have read and agree to uphold CMHA Guidelines and instructions for being a Continuing Education Provider. Furthermore, I agree that the information provided on this application is complete and accurate, and understand that submission of this application and fee does not guarantee approval of continuing education program.

Signature:	Date:
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Application Fee

Each program/presentation submitted for approval requires a separate, non-refundable fee. Programs are valid for two (2) years if approved.

\$80 (approval valid for two years)

Payments need to be sent with the application to:

CMHA Continuing Education Program
13750 Sunrise Valley Drive,
Herndon, VA 20171

Or certification@masonryandhardscapes.org

If paying by check, please make payable to CMHA or Concrete Masonry and Hardscapes Association.

If paying by Credit Card: American Express MasterCard Visa

Card Number	
Expiration	
CVV	
Name on Card	
Billing Address	
Authorized Signature	
Date	