

North Carolina Masonry Contractors Association

GUIDE TO MASONRY CERTIFICATION

Revised April 3, 2008

Objectives

The NCMCA Masonry Certification Program is designed to:

- Provide the highest-quality continuing education to North Carolina masonry contractors and their key employees so that they may enhance their professionalism, quality, productivity and profitability;
- Recognize the expertise and accomplishment of those companies whose principals and employees complete the program and adhere to the standards set forth by this program;
- Provide Owners and Architects with a valuable prequalification tool and objective verification of the expertise of those masonry contractors that make a long-term, company-wide commitment to ongoing professional education;
- Encourage and foster improvements in the quality of masonry construction throughout North Carolina;
- Enhance the public image of the professional masonry contractor.

Levels of Certification

Individuals may seek one of the following levels of certification:

- Certified Masonry Professional (CMP) – Senior employees of masonry contracting companies and construction suppliers, such as estimators, managers, superintendents, foremen, and sales executives.
- Certified Masonry Executive (CME) – Owners and principals only of masonry contracting companies.

Masonry contracting companies may seek the following level of certification:

- Certified Masonry Contractor (CMC)

Eligibility Requirements for Certification

Individual candidates for certification (CME or CMP) will:

- Be actively employed in the masonry industry;
- Have 5 or more years of experience in the masonry industry OR a combination of experience and equivalent education (Example: 4-year college degree in construction-related major + 1 yr. masonry construction experience; or, 2-year associate's degree in construction-related major + 3 years' masonry construction experience);
- Be committed to completing the educational requirements of the program within 3 years of applying for certification.
- Pledge to abide by the construction and safety standards set forth by the International Building Code, the Occupational Safety & Health Administration, the Brick Industry Association, and the National Concrete Masonry Association.
- Pledge to adhere to the highest standards of service, workmanship and business practices as set forth in the Standards of Conduct established by the North Carolina Masonry Contractors Association.

Companies that seek designation as a Certified Masonry Contractor (CMC) will:

- Be actively engaged in masonry construction as a masonry contractor and have 5 or more years of experience in masonry construction;
- Demonstrate that 70% of the company owners active in construction operations, company president, managers (excluding office managers not active in construction operations,) estimators, superintendents and foremen (not including "labor foremen") have successfully attained (and maintained) CME or CMP certification;
- Masonry contractors with fewer than 10 employees and annual volume of less than \$1,000,000 are exempt from the 70% requirement; however, all owners active in construction operations, and the company president shall be required to attain and maintain CME status.
- Pledge to abide by the construction and safety standards set forth by the International Building Code, the Occupational Safety & Health Administration, the Brick Industry Association, and the National Concrete Masonry Association;
- Pledge to adhere to the highest standards of service, workmanship and business practices as set forth in the Standards of Conduct established by the North Carolina Masonry Contractors Association.

The NCMCA Certification Program is open to all North Carolina masonry contractors, suppliers and their key employees, not just members of the NCMCA. The cost per course for non-members, however, will be up to double the rate for member company employees.

Procedure for Obtaining Certification

Individual certification shall be awarded after a candidate successfully completes the educational requirements of the masonry certification program and signs an attestation to abide by the NCMCA Code of Ethics and applicable construction & safety standards.

- Individuals seeking certification may register for the program and begin taking classes at any time during the calendar year.
- Candidates for Certified Masonry Executive (CME) designation must successfully complete 10 of the available certification courses within a three-year period.
- Candidates for Certified Masonry Professional (CMP) designation must successfully complete 8 of the available certification courses within a three-year period.
- Successful CME and CMP candidates must pass a written exam at the conclusion of each course with a grade of 70% or higher. If a candidate fails to achieve a passing grade, he/she may retake the exam once within 30 days. If the candidate fails to pass the exam a second time, he/she must repeat the course the next time it is offered.
- If a candidate disagrees with the results of the exam after taking it a second time, he/she may request that the exam be reviewed by the NCMCA Certification Board of Governors.
- All NCMCA certification exams will contain no fewer than 20 multiple choice and short answer questions.

Designation as a Certified Masonry Contractor (CMC) shall be awarded to those companies that:

- Submit a written application to the NCMCA Certification Board of Governors;
- Satisfy all of the eligibility requirements for accreditation; and,
- Sign an attestation to abide by the NCMCA Standards of Conduct and applicable construction & safety standards.

Approval for designation as a Certified Masonry Contractor (CMC) will require a 2/3 affirmative vote by the NCMCA Certification Board of Governors.

Renewal of Certification

The initial designation of an individual or company as a Certified Masonry Executive (CME), Certified Masonry Professional (CMP), or Certified Masonry Contractor (CMC) shall remain valid for a period of two years from the date a candidate is notified that certification has been granted. At the end of the two-year period, certification will automatically expire unless the individual or company has successfully qualified for certification renewal.

Every three years, NCMCA will grant renewal of an individual's certification based on completion of a minimum of 200 continuing education credits during the preceding two-year period of certification. Continuing education credits may be earned as follows:

NCMCA Annual Convention (Annual meeting and education seminars attendance required)	50 credits
NCMCA Masonry Certification Courses	50 credits each
Other Educational Opportunities as Approved by the NCMCA Certification Board of Governors	To be determined

The Certification Board of Governors shall provide opportunities for a minimum of 100 renewal credits each year. Such opportunities shall be adequately publicized and will be provided in convenient locations in timely fashion.

Renewal opportunities, in addition to those listed above, may include NCMCA Board of Governors pre-approved seminars and workshops provided by other organizations, agencies and associations (i.e. Mason Contractors Association of America, World of Concrete, NC Department of Labor, and others,) and seminars and workshops provided by NCMCA specifically as renewal credit opportunities.

Every three years, NCMCA will grant renewal of the Certified Masonry Contractor (CMC) designation to those companies that:

- Submit a written application to the NCMCA Certification Board of Governors;
- Demonstrate that all certified company principals & key employees have achieved and/or maintained their certifications;
- Have at least one employee currently enrolled in the masonry certification program;
- Satisfy all of the original eligibility requirements for Certified Contractor designation, (e.g., insurance, and adherence to the NCMCA Standards of Conduct and applicable construction and safety standards.)

There must be a Certified Masonry Executive (CME) on staff at all times in order for a masonry contracting company to retain its designation as a Certified Masonry Contractor (CMC). If the only certified principal of a Certified Masonry Contractor leaves the company, the company will be allowed 6 months to fulfill this requirement before losing its certification.

Renewal of designation as a Certified Masonry Contractor (CMC) will require a 2/3 affirmative vote by the NCMCA Certification Board of Governors.

Certification Program Governance

The NCMCA Masonry Certification Program will be governed by the NCMCA Certification Board of Governors. All members of the Board of Governors must be approved by the NCMCA Board of Directors. The Board of Governors shall be comprised of the following members:

- Four (4) NCMCA masonry contractor members, including:
 - A Chairman appointed by the NCMCA President to serve a 2-year term
 - Three (3) NCMCA masonry contractor members appointed by the NCMCA Board of Directors to serve 3-year terms
- Four (4) Non-Contractor members to serve 2-year terms, including:
 - One (1) member nominated by the American Institute of Architects
 - One (1) member nominated by the Carolinas Concrete Masonry Association
 - One (1) member nominated by the Brick SouthEast Association
 - One (1) member nominated by the NCMCA Board of Directors
- The NCMCA Executive Director to serve as a permanent member

The Board of Governors shall work in tandem with the Executive Director to carry out the following duties:

- Develop policies and provide strategic direction for the masonry certification program
- Set and maintain eligibility requirements for certification and renewal of certification
- Review and approve applications for certification of individuals and companies
- Oversee certification budget, set course and administrative fees
- Determine specific courses, course content and annual training schedule
- Develop and approve syllabus for each course
- Establish minimum standards for satisfactory course completion
- Select and secure professional instructors & consultants
- Review and approve certification exams
- Secure and approve printed instruction materials
- Design and approve all forms and standard documents used in the certification program
- Review and approve additional educational opportunities for credit toward recertification
- Resolve disputes related to eligibility requirements, standards for certification, or certification testing results

- Oversee program recordkeeping procedures
- Promote the certification program to potential participants and to the design & construction community at large
- Make a report to the Association's membership at each regular state or chapter Business Meeting

Any changes to the requirements of certification or to this Guide shall require a majority vote of the Board of Governors and will be retroactive to all previously certified individuals and companies. A reasonable length of time will be established by the Board of Governors for meeting the new standards by all affected people and companies. Failure to meet the new requirements will result in loss of certification or accreditation after the deadline established by the Board of Governors has passed.

Confidentiality of Records

All records established in the course of conducting the NCMCA Masonry Certification Program, and all data provided by applicants or gathered by the Board of Governors, will be held in confidence and not disclosed to any individual who is not a member of the NCMCA Certification Board of Governors or not directly involved in the management or administration of the masonry certification program. Records created and maintained as a result of application for (or renewal of) certification will be destroyed two years after the individual or company ceases to be certified.

April 7, 2008

NCMCA Masonry Contractor Certification Program Board of Governors

Doug Burton, NCMCA President's appointment for Chairman*

Term: May 2008 to May 2010

(Chairman's term runs concurrent with the term of the NCMCA President)

Whitman Masonry, PO Box 250, Benson, NC 27504

Phone: (919) 894-8511 FAX: (919) 894-1756 dbburton@aol.com

Mike Rogers, NCMCA contractor nominee

Term: October 11, 2006 to May, 2009 (3 year)

Michael J. Rogers Masonry, 79 Rustling Woods Drive, Brevard, NC 28712

Phone: (828) 966-9584 FAX: (828) 877-5739 mcrogers@citcom.net

Gary Joyner, NCMCA contractor nominee

Term: May 2008 to May 2011 (3 year)

Joyner Masonry Works, PO Box 7242, Greenville, NC 27835

Phone: (252) 752-1578 FAX: (252) 752-90110 garyjoyner@joynermasonry.com

Danks Burton, NCMCA contractor nominee

Term: May 2007 to May 2010 (3 year)

Pinnacle Masonry, PO Box 4453, Cary, NC 27519

Phone: (919) 469-4522 FAX: (919) 469-5134 danks@pinnacle-masonry.com

Danny Batten, NCMCA at-large nominee

Term: October 11, 2006 to May, 2009 (3 year)

Lafarge North America, 1204 Hadrian Ct, Garner, NC 27529

Phone: (919) 661-6289 FAX: (919) 661-6289 danny.batten@lafarge-na.com

Tony Lineberry, AIA, NC AIA nominee

Term: October 11, 2006 to May, 2009 (3 year)

The Lineberry Architectural Group, PA, 2321 Blue Ridge Rd, St 201, Raleigh, NC 27607

Phone: (919) 786-0229 FAX: (919) 786-0199 tlineberry@lineberrygroup.com

Eric Johnson, PE, BIA Southeast Region nominee

Term: May 2008 to May 2011 (3 year)

BIA Southeast Region, 8420 University Exc Pk Dr #800, Charlotte, NC 28262

Phone: (704) 510-1500 FAX: (704) 510-0042 brickeric@aol.com

Paul LaVene, Carolinas Concrete Masonry Association nominee

Term: May 2007 to May 2010 (3 year)

CCMA, 1 Centerview Dr Ste 112, Greensboro, NC 27407

Phone: (336) 852-2074 FAX: (336) 299-7346 paul@ccmaonline.com

Lynn Nash, NCMCA Executive Vice President*

Term: Permanent member

North Carolina Masonry Contractors Assoc, PO Box 3463, Hickory, NC 28603-3463

Phone: (828) 324-1564 FAX (828) 324-2179 LNash@ncmca.com

* Term of service is three years except chairman and Association executive. Terms for the first Board of Governors were determined by "raffle" so as to begin a rotation of terms for the purpose of continuity.

NCMCA Masonry Contractors Certification Program

Application for Individual Certification

Applicant Name: _____ Date _____

Firm Name: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

Check One: Certified Masonry Professional (CMP) Certified Masonry Executive (CME)

Mark completion/pass date for each class module (subject to verification)

_____	Module 1 "Occupational Safety Management" (<i>required</i>)
_____	Module 2 "Basics of Masonry Materials" (<i>required</i>)
_____	Module 3 "Mortar, Grout & Masonry Testing" (<i>required</i>)
_____	Module 4 "Structural Engineering Basics" (<i>required</i>)
_____	Module 5 "Mastering Details" (<i>required</i>)
_____	Module 6 "Blueprint Reading, Estimating Basics" (<i>required CMP, elective CME</i>)
_____	Module 7 "Masonry Special Inspection" (<i>required CMP, elective CME</i>)
_____	Module 8 "Advanced Estimating and Bidding" (<i>required CME, elective CMP</i>)
_____	Module 9 "Management Strategies" (<i>required CME – owners and principals only</i>)
_____	Module 10 "High Performance Teams" (<i>required CME – owners and principals only</i>)
_____	Module 11 "Leadership Boot Camp" (<i>elective</i>)

CME candidates must successfully complete 10 courses. CMP candidates must successfully complete 8 courses.

Please document the following requirement and include with application: Have 5 or more years of experience in the masonry industry OR a combination of experience and equivalent education (Example: 4-year college degree in construction-related major + 1 yr. masonry construction experience; or, 2-year associate's degree in construction-related major + 3 years' masonry construction experience)

Application must be accompanied by a signed pledge to abide by the NCMCA Standards of Conduct.

North Carolina Masonry Contractors Association
Standards of Conduct

Adopted: July 12, 1989

*As a member of the North Carolina Masonry Contractors Association,
I pledge myself to:*

Maintain the highest level of ethics within the industry.

**Maintain loyalty to the Association and pursue it's objectives
in ways that are consistent with the public interest.**

**Recognize and discharge my responsibility to uphold all laws
and regulations relating to the industry's policies and activities.**

**Strive for excellence in all aspects of
the management of my business.**

Use only legal and ethical means in all business activities.

**Cooperate in every reasonable and proper way with other
masonry contractors and to work with them in the
advancement of the profession of masonry.**

**Encourage and aid in the education and training of
apprentices in our industry.**

This Code of Standards of Conduct for members of the
North Carolina Masonry Contractors Association
has been adopted to promote and maintain the highest standards
of the masonry industry and personal conduct among its members.

As a condition of NCMCA Masonry Contractor Certification,
I reaffirm my pledge to abide by the NCMCA Standards of Conduct as set forth above.

Signature _____ Date _____

NCMCA Masonry Contractors Certification Program

Application for Company Certification

Firm Name: _____ Date _____

Principal's Name Making Application: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

Approximate date when firm began conducting business or was incorporated: _____
(Applicant firms must be actively engaged in masonry construction as a masonry contractor and have 5 or more years of experience in masonry construction. Application must include supporting evidence.)

List all owners and principals of the firm:

Applicants must demonstrate that 70% of the company owners active in construction operations, the company president, managers (excluding office managers not active in construction operations,) estimators, superintendents and foremen (not including "labor foremen") have successfully attained (and maintained) NCMCA CME or CMP certification. (Masonry contractors with fewer than 10 employees and annual volume of less than \$1,000,000 are exempt from the 70% requirement; however, in such instance, all owners active in construction operations, and the company president shall be required to attain CME status.) Lines #1 to #5 must be completed for all applications.

- 1) _____ Total number of company owners and principals active in construction operations
- 2) _____ Total number of managers, project managers and estimators (*not included above*)
- 3) _____ Total number of superintendents and foremen (*not included above*)
- 4) _____ Sum total of line #1, #2, and #3
- 5) _____ 70% of line #4 - Application must include a list of NCMCA certified individuals, including date of certification and type of NCMCA individual certification (CME or CMP) for each

Masonry contractor with 10 or fewer employees and annual volume less than \$1,000,000, exempt from 70% requirement (Include CME certification date with list of owners, principals and company president above)

Application must be accompanied by a pledge to abide by the NCMCA Standards of Conduct signed by all principals and owners of the firm.

"I affirm the information included on this application and supplied as supporting evidence of the certification requirements listed above is accurate and truthful."

X _____
Signature of Principal