

# North Carolina Masonry Contractors Association

## GUIDE TO MASONRY CERTIFICATION

*February 10, 2014 edition*

### Objectives

The NCMCA Masonry Contractor Certification Program (herein referred to as “the 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) – Eligible employees of masonry contracting companies, such as estimators, managers, superintendents, and foremen, and other masonry industry professionals.
- Certified Masonry Executive (CME) – Restricted to owners and principals (as designated by the employer firm) of masonry contracting companies. (CME designation is non-transferable. CME designated individuals become “CMP” should they leave the employment of the firm that requested CME status with the original application for individual certification.)

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);
- Complete the program educational requirements, as defined by the Board of Governors, within a three-year period.
- Individuals who have earned Mason Contractors Association of America (MCAA) company certification by completing MCAA required training and personally passing the MCAA comprehensive certification test may apply for NCMCA "Certified Masonry Executive" personal certification. Such CME application will require an application fee, as set by the Board of Governors.
- 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," defined as jobsite foremen that do not supervise masons) 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 shall be required to attain and maintain CME status.
- 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 masonry contractors and masonry professionals, not just members of the NCMCA. However, at the discretion of the Board of Governors, NCMCA members may be privileged to significant discount pricing for program educational class fees.

## **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.

- 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.

There must be a Certified Masonry Executive (CME) on staff at all times in order for a masonry contracting company to maintain designation as a Certified Masonry Contractor (CMC).

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 as a Certified Masonry Executive (CME) or Certified Masonry Professional (CMP), shall remain valid as long as the certified individual maintains required continuing education requirements, and in the case of CME designation, remains employed/associated with the masonry contracting firm that designated CME status.

Certified individuals must obtain and document a minimum six hours of Board of Governors approved continuing education within every two-year period.

The Certification Board of Governors shall provide opportunities for a minimum of six hours continuing education each year. Such opportunities shall be adequately publicized and will be provided in convenient locations in a timely fashion.

Continuing education opportunities 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 continuing education opportunities.

Certified individuals that do not maintain prescribed continuing education will be designated as “suspended” immediately upon missing the deadline for maintaining continuing education. Normal certification status will be reinstated when required continuing education is documented to the Board of Governors. If status remains “suspended” in excess of two years, the individual certification will be deleted with no record of program participation.

To maintain Certified Masonry Contractor (CMC) designation, firms must satisfactorily complete an annual audit confirming the company remains in compliance with specific requirements for company certification as described in this document. Firms that fall out of compliance will have one year to document evidence of “good faith” effort to return to compliance, after which, at their discretion, the program Board of Governors may terminate the company’s certification status. Such termination will require reapplication for company certification.

## **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 BIA-SE
  - 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 continuing education requirements
- 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 regular state or chapter Business Meetings

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 maintaining) certification may be destroyed two years after the individual or company ceases to be certified.

September 1, 2021

## **NCMCA Masonry Contractor Certification Program Board of Governors**

**Doug Burton CME**, NCMCA President's appointment for Chairman\*

Term: May 2020 to May 1, 2022

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

Whitman Masonry, 4915 Waters Edge Dr, Suite 270, Raleigh, NC 27606

Phone: (919) 894-8511 doug@whitmanmasonry.com

**Calvin Brodie, CME**, NCMCA contractor nominee

Term: May 2021 to May 1, 2024 (3 year)

Brodie Contractors, PO Box 18973, Raleigh, NC 27619

Phone: (919) 782-2482 calvinb@brodiecon.com

**Tim Manning, CME**, NCMCA contractor nominee

Term: May 2020 to May 2023 (3 year)

Manning Masonry, Inc., 106 Factory Street, Williamston NC 27892

Phone: (252) 792-1049 timm@manningmasonryinc.net

**Robert H. "Bob" Gates, CME**, NCMCA contractor nominee

Term: May 2019 to May 2022 (3 year)

Gates Construction Company, 2806 Charlotte Highway, Mooresville, NC 28117

Phone: (704) 664-2121 bob.gates@gatesconstco.com

**David McQueen, CMP**, NCMCA at-large nominee

Term: May 2021 to May 1, 2024 (3 year)

Adams/Oldcastle, PO Box 189, Morrisville, NC 27560

Phone: (919) 467-2218 david.mcqueen@oldcastle.com

**Tony Lineberry, AIA**, NC AIA nominee

Term: May 2021 to May 1, 2024 (3 year)

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

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

**Bryan Light, BIA** Southeast Region nominee

Term: May 2020 to May 2023 (3 year)

BIA Southeast Region, 45 Dearing Trace. Covington, GA 30014

Phone: (770) 760-0728 blight@bia.org

**James Cain**, Southeast Concrete Masonry Association nominee

Term: May 2020 to May 2023 (3 year)

SCMA, PO Box 236, Forest City, NC 28043

Phone: (704) 352-6831 jcain@scmaonline.org

**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 LNash@ncmca.com

\* Term of service is three years except Chairman and Association executive.

**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" (required)
_____	Module 2 "Basics of Masonry Materials" (required)
_____	Module 3 "Mortar, Grout & Masonry Testing" (required)
_____	Module 4 "Structural Engineering Basics" (required)
_____	Module 5 "Mastering Details" (required)
_____	Module 6 "Blueprint Reading, Estimating Basics" (required CMP, elective CME)
_____	Module 7 "Masonry Special Inspection" (required CMP, elective CME)
_____	Module 8 "Advanced Estimating and Bidding" (required CME, elective CMP)
_____	Module 9 (MCAA "Masonry Quality Institute" may be substituted) "Management Strategies" (required CME – owners and principals only)
_____	Module 10 (MCAA "Masonry Quality Institute" may be substituted) "High Performance Teams" (required CME – owners and principals only)
_____	Module 11 "Leadership Boot Camp" (elective)
_____	Mason Contractors Association of America "Masonry Quality Institute" (as substitute for Modules 9 & 10 or as an elective – two class credits)
_____	Special Elective _____ as approved by the NCMCA Certification Program Board of Governors

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

\*Individuals who have personally passed the Mason Contractors Association of America (MCAA) certification comprehensive exam and have earned MCAA certification may submit documentation of MCAA certification as application for NCMCA personal certification.

**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 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 and principals 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



# Request for Continuing Education Credit

North Carolina Masonry Contractors Association Masonry Contractors Certification Program

NCMCA Certified individuals must complete not less than a day's worth (six hours contact time) of continuing education in every two-year period to maintain certification. This form may be used to document continuing education obtained from sources other than NCMCA's Annual *Masonry University* and other daylong NCMCA sponsored continuing education events. Use this form to document participation/attendance at local NCMCA chapter meetings where an educational program is provided, NCMCA convention education sessions, MCAA educational programs, World of Masonry education programs, programs provided by outside organizations etc. *On-line training is NOT presently accepted as certification program continuing education.* This form(s) must not be submitted to the NCMCA office until at least six (6) hours of training is documented with a single request. Compiled training hours must fall within a single two-year period.

Submitted  
By (Name): \_\_\_\_\_ Request date: \_\_\_\_\_

Firm  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Total hours submitted with this  
request - *six hour minimum*: \_\_\_\_\_

## Continuing Education Hours and Details:

Date of education: \_\_\_\_\_ Contact hours: \_\_\_\_\_ Location: \_\_\_\_\_

Provider organization  
and instructor name: \_\_\_\_\_

Presentation  
title and topic: \_\_\_\_\_

Printed name and title\* of  
person confirming participation: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of person  
confirming participation: \_\_\_\_\_ Email: \_\_\_\_\_

\*\*\*\*\*

Date of education: \_\_\_\_\_ Contact hours: \_\_\_\_\_ Location: \_\_\_\_\_

Provider organization  
and instructor name: \_\_\_\_\_

Presentation  
title and topic: \_\_\_\_\_

Printed name and title\* of  
person confirming participation: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of person  
confirming participation: \_\_\_\_\_ Email: \_\_\_\_\_

Date of education: \_\_\_\_\_ Contact hours: \_\_\_\_\_ Location: \_\_\_\_\_

Provider organization and instructor name: \_\_\_\_\_

Presentation title and topic: \_\_\_\_\_

Printed name and title\* of person confirming participation: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of person confirming participation: \_\_\_\_\_ Email: \_\_\_\_\_

\*\*\*\*\*

Date of education: \_\_\_\_\_ Contact hours: \_\_\_\_\_ Location: \_\_\_\_\_

Provider organization and instructor name: \_\_\_\_\_

Presentation title and topic: \_\_\_\_\_

Printed name and title\* of person confirming participation: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of person confirming participation: \_\_\_\_\_ Email: \_\_\_\_\_

\*\*\*\*\*

Date of education: \_\_\_\_\_ Contact hours: \_\_\_\_\_ Location: \_\_\_\_\_

Provider organization and instructor name: \_\_\_\_\_

Presentation title and topic: \_\_\_\_\_

Printed name and title\* of person confirming participation: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of person confirming participation: \_\_\_\_\_ Email: \_\_\_\_\_

\* Attendance and participation must be confirmed and attested by an officer of the local NCMCA chapter or by an official of the organization providing the education. Signed completion certificates may be substituted for signatures on this form. Information submitted is subject to verification and approval by the NCMCA Certification Program Board of Governors. *This form may be photocopied.* Attach relevant documentation as appropriate. When a minimum of six (6) contact hours are obtained, submit to:

**North Carolina Masonry Contractors Association**  
Post Office Box 3463, Hickory, NC 28603-3463  
Telephone: (828) 324-1564 Email: [information@ncmca.com](mailto:information@ncmca.com)  
[www.ncmca.com](http://www.ncmca.com)