



Agreement between the Concrete Masonry & Hardscapes Association (CMHA)

_____ [print name], **CMHA Authorized Instructor**

The CMHA Authorized Instructor understands and agrees to uphold the following requirements.

_____ Please indicate which course(s) you intend to teach.

1. Authorized Instructors must earn a minimum score of 90 pass on the modified exam.
2. An instructor does NOT need CMHA certification.
3. An instructor needs to take/attend a train the trainer event.
4. All instructors must sign the instructor agreement and qualifications.
5. Renewal of Authorization - To renew CMHA Authorized Instructor status, all instructors must:
 - a. Within every two-year authorization term, earn ten (10) continuing education credits. 2 out of the 10 CEU's must be adult education topics and the other 8 must relate to the course that the instructor is authorized to teach.
6. Mention of a company affiliation (including the organization that is sponsoring the course) during the course introduction shall be acceptable, but mention of a company affiliation repeatedly throughout the course is considered unacceptable promotion and may subject the instructor to disciplinary action by the CMHA.
7. The instructor will at all times follow the CMHA curriculum and best practices when instructing any CMHA Installer course. The use of non-CMHA approved material is prohibited.
8. The instructor has been given strict instructions by CMHA on the exam process, and MUST follow instructions per CMHA training.
9. In the event that an CMHA Authorized Instructor is no longer considered active as a result of having failed to satisfy the renewal requirements or no longer meets the membership requirements set forth herein, then such instructor shall immediately return to CMHA any and all originals and copies of CMHA owned and copyrighted instructor materials, including presentations (in any format), speaker notes, etc. The instructor may not retain copies of the CMHA materials or distribute or disseminate the materials to any third party, nor may he/she use them for any other purpose.

Types of Instructors

10. **Professional instructors** (university professors, engineers, etc.)
 - a. Are required to take the train the trainer course. They do not need to be a CMHA member, but will need to have an agreement with CMHA to teach the course at their home institution.
11. **Industry instructors** (contractors and sales reps with 5 or more years of industry experience)
 - b. Are required to pass the knowledge exam and the train the trainer process. They also must be CMHA members.
12. **Instructors at universities** - These will be reviewed by Education Committee TG quarterly.
 - c. University courses should be submitted for review and approval before being taught. Other non-contractor instructors would be required to teach the approved CMHA course, per current requirements.



Evaluations & COI

13. Evaluations- For any courses where the average instructor rating is less than 3.5, the instructor's authorization status will be immediately suspended and the CMHA Education committee will review the evaluation immediately.
14. The instructor will at all times conduct him or herself in a professional manner befitting the ethical code of his/her profession and CMHA, which includes, but is not limited to, the disclosure of a conflict of interest as outlined in the CMHA Statement of Policy. In addition, clothing, anecdotal comments, humor and other aspects of the session presentation shall adhere to the highest social, professional, legal and ethical standards. Sexist, racist, profane or otherwise degrading comments or inappropriate humor of any kind shall not be tolerated and could result in suspension or loss of CMHA instructor authorization.
15. Causes for suspension and revocation of instructor authorization include, but are not limited to, the following:
 - a. An audit shows that continuing education or installation experience was knowingly reported incorrectly.
 - b. The instructor is found to have knowingly circumvented established CMHA guidelines.
 - c. For any courses where the average instructor rating is less than 3.5, the instructor's authorization status will be immediately suspended. The sponsor should be contacted by CMHA to verify if there were issues related to the instructor or if there were other extenuating circumstances. If the issues were related to the instructor, the instructor's authorization will remain suspended until the Contractor Education Subcommittee can review the case. Revocation of instructor status will occur only if a score of 3.5 or lower is proven to be warranted. This would be determined on a case-by-case basis, reviewed by staff first and then the Contractor Education Subcommittee if necessary. Any CMHA decision to suspend or revoke an instructor's status will be provided to the instructor in writing.
 - d. Appeal Process - An instructor may appeal, in writing, to the CMHA CEO within 60 days of any decision regarding suspension or revocation that he/she feels is unwarranted. The CEO will investigate the matter and respond in writing with a final decision within 30 days of receipt of the appeal, which decision will be final and binding.

I have read, understand and agree to abide by these instructor guidelines and policies.

Signature

Printed Name

CMHA Member Company

Date