



CERTIFIED CONCRETE PAVER INSTALLER  
**RENEWAL HANDBOOK**

# CCPI RENEWAL HANDBOOK TABLE OF **CONTENTS**

| SECTIONS                             | PAGES |
|--------------------------------------|-------|
| CCPI Renewal Handbook Introduction   | 2     |
| Auditing                             | 3     |
| Contact Information Changes          | 4     |
| Installer Code of Conduct            | 5     |
| Applicant Statement of Understanding | 6     |

# CMHA CERTIFIED CONCRETE PAVER INSTALLER RENEWAL HANDBOOK

Recertification demonstrates an individual's continued competence in the installation of interlocking concrete pavement systems and is an integral part of the Certified Concrete Paver Installer (CCPI) and the CMHA Certified Installer programs. Continuing education offers the practicing CCPI professional a means to career development and reinforces the intent and scope of practice within installation of interlocking concrete pavement system. Certification is an ongoing commitment to professional development that begins with gaining installation experience, submission of application, and then passing the certification exam. All CCPI credential holders should be committed and actively involved in the hardscape installation profession and professional development. The Concrete Masonry & Hardscapes Association's (CMHA) Certification Committee has designed the renewal process to reflect that commitment as well as to meet the ISO 17024:2012 accreditation requirements.

## Renewal Application

The renewal application for CCPI can be found at the end of this handbook and on the CMHA website. Applications, along with any supporting documentation and current fee, should be submitted to the following address or e-mail:

**CMHA Certification Program**  
13750 Sunrise Valley Drive  
Herndon, VA 20171

OR

[certification@masonryandhardscapes.org](mailto:certification@masonryandhardscapes.org)

Applications may also be filled out in the CMHA portal, by logging into the CMHA website at <https://www.masonryandhardscapes.org/>

| CMHA FEE SCHEDULE           | MEMBER | NON-MEMBER |
|-----------------------------|--------|------------|
| Recertification Application | \$200  | \$200      |

The renewal application fee is payable by credit card or check. Continuing Education Units (CEUs) are documented by completing the CEU tracking form with program types, topics, length, date, and location. Please include Records of Attendance or Completion in case your application is randomly selected for an audit.

## Renewal Guidelines

Renewal of your CCPI credential is required every two (2) years by submitting the established minimum CEUs as well as the required renewal fee. The 2-year certification period is based on both the changing dynamics that face interlocking concrete pavement installers and the Certification Committee's belief that

new practices, research, and information are introduced in the industry with enough frequency that professional development activities should be conducted routinely so that CCPI credential holders remain current with best practices and emerging knowledge.

Renewal applications may be submitted no more than ninety (90) days in advance of the certification expiration date. Time remaining on the existing certification is forfeited. Individuals whose certification has expired and wish to re-certify shall reapply to the program and pass the current certification examination.

Certified Installers must show that they have earned eight (8) CEUs within their prior certification period. Five (5) CEUs must be related to the Certified Concrete Paver Installer competency domains. Three (3) CEUs may come from General Contractor (GC) CEUs. Up to three (3) of the eight (8) CEUs needed during the term could come from Service to the Industry..

Programs must be a minimum of sixty (60) minutes to qualify. Programs that are mainly promotional or product-related will not be accepted. Time spent at tradeshow exhibits does not qualify as continuing education.

The number of hours a program qualifies for is based upon the length of instructional time, not including introductions or coffee/lunch breaks. Calculating CEUs:

- 1 Hour = 1 CEU
- 1.5 Hours = 1.5 CEUs
- 2 Hours = 2 CEUs
- Quarter-hours are rounded down (1.75 Hours = 1.5 CEUs)

CEUs may be earned by accumulating credit for various activities, which are described as follows:

- Service to the Industry: For actively participating in an CMHA Task Group or a CMHA Committee/ Subcommittee, 2.5 CEUs will be awarded.
- Presenting a program or session that would qualify as CMHA Continuing Education, 1 CEU will be awarded.
- Appropriate CEUs will be awarded for attendance at or participation in courses, webinars, demos, and on-demand learning. Workshops and seminars from manufacturers, distributors, and industry suppliers will also be awarded CEUs.
- A list of pre-approved CEU programs can be found on the CMHA certification website.

| GENERAL CONTRACTOR DOMAINS  |   |
|---|---|
| Hardscape Applications<br>Outdoor Kitchens and Living<br>Lighting Features<br>Fire Features<br>Water Features<br>DOT Compliance | Codes and Permitting<br>Stormwater Management/Erosion Control |

| CERTIFIED CONCRETE PAVER INSTALLER COMPETENCY DOMAINS  |  |
|--|--|
| Paver Fundamentals<br>Project Overview<br>Sub-grade Elevation and Preparation<br>Aggregate Base<br>Bedding Sand<br>Installation of Concrete Pavers | Edge Restraints<br>Joint Sand<br>Care and Maintenance<br>Safety<br>Construction Tips |

## Auditing

The CMHA Certified Installer Program requires random auditing of all renewal applications received for the CCPI credential. Audits will be performed by the certification staff on behalf of the Certification Committee. Renewal applications found through an audit to be incomplete will require the individual to provide any additional documentation within ninety (90) day notice from CMHA. After 90 days, if the individual has not provided complete information, the certification will be suspended. If an individual is suspected of fraudulently filing misinformation, the case will be referred to the Certification Committee for review and resolution.

## Appeals

Requests for an appeal of denial of renewal must be made to CMHA no later than thirty (30) days after the date of the notification to the applicant denied renewal. Within sixty (60) days of the receipt of the written appeal, the Certification Committee must conclude its deliberations and notify the individual filing the appeal. The decision of the committee may be re-appealed. The decision made for second level appeals shall be final. An appeal can be made using the CMHA Appeals Request Form.

## Verifying Certification

Certification can be verified on the CMHA website. For individuals who do not wish to participate in the online directory, please email [certification@masonryandhardscapes.org](mailto:certification@masonryandhardscapes.org) to opt-out.

## Credential Ownership and Use

Persons who successfully complete all requirements for certification will be issued a digital badge (logo) and certificate indicating the person's name, certification, unique identifier and expiration date. Certificates and badges issued by the Certification Body are non-transferable. They remain the property of the CMHA. However, every person to whom a certificate or badge has been issued shall be entitled to its continued possession for the duration of the certification period.

The Certification Body shall address, by means of corrective measures, any misuse of its certification badge (logo). Any misuse will be brought to the attention of the Certification Committee for review and recommended action to be taken.

- The credential may be used as: CCPI or Certified Concrete Paver Installer
- The credential is used after the individual's name and following any academic degrees or licenses:
  - E.g., Bryan Horr, PE, CCPI or Dustin Kelly, CCPI
- The credential must be clearly associated with the individual certified or referenced in general terms:
  - Correct Use:
    - Ryan Kelly is a Certified Concrete Paver Installer
    - Megan Wascak, CCPI
    - Five Paul's Pavers employees hold the CCPI certification
  - Incorrect Use:
    - Paul's Pavers employs five Certified Installers (when referring to a CCPI credential)
    - Paul's Pavers is CPI Certified (certification is to the individual only)
    - Bree Morgan has their Certification for Certified Paver Installer



## Contact Information Changes

Email is the primary method used for communication regarding exam confirmations, exam results, and recertification. As a candidate and certified installer, you have access to your CMHA AMS profile details and are responsible for ensuring that your contact information in your profile is kept up to date. CMHA recommends using a personal e-mail address and phone number in the event of changes in employment. This information will adhere to CMHA's Certification Operations Manual's policy on Confidentiality.

## Self-Reporting

Certified individuals shall report any intellectual and/or physical infirmity which may negatively affect their ability to perform the tasks for which they are certified.

Certified individuals shall report any issue which may negatively reflect on their proficiency in performing the tasks for which they are certified.

Certified individuals shall report any legal impediment or conflict which may negatively affect their ability to perform the tasks for which they are certified.

Certification Committee shall evaluate any self-reports and determine as to whether the individual may retain their certification. Certified individuals may exercise or waive any due process rights afforded by these regulations.

Any certified individual who fails to self-report under shall be subject to a formal review as outlined under the Section 9.5 Suspending, Withdrawing or Reducing the Scope of Certification, in the Certification Operations Manual.

## Disciplinary Actions, Suspensions, and Revocations

If an individual's certification is being considered for suspension, the procedures will be as follows:

1. The Certification Committee will be advised of the allegation.
2. The committee will investigate the nature of the violation to ensure its' correctness.
3. The certified individual will be advised of the inquiry and will be offered the opportunity to respond prior to any decisions being made by the committee.
4. Upon review of all available materials pertinent to the inquiry, the committee will make the determination if suspension is warranted, or if the situation is best dealt with through a letter of censure.
5. Certified persons shall agree to abide by any agreement conditions and refrain from further promotion of the certification while the certification is suspended.
6. Failure to abide by any remedial actions associated with a suspension will result in revocation of certification.
7. If the certification was placed in suspension due to disciplinary action or forfeited by the certified individual due to technical error, the individual may apply for certification after a one-year suspension period. The application must submit an application for certification, along with any supporting documentation required by the committee, pay the current certification fee and take a certification test.

## Installer Code of Conduct

To maintain CMHA Certified Installer status, an individual must be committed to conducting business in accordance with recognized industry competency and professional standards. The tenets of this Code of Conduct were developed to encourage and promote standards of business conduct and professional service among CMHA Certified Installers that serve to benefit the industry as a whole and the consuming public.

CMHA Certified Installers pledge to conduct themselves at all times in accordance with recognized and accepted industry standards and practices, technical competence, honesty and integrity, and to adhere to the following tenets of the CMHA Installer Code of Conduct:

1. Conduct business interactions with fairness, honesty, integrity, quality and professionalism.
2. Subscribe to industry recognized and accepted technical and ethical standards for products and services in the areas of installation, complaint resolution and business practices.
3. Encourage professional development through educational opportunities for associates and partners.
4. Foster consumer confidence through the practice of honesty and integrity in advertising, marketing, proposals and representation of products and service capabilities.
5. Comply with applicable local, state/provincial and federal laws and regulations.
6. Conduct business through fair competition by promoting the positive benefits and features of your product and services.
7. Promote and reinforce safe and healthy working environment for associates and customers.
8. Strive to create a sustainable future through environmentally safe practices to preserve and protect the environment.
9. Represent the CMHA in a professional manner, honoring its ideals, its Code of Conduct, and safeguarding its intellectual property.
10. To comply with the relevant provisions of the scheme.
11. To make claims regarding certification only with respect to the scope for which the certification has been granted.
12. Not to use the certification in such a manner as to bring the Certification Body into disrepute, and not to make any statement regarding the certification which the Certification Body considers misleading or unauthorized.
13. To discontinue the use of all claims to certification that contain any reference to the certification body or certification upon suspension or withdrawal of certification, and to return any certificates issued by the Certification Body.
14. Not to use the certificate in a misleading manner.

Adherence to this CMHA Installer Code of Conduct is an expectation of individuals who wish to become or remain a CMHA Certified Installer and is intended to assure public and industry confidence in the integrity and service of the CMHA Certified Installers.

## Applicant Statement of Understanding

Applicants will not be approved without agreeing to the Statement of Understanding. Applicant agrees to the following:

1. I agree that all information provided in my application is complete and accurate.
2. I agree to comply with all rules, policies and provisions of the certification program.
3. I agree to provide any information needed to determine my eligibility for initial certification and recertification and to cooperate fully with all disciplinary investigations.
4. I agree to the CMHA Installer Code of Conduct.

To learn more about the CMHA, the value of certification, the requirements to earn and maintain certification, and to file a complaint or appeal, visit <https://masonryandhardscapes.org/> or contact us at (703) 713-1900. You may also e-mail us at [certification@masonryandhardscapes.org](mailto:certification@masonryandhardscapes.org).



# CMHA CERTIFIED CONCRETE PAVER INSTALLER RENEWAL APPLICATION

We are excited that you have decided to renew your Concrete Paver Installer Certification. Please fill out the application and return to CMHA for processing.

Applications will not be processed until the appropriate non-refundable fee is paid. Fees will be utilized by CMHA to cover expenses related to the operation of the certification program. Please note that CMHA membership is not a requirement of the certification program.

## Applicant Information:

---

Name

---

Address

City

State

Zip

---

Country

---

Email

Phone

## Application Fee and Payment

Application fee is non-refundable and required for processing this application. Payments need to be sent with the application to:

**CMHA Certification Program**  
**13750 Sunrise Valley Drive**  
**Herndon, VA 20171**

Or they can be emailed to: [certification@masonryandhardscapes.org](mailto:certification@masonryandhardscapes.org)

Applications may also be filled out in the CMHA portal,  
by logging into the CMHA website at  
<https://www.masonryandhardscapes.org/>

| CMHA FEE SCHEDULE           | MEMBER | NON-MEMBER |
|-----------------------------|--------|------------|
| Recertification Application | \$200  | \$200      |

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

If paying by Credit Card:  American Express  Mastercard  Visa

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

### Installer Code of Conduct and Applicant Statement of Understanding

Applicant has read and agrees to the Applicant Statement of Understanding and the Installer Code of Conduct, found in the Certified Concrete Paver Installer Renewal Handbook and on the CMHA website. Applicant also agrees to self-report any violations.

Applicant Signature:

Date:

|  |  |
|--|--|
|  |  |
|--|--|

### Continuing Education Domains

| GENERAL CONTRACTOR DOMAINS  |   |
|---|---|
| Hardscape Applications<br>Outdoor Kitchens and Living<br>Lighting Features<br>Fire Features<br>Water Features<br>DOT Compliance | Codes and Permitting<br>Stormwater Management/Erosion Control |

### Certified Concrete Paver Installer

| COMPETENCY DOMAINS   |  |
|--|--|
| Paver Fundamentals<br>Project Overview<br>Sub-grade Elevation and Preparation<br>Aggregate Base<br>Bedding Sand<br>Installation of Concrete Pavers | Edge Restraints<br>Joint Sand<br>Care and Maintenance<br>Safety<br>Construction Tips |

### CEU Tracking Form

| PROGRAM | PROVIDER | LOCATION | COMPLETION DATE (MM-YYYY) | CEUs |
|---------|----------|----------|---------------------------|------|
|         |          |          |                           |      |
|         |          |          |                           |      |
|         |          |          |                           |      |
|         |          |          |                           |      |
|         |          |          |                           |      |
|         |          |          |                           |      |
|         |          |          |                           |      |
|         |          |          |                           |      |
|         |          |          |                           |      |
|         |          |          |                           |      |
|         |          |          |                           |      |
|         |          |          |                           |      |

*Do not forget to include Records of Attendance or Completion in case of Audit.*

To learn more about the CMHA, the value of certification, the requirements to earn and maintain certification, and to file a complaint or appeal, visit <https://masonryandhardscapes.org/> or contact us at (703) 713-1900. You may also e-mail us at [certification@masonryandhardscapes.org](mailto:certification@masonryandhardscapes.org).