



**Continuing Education Tracking Form  
For CMHA Authorized Instructors**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

Continuing Education Program Title (or description of Service to the Industry Activity)	Provider and Location (City, St/Prov)	Date(s)	Type of Hour	Hours
			<input type="checkbox"/> Installer CE <input type="checkbox"/> Adult Educator <input type="checkbox"/> Service to Industry	
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			<input type="checkbox"/> Installer CE <input type="checkbox"/> Adult Educator <input type="checkbox"/> Service to Industry	

**See page 2 for requirements and instructions on how to complete this form.**

Installer CE Hours (min 8): \_\_\_\_\_  
 Service to the Industry Hours (optional; max 5): \_\_\_\_\_  
 Hours from Adult Educator Topics (min 2): \_\_\_\_\_  
**TOTAL (min of 10 needed): \_\_\_\_\_**

### Continuing Education Tracking Form - Instructions

Use this form to keep track of continuing education hours as you earn them. When you renew your certification, include this form with your renewal form. If your records are audited, you will be asked to provide proof of attendance from the provider, such as a certificate of attendance, so make sure you get some sort of documentation for every event you attend, and keep all of it together in one file.

**Please note, you only need to submit proof of attendance documents if your records are audited.** When submitting your CE hours for renewal, please fill out the form on the first page with the information from the programs you attended. Please submit this form to CMHA along with your renewal form (and any other required documents). CMHA will contact you a few months prior to your expiration date and supply you with the required forms for renewal. *Remember: This information does NOT need to be reported to CMHA until renewal.* Failure to provide proof upon audit could result in suspension or revocation of your instructor authorization or certification.

### Requirements for Continuing Education – for CMHA Authorized Instructors

**TOPICS THAT QUALIFY for CMHA Installer Continuing Education: Topics must be related to hardscape installation, equipment, materials, safety, design, business marketing or administration skills.**

**10 Hours NEEDED:** Instructors must show that they have earned at least **10 CE Hours** within their last authorization term, prior to the expiration date. If the instructor is also an CMHA Certified Installer, the same hours earned can apply to both instructor authorization and to Concrete Paver Installer Certification.

- ◆ At least **2 of the 10 CE Hours** needed by Authorized Instructors must be from attending an adult educator topic of the instructor's choosing (example: improving presentation skills, etc.) or by earning one credit per course taught.
- ◆ The remaining **8 CE Hours** must meet the guidelines for **Topics that Qualify for CMHA Installer Continuing Education** (see definition above).
- ◆ Up to **5 of the remaining 8 Hours** needed may come from approved **Service to the Industry** Activity
  - ◇ 2.5 hours awarded for actively participating on an CMHA task group or CMHA committee/subcommittee related to contractor education (count these hours **ONCE** per 2-year term, not per meeting)
  - ◇ 1 hour awarded for presenting a program or session that would qualify as CMHA contractor continuing education
- ◆ Note: teaching a program is **NOT** continuing education. This activity would count as "Service to the Industry."

**CALCULATING HOURS:** The number of hours a program qualifies for is based upon the length of instructional time, not including introductions or coffee/lunch breaks. [one hour = 1 CE hour, 1.5 hours = 1.5 CE hours, two hours = 2 CE hours, etc.; quarter-hours are rounded down]

#### **OTHER GUIDELINES:**

- Programs must be a minimum of one-hour in length.
- Programs that are mainly promotional in nature will not be accepted.
- Time spent at tradeshow exhibits does not qualify as continuing education.