



GUIDE TO MASONRY CERTIFICATION

Objectives

The Arizona Masonry Council's Masonry Certification Program is designed to:

- Provide the highest-quality continuing education to the masonry industry 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, General Contractors, Architects, Homebuilders and Engineers 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 the state of Arizona;
- 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 degree in construction-related major + 3 years' masonry construction experience*);
- Complete the program educational requirements, as defined by the Certification Board of Governors, within a three-year period.
- Pledge to adhere to the highest standards of service, workmanship and business practices as set forth in the Code of Ethics established by the Arizona Masonry Council.

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 the majority of each of the following roles in masonry construction operations have successfully attained (and maintained) CME or CMP certification: company owners, company president, management (*excluding office management/staff not active in construction operations,*) estimators, and field supervisors
 - Masonry contractors with fewer than 10 employees and annual volume of less than \$1,000,000 are exempt from the majority 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 Code of Ethics established by the Arizona Masonry Council.

All Arizona Masonry Council Certification Classes are open to any masonry contractor and/or masonry professional, not just members of the Arizona Masonry Council. However, the Arizona Masonry Council's Certification Designations are restricted to members only of Arizona Masonry Council.

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 Arizona Masonry Council's Code of Ethics and employed by a member of the Arizona Masonry Council.

- Candidates for Certified Masonry Executive (CME) designation must successfully complete a total of 54 credits within a three-year period. This will be achieved by passing 9 of the core certification courses (6 credits each).
- Candidates for Certified Masonry Professional (CMP) designation must successfully complete a total of 42 credits within a three-year period. This will be achieved by passing seven of the core certification courses (6 credits each).
- Successful CME and CMP candidates must pass a written exam at the conclusion of each course (or each class session if course is divided into multiple sessions) with a grade of 70% or higher. If a candidate does not achieve a passing grade, he/she may retake the exam once within 30 days. If the candidate does not 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 Arizona Masonry Council's Certification Board of Governors.

**TO - Certain modules can be tested out of – the eligible courses are noted. A maximum of 18 credits can be acquired through testing out.*

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

- Submit a written application to the Arizona Masonry Council's Certification Board of Governors;
- Satisfy all of the eligibility requirements for accreditation; and,
- Sign an attestation to abide by the Arizona Masonry Council's Code of Ethics.
- Must be a member of the Arizona Masonry Council.

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 Arizona Masonry Council's Certification Board of Governors.

Certification Program Governance

The Arizona Masonry Council's Certification Board of Governors will govern the Arizona Masonry Council's Masonry Certification Program. The Board of Governors shall be comprised of the following members:

Three (3) Arizona Masonry Council masonry contractor members, including:

- A Chairperson will be appointed by the Arizona Masonry Council's Certification's Board of Governance following a two-year term.
- Three (3) Arizona Masonry Council masonry contractor members appointed by the Arizona Masonry Council's Certification's Board of Governance to serve a three-year term

Three (3) Non-Contractor members appointed by the Arizona Masonry Council's Certification's Board of Governance to serve 2-year terms, including:

- One (1) Brick, Block or Stone Producer member of Arizona Masonry Council
- One (1) Licensed Engineer
- One (1) Licensed Architect

The AMC Executive Director will 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 and electronic 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 an annual report to the Association's membership

Any grievance must formally be presented to the Arizona Masonry Council's Certification's Board of Governance via the formal approved form. The Arizona Masonry Council's Certification's Board of Governance will review and respond to any formal grievance in a timely manner.

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 AMC Masonry Certification Program, and all data provided by applicants or gathered by the Board of Governors, will be held in confidence, and not disclose to any individual who is not a member of the AMC 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.



**Masonry Contractor Certification Program
Code of Ethics**

All participants in the Arizona Masonry Council’s Masonry Contractor Certification Program agree to observe and be bound by the following standards of conduct:

1. Members shall perform quality workmanship on all contracts, as defined by AMG Standard 107-20.
2. All members shall comply both in spirit and letter with the rules and regulations prescribed by law and government agencies.
3. Members shall not obtain any business by means of fraudulent statements or by use of implications not based on fact or reasonable probability.
4. Members shall not perform or cause to be performed any act which would tend to discredit or bring into dispute any part of Arizona Masonry Council or its members.
5. Members shall not knowingly slander or discredit the good name of any member of this organization.
6. All members shall keep local bidding practices in accordance with true labor and material prices with an ethical profit and shall faithfully execute all contracts in strict accordance with the terms, conditions, and specifications.
7. It is the obligation of every member to upgrade, promote, and represent the masonry industry to the best of his ability.

I agree to the standards of conduct as stated above:

Printed Name: _____ **Date:** _____

Company: _____

Signature: _____

Certification Courses

Core Courses (each course is worth 6 credits each)

CME candidates must take 9 of the following courses (**54 credits total**), while CMP candidates must take 7 of these courses (**42 credits total**) within a three-year period:

Module 1 –

Fundamentals of Masonry Materials: Brick, Block & Stone (*required*) ***TO**

Module 2 –

Fundamentals of Masonry Materials: Mortar, Grout & Masonry Testing (*required*) ***TO**

Module 3 –

Safety and Health Management (*required for CME, Elective for CMP*) ***TO**

Module 4 –

Fundamentals of Construction Contracts: Concepts, Clauses, and Compliance
(*required for CME, Elective for CMP*)

Module 5 –

Mastering Masonry Details (*required*)

Module 6a–

Blueprint Reading (*elective*) ***TO**

Module 6b–

Blueprint Reading (*elective*) ***TO**

Module 7 –

Fundamentals of Structural Engineering for Masonry Professionals (*required*)

Module 8 –

The Business of Masonry (*required*)

Module 9 –

****Building High Performance Teams** (****required**)

Module 10 –

****Construction Leadership** (****required**)

Module 11 –

Understanding Masonry Quality Control (*elective*)

**Certain modules can be tested out of – the eligible courses are noted above by *TO.
A **maximum of 18 credits** can be acquired through testing out.*

****Module 9 & 10** – one or the other is required, if you take both, one can be used as an elective.