

## Sponsor Agreement for Manufactured Stone Veneer Course

I, \_\_\_\_\_ [Print Name], an authorized representative and signatory of \_\_\_\_\_ [Print Company Name] (hereinafter “Sponsoring Company” or “Sponsor”) have committed to sponsor a CMHA Manufactured Stone Veneer Course in \_\_\_\_\_ [city] on \_\_\_\_\_ [date].

### **Fee Structure**

The following fee structure is in place for this program. CMHA the right to modify fees at any time.

- Online education and written exam: \$250
  - Includes electronic version of program handouts and installation guide
- Two-day course fee: \$350 per individual (this is the cost paid to CMHA. Sponsors are able to charge additional costs to attendees at their discretion)
- One-day course fee: \$100 per individual (this is the cost paid to CMHA. Sponsors are able to charge additional costs to attendees at their discretion)
  
- Examination Panels (cost subject to change and do not include shipping costs):
  - \$645 per housewrap penetration panel – can accommodate 8 individuals and can be reset
  - \$480 per building paper penetration panel – can accommodate 16 individuals and can be reset
  - \$375 per stone install panel – can accommodate 4 individuals
  - \$795 per inspection panel – can be reused

### **Program Administration**

The delivery of this program will be facilitated both through online delivery as well as through program sponsors.

Acceptable sponsors include:

- CMHA member companies
- Allied national, regional, state, or provincial partner organizations
- MSV distribution companies – requires endorsement from MSV Producer company

The offering of the course must be done by an MSV Instructor authorized by CMHA. Details on MSV Instructor authorization are covered below. In addition to the MSV Instructor, the sponsor may use additional Examiners to administer the performance examination. Details on Examiner requirements are covered below. Due to the nature of the program and the needed observation of examinees during the performance exam, a maximum ratio of examinees to examiners is 4:1.

CMHA reserves the right to approve or disapprove any sponsor organization.

For sponsors, the program can be offered either as a two-day program or a one-day program. For the two-day program, day 1 would be the education offering (approximately 6 hours) and administration of the in-person written examination. Day 2 would be administration of the performance examination. For the one-day program, individuals will take the education and written examination online (provided by CMHA) and the sponsor will administer the performance examination.

### **Sponsors shall:**

- For the two-day program, be responsible for providing a location for both the in-person education and the performance examination.
- For the one-day program, be responsible for providing a location for the performance examination.
- Order the proper educational and examination materials from CMHA

- Either order from CMHA or construct the necessary performance examination panels and mockups. If you order from CMHA, contact Nick Lang nlang@masonryandhardscapes.org.
- Provide all needed materials for performance examination (accessories, WRB, lath, mortar, stones, etc.)
- Provide the authorized MSV Instructor(s) and Examiner(s) for the program.

#### **Online delivery:**

- CMHA will make available the education and written examination as an online program. This enables individuals to take these parts of this program, and allow sponsors to handle the performance component.
- Individuals will pay fees directly to CMHA for the online education and written examination.
- For the one-day program, sponsors can require that individuals successfully complete the online written examination prior to attending their performance examination.

#### **MSV Instructors and Examiners**

Individuals who provide in-person education and administer both the written and performance examinations must be an authorized MSV Instructor. Each in-person offering of this program must be done by at least one MSV Instructor. The MSV Instructor may utilize Examiners who they authorize to facilitate the performance examinations. Requirements for both MSV Instructors and Examiners is below. The MSV Instructor is ultimately responsible for ensuring the program is administered properly. The MSV Instructor must be on-site during all aspects of program delivery and exam administration. Any disputes that arise during the program are handed by the MSV Instructor.

#### **Requirements for MSV Instructors:**

- The individual must be employed by a CMHA member company or be engaged with a partner national, regional, state, or provincial organization.
- Individuals employed by a company that is engaged in installing MSV can become authorized if they are endorsed by a CMHA member company that will utilize them for facilitating this program.
- Individuals employed by a company that not a CMHA member but is eligible for CMHA producer or associate membership are not eligible to be authorized.
- To become an MSV Instructor, an individual must:
  - Complete the CMHA MSV Installer Education Course
  - Pass the written examination
  - Attend the MSV Instructor Training Program, which covers
    - Requirements of the performance component of the exam
    - Practices and procedures for administering the program
- CMHA staff are authorized to be MSV Instructors

#### **Requirements for Examiners:**

- Examiners can be utilized by MSV Instructors to assist with any parts of the performance examination as assigned by the MSV Instructor.
- The MSV Instructor is responsible for ensuring that the Examiner has the necessary knowledge to administer the portions of the examination that they have been assigned.

#### **Performance Examination Panels and Mockups**

The performance examination for this program requires both panels for examinees to perform tasks on, as well as pre-constructed mockups for demonstration of certain items.

#### **Examination panels:**

- Each examinee will be provided with the necessary panels to perform the necessary performance examination tasks. Required panels include:
  - Panel(s) for penetration installation (housewrap WRB). Approximately 32 inches wide by 48 inches tall four-sided mockup. On each side there are four total work areas – two for the flanged penetration and two for the non-flanged penetration. Total work area for 8 attendees. Each side can be reset for larger groups.
  - Panel(s) for penetration installation (building paper WRB). Approximately 32 inches wide by 48 inches tall four-sided mockup. On each side there are four total work areas – two for the flanged penetration and two for the non-flanged penetration. Total work area for 16 attendees. Each side can be reset for larger groups.

- Panel for stone install. Each individual is provided with an area of 48 inches wide by 48 inches tall to work on. One work area per individual taking the examination. This panel is constructed as a four-sided panel directly on top of a wooden pallet. Total work area for 4 attendees.
- Inspection panel – an L-shaped panel with one side having lath and scratch coat and one side having cement board. A minimum of one per certification session will be required.
- Examination panels can either be constructed by sponsors or purchased from CMHA for use in the program.
  - If the sponsor plans to construct the panels, they must follow the detailed instructions provided by CMHA to ensure consistency throughout the program.
- CMHA will charge a reasonable fee for providing examination panels and shipping to the examination location.
- NOTE – sponsors have the option to construct their own examination panels but they must be constructed based on instructions from CMHA.

\_\_\_\_\_ **Optional:** By initialing next to this option, the Sponsoring Company grants CMHA permission to advertise the program/course in the public calendar section of the CMHA website, in the CMHA Magazine, CMHA E-news or any other areas where CMHA prints its calendar of events, thus allowing contractors or dealers who may not support the Sponsoring Company's products or services or some of whom may be outside of the Sponsor's distribution area, to register for and attend the program without the Sponsor's prior approval.

<b>Sponsoring Company</b> (CMHA Member Company, Government Agency, Municipality, Non-Profit Association, Educational Institution):	
<b>Dates of Course:</b>	<b>Start and End Time:</b>
<b>Location of Course</b> (include facility name, street address, city, state/prov, postal code, tel number):	
<b>Sponsor Contact Name:</b>	<b>Facility Maximum Capacity:</b> (Attendance is limited to 60 participants.)
<b>Sponsor Contact E-mail:</b>	<b>Sponsor Contact Phone:</b>
<b>Instructor 1</b> (Must be Authorized Contractor or Lead Instructor**):	<b>Instructor 2</b> (Authorized Instructor – OPTIONAL):
<b>Course materials should be shipped to</b> (if different from course location/facility; a business address is preferred):	
<b>Sponsor rebate payment should be mailed to</b> (contact name, company, street address, city, state/prov, postal code):	

**Please fill out the all the boxes and mark N/A for items that are not applicable.**

**Read and Agreed to by** \_\_\_\_\_ [signature], an authorized representative  
and signatory of the Sponsoring Company \_\_\_\_\_, dated \_\_\_\_\_

***Thank you for your participation and support of CMHA education programs!***

***Questions?***

Contact Megan Mydlow, CMHA Education Program Coordinator

Tel: (703) 713-1900

Email: [mmydlow@masonryandhardscapes.org](mailto:mmydlow@masonryandhardscapes.org)