



13750 Sunrise Valley Drive
Herndon, VA 20171-4662
703.713.1900
Fax: 703.713.1910
www.ncma.org

August 2014

Re: CSRWI Recertification Notice

The National Concrete Masonry Association (NCMA) appreciates your dedication to the segmental retaining wall (SRW) industry. You are one of approximately 12,500 installers throughout the United States and Canada who have proven their commitment to understanding and improving SRW installation practices by successfully earning the NCMA Certified Segmental Retaining Wall Installer (CSRWI) credential. By satisfying the CSRWI eligibility standards and passing the certification exam, you have distinguished yourself from your uncertified competitors.

Your certification is valid through December 31, 2014. To continue using the CSRWI credential after that date, you must recertify by December 31, 2014. **You are now required to submit installation experience in order to recertify. Installation experience will only need to be submitted onetime. Please find the details in the recertification application and installation experience forms attached. To recertify through December 2016, please complete the recertification application and send along with your recertification fee, and documentation that you have completed your recertification requirements to NCMA at the address on the bottom of the form.**

If you have not already done so, please visit our CSRWI Resources website: ncma.org/CSRWI

At that webpage, you will find:

- The downloadable CSRWI logo
- Logo Use and Reproduction Agreement
- Logo Use Guidelines
- Recent issues of *CM Designs – Hardscape* magazine. *CM Designs – Hardscape* is a publication dedicated to concrete systems (including SRWs) used in earth retention, erosion control, and landscape applications. **Completing the AIA quiz at the back of each issue of *CM Designs* (hardscape issue) counts as one hour towards your continuing-education recertification requirement.**
- Installation Experience Submittal Log (coming soon)

NCMA supports your investment in the rapidly growing SRW industry, we applaud your dedication to professional development, and we remain committed to serving as your resource for education and certification. For a list of upcoming educational events and conferences, please visit our website, www.ncma.org/education. If we may be of further assistance, please contact me at bkamhong@ncma.org or 703.713.1900. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brittaney R. Kamhong Thompson'.

Brittaney R. Kamhong Thompson
Executive & Education Administrator
bkamhong@ncma.org

Certified SRW Installer (CSRWI) Recertification Requirements



① **Validity**—Each CSRWI must recertify every two years; the certification remains valid through December 31 of the second year after you last recertify. For example, if you were initially certified any time in 2012, you would have until December 31, 2014 to recertify, at which point your credential would be extended through December 31, 2016.

② **Process**—To recertify, you must send all the following items to NCMA by the expiration date of your certification:

- A completed recertification application, including updated contact information;
- The recertification fee:
 - \$70 for individuals who are not employees of an NCMA Member company
 - \$60 for employees of an NCMA Member company
- Documentation that you have completed the recertification requirements (listed below) during your current recertification period. You must maintain your own record of completed educational activities in order to compile a complete record when applying for recertification.

③ **Requirements**

- Pass a recertification examination or complete at least eight (8) hours of hardscape-installation-related educational activity. Among other options, the following activities count towards the educational activity requirement:
 - Passing the American Institute of Architects (AIA) Continuing Education quiz at the back of each *CM Designs – Hardscape* issue (one hour per quiz)
 - Attending the Hardscape Contractor Education Track at the NCMA Annual Convention
 - Attending an NCMA CPU SRW Installer Course
 - Attending an NCMA CPU SRW Hands-On Installation Course (Basic or Advanced)
 - Attending a hardscape installation course offered by an SRW producer or licensor company
 - Attending the Interlocking Concrete Pavement Institute (ICPI) Concrete Paver Installer Course
 - Attending a legitimate hardscape installation course offered by another education provider
- Provide proof of installation experience (at least 5 projects and 2,500 sq. ft.)* to become recertified (application provided). * Installation experience is a onetime requirement and it can be taken from any period of time the person has been installing segmental retaining walls.

Certified SRW Installer

Recertification Application

SECTION 1—PERSONAL DATA

Please print your full name, as you would like it to appear on your certificate and on the NCMA website.

First Name Middle Initial Last Name Suffix

Job Title

Mr. Ms. Mrs. Miss _____
Informal / Nickname

Opt Out - Remove my contact information from your website listing of Certified SRW Installers.

SECTION 2—CONTACT INFORMATION

Most correspondence regarding your certification will be sent to you by email.

This address is: Home Business

Company Name: _____

Street Address: _____

Suite Number: _____ Zip/Postal Code: _____

City: _____ State/Province: _____

Telephone: _____

FAX: _____

Email: _____

SECTION 3—RECERTIFICATION APPLICATION FEE (in US dollars)

Your recertification application fee is non-refundable. Please check the appropriate recertification application fee.

\$70 for individuals who are not employees of an NCMA Member company

\$60 for employees of an NCMA Member company

SECTION 4—PATH TO RECERTIFICATION

By the certification expiration date, recertification applicants must either pass a CSRWI recertification examination or document completion of at least eight (8) hours of hardscape-installation-related educational activity during the current certification period.

Please select which path to recertification you wish to follow. **By Recertification Exam** (will be sent by mail) **By Continuing Education** (complete section 6, over)

SECTION 5—WORK EXPERIENCE

Work experience is now required for ALL NCMA Certified Segmental Retaining Wall Installers. This is a ONE-TIME submission during your certification. Please see the attached yellow flyers for detailed more information.

Work Experience attached to application

Check Check No. _____

Non-United States applicants must pay by credit card.
US checks should be made payable to "NCMA" and mailed with this recertification application to:

NCMA
13750 Sunrise Valley Drive • Herndon, Virginia 20171

NCMA Office Use Only

Renewal year _____

Original certification date _____

Credit Card – I authorize NCMA to charge the amount checked above to my:

VISA MasterCard American Express

Account #: _____

Expiration Date: _____ Card Verification Code# _____

Applicant's Signature: _____

Date: _____

Print name as shown on card: _____

SECTION 6—CONTINUING EDUCATION

Please provide all of the information requested below. **You must attach appropriate documentation (course completion certificate, etc.) of the continuing education hours claimed below.**

Name of organization, school, or company providing the education _____

Name of the course, seminar, or educational event _____
(if by AIA quiz, indicate CM Designs Hardscape issue # and attach completed quiz)

Instructor's Name _____ Date(s) of course, seminar, or educational event _____
(skip if by AIA quiz) (if by AIA quiz, indicate CM Designs Hardscape issue date)

Instructional Hours(s) of course, seminar, or educational event (not counting breaks, round to nearest 1/2 hour) _____

Name of organization, school, or company providing the education _____

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Instructional Hours(s) of course, seminar, or educational event (not counting breaks, round to nearest 1/2 hour) _____

If you require additional space to document your educational activities, please photocopy this page.

SECTION 7—RECERTIFICATION APPLICATION AGREEMENT AND AUTHORIZATION

I hereby affirm that the information contained in this recertification application is true and accurate to the best of my knowledge and authorize NCMA to investigate all statements contained in this form. I hereby grant NCMA permission to access my confidential information, including academic records, indefinitely until such permission is revoked in writing. I agree that I shall be subject to the recertification and reinstatement requirements and fees in force at the time of recertification application, even when those requirements or fees differ from the requirements or fees in force at the time of initial certification or previous recertification. I understand and agree that any information submitted by me may be provided by NCMA to law enforcement agencies and federal, state, county, and local regulatory agencies at the discretion of NCMA or the request of such agencies.

Signature _____

Date _____

Email, Mail, or Fax Completed Application and Attachments to

NCMA • 13750 Sunrise Valley Drive • Herndon, Virginia 20171 • fax 703.713.1910 • bkamhong@ncma.org