Certified SRW Installer (CSRWI) Recertification Requirements

❶ 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.

❷ 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.

❸ 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 <u>either</u> pass a CSRWI recertification examination <u>or</u> 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 <u>with this recertification application</u> to:

NCMA
13750 Sunrise Valley Drive • Herndon, Virginia 20171

NCMA Office Use Only

Renewal year_____

Original certification date_____

v2014

☐ **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:_____

_____
Name

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 ½ hour)_____

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 ½ hour)_____

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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 ½ 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

Work Experience Requirements

The National Concrete Masonry Association appreciates your dedication to the segmental retaining wall industry. Starting January 2014, NCMA is raising the bar of the certification and will require installation experience to become a Certified SRW Installer.

Why is this change being implemented?
The association members proposed to raise the bar of the SRW certification to differentiate between new contractors in the industry and experienced ones adding an extra requirement for installation experience.

What needs to be done to become recertified?
For contractors involved in the residential and commercial installation of segmental retaining walls, the NCMA SRW Installer Certification is the industry recognized program for professionals committed to industry guidelines for installation. It's a testament to your level of investment in your profession that demonstrates your knowledge, skills and commitment to the best installation practices.

Recertification Requirements

1. 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.
2. **NEW—**Complete and submit an **Application for Certification** documenting required installation experience for the specific certification sought.

Installation Experience Required to Become Certified SRW Installers

Course	Projects	Area [sq. ft]	Application
CSRWI (Certified SRW Installer)	5	2,500	Mixed projects including at least 1/3 of the listed options** At least 1 straight wall or 1 wall with curves, corners or tiers has to be taller than 4 ft.

**Documented experience should show variety and projects could be a mix of the following applications:

- Straight retaining walls
- Curves, corners, tiered walls, or
- Any of the following steps, seat walls, patios, planters, firepits, outdoor kitchen, etc.

3. Once the experience is verified, the contractor will become recertified and will not have to submit work experience for future recertifications.

If you have any questions regarding this new requirement, please do not hesitate to contact Gabriela Mariscal (gmariscal@ncma.org or 703.713.1900) at NCMA.

Application for Recertification

Installation Experience

SRW Installer Certification Program

Once your installation experience has been verified, you will receive your certification document from NCMA. The certification term is two (2) years. Work experience is submitted only once during certification.

Please Print	
First &Last Name	
Company	
Email	
Phone	

By signing below, you are verifying the following:

1. The installation experience listed on your application is accurate and represents your direct, onsite participation in the segmental retaining wall projects listed.
2. You understand that your certification records might be randomly audited to verify your installation experience and continuing education. Upon audit, if you cannot provide documented evidence of installation experience or continuing education, you understand that you are subject to suspension and possible revocation of your certification.

_____ _____

Applicant's Signature Date

Both sides of this application must be completed before submitting to:

NATIONAL CONCRETE MASONRY ASSOCIATION

Sustainable Concrete Products for Structures and Hardscapes

13750 Sunrise Valley Drive ⅄ Herndon, Virginia 20171

Fax 703.713.1910 ⅄ Phone 703.713.1900 ⅄ bkamhong@ncma.org

Instructions for Completing Installation Experience

List the following amount of installation experience

Minimum of 5 Projects and 2,500 sq. ft. of Wall Face.

Application	Mixed projects including at least 1/3 of the listed options and at least 1 straight or 1 wall with curves, corners or tiers taller than 4 ft.

For example	• 2 projects totaling 3,000 sq.ft do not meet the requirements. • 6 projects totaling 1,500 sq.ft. do not meet the requirement. • - 5 or more varies projects totaling 2,500 sq.ft with one wall taller than 4ft. do meet the requirement.

- ⇨ Installation experience refers to onsite participation in the installation of segmental retaining walls. Do not include any projects on which work has not yet begun, or for which you were not an on-site participant in the installation.
- ⇨ Installation experience can be taken from any period of time that a person has been installing. Installers can go back as many years as needed to fulfill the requirement.
- ⇨ Please note that your installation experience needs to be submitted **only once**. You will not be required to submit this application again to maintain your credential.
- ⇨ The Record of Completion received for passing the Segmental Retaining Wall Installer course does not expire, so if you do not currently meet the minimum installation experience requirements, you can wait until you do meet them, and submit your application at that time.

Project 1			
Project Title/Type			
Location (city, State, prov)		Complete Date (yy-mm-dd)	
Face Area (sq. ft.)		Max Height (ft.)	
Application	☐ Straight Wall ☐ Curves, Corners, or Tiers	☐ Step, Seat Walls Patios, Planters Fire Pits, etc	☐ Other
Reference Name (for audit)		Reference Phone	

Project 2			
Project Title/Type			
Location (city, State, prov)		Complete Date (yy-mm-dd)	
Face Area (sq. ft.)		Max Height (ft.)	
Application	☐ Straight Wall ☐ Curves, Corners, or Tiers	☐ Step, Seat Walls Patios, Planters Fire Pits, etc	☐ Other
Reference Name (for audit)		Reference Phone	

Project 3			
Project Title/Type			
Location (city, State, prov)		Complete Date (yy-mm-dd)	
Face Area (sq. ft.)		Max Height (ft.)	
Application	☐ Straight Wall ☐ Curves, Corners, or Tiers	☐ Step, Seat Walls Patios, Planters Fire Pits, etc	☐ Other
Reference Name (for audit)		Reference Phone	

Project 4			
Project Title/Type			
Location (city, State, prov)		Complete Date (yy-mm-dd)	
Face Area (sq. ft.)		Max Height (ft.)	
Application	☐ Straight Wall ☐ Curves, Corners, or Tiers	☐ Step, Seat Walls Patios, Planters Fire Pits, etc	☐ Other
Reference Name (for audit)		Reference Phone	

Project 5			
Project Title/Type			
Location (city, State, prov)		Complete Date (yy-mm-dd)	
Face Area (sq. ft.)		Max Height (ft.)	
Application	☐ Straight Wall ☐ Curves, Corners, or Tiers	☐ Step, Seat Walls Patios, Planters Fire Pits, etc	☐ Other
Reference Name (for audit)		Reference Phone	