



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.

- Nonmember fee: \$500
- Member fee: \$400
- Rebate per participant who attended the course: \$75

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.

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

For sponsors, the program must be offered as a one-day program. For the one-day program, individuals will take the education and written examination online (provided by CMHA) at the end of course.

Sponsors shall:

- For the 1-day program, be responsible for providing a location
- Order the proper educational and examination materials from CMHA
- 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.
- Individuals will pay fees directly to CMHA.

MSV Instructors and Examiners

Individuals who provide in-person education must be an authorized MSV Instructor. Each in-person offering of this program must be done by at least one MSV Instructor. Requirements for both MSV Instructors and Examiners are 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 handled by the MSV Instructor.



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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.
- 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
 - 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 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.

The Sponsoring Company hereby acknowledges and agrees that it shall be solely responsible for diligently performing all the duties and responsibilities set forth in this Agreement, Guidelines for Sponsoring and CMHA Installer Course and associated with the implementation and completion of the CMHA Concrete Paver Installer Course, including the payment of costs associated with the course. Such costs include but are not limited to instructor fees and associated travel expenses, such as transportation to and from the course location, lodging, meals, venue room rental, audio-visual rental, promotional brochure printing, and any food or beverage for the attendees. The Sponsor understands that the course must be conducted by at least one CMHA Authorized Instructor*, and that any additional instructors are optional but must be authorized by CMHA. The Sponsor further agrees to deliver the CMHA Installer Course and exam in its entirety and that the course and its materials shall not be altered, amended or shortened in any way, nor shall it be discounted. Furthermore, in the event of a course cancellation, these costs include, but are not limited to, any pre-purchased non-refundable travel vouchers, incidental cancellation fees, and administration expenses related to the planning of the event.

The Sponsor further understands that CMHA has agreed to provide the Sponsor a rebate for each paid attendee. The Sponsor agrees to staff registration onsite with an employee of the Sponsor to manage registration onsite. Acceptance of onsite registrants is the responsibility of the Sponsor and any unpaid registration fees and extra manuals not returned will be deducted from the rebate if not received by CMHA within 30 days following the scheduled date of the course. The Sponsor must inform registrants of any cancelled courses. If fewer than five people are registered ten days before the course start date, CMHA reserves the right to cancel the course. Additionally, the Sponsor understands and agrees that auditing of the course is not allowable and that CMHA policy limits attendance to 60 participants per course. Exceptions to these requirements or special circumstances shall be addressed to the CMHA Director of Education and will require prior written approval by the CMHA Board of Directors.

****All pricing rates in US Dollars.***

The CMHA policy states that prepayment for all meetings and conferences is **required**. CMHA will provide online registration and confirmation to participants.



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_____ **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.

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

****Contact CMHA for a current list of CMHA Authorized Instructors for the course.**



Guidelines for Sponsoring a CMHA Installer Course

1. Course Set Up:

- The sponsoring company must designate a primary contact person to coordinate the course logistics. This person is to be the one person responsible for all aspects of the course and communication with CMHA. CMHA will send regular registration reports to the sponsor contact identified on the agreement. The sponsor contact (along with the instructor) is ultimately responsible for onsite registration and the prompt return of course materials to CMHA after the course is complete.
- Complete the sponsorship agreement and return to CMHA at least 45 days in advance of the course date. Past experience has proven that 45 days is required to properly promote a course. The Concrete Paver Installer Course requires one full day, including breaks and lunches. If the sponsor and instructor would like a longer timeframe, the course can be 1.5 days. Allow approximately 8 hours of instruction time, plus 2 hours for the exam.
- Courses must be conducted by a CMHA Authorized Instructor. Contact the CMHA education department to ensure that you have the most up-to-date list of instructors. The sponsor is responsible for negotiating fees, expenses, and any travel arrangements with the instructors.
- Choose a neutral location at which to hold the course, such as a hotel, school or community college. Holding the school at a manufacturing plant sometimes can be intimidating and is not recommended.
 - Hands-on, outdoor demonstrations of tools and compaction equipment during breaks or lunch periods as well as density testing of soils and base materials by a local testing laboratory can add to the installer experience. Contact local suppliers of equipment and services and ask if they can provide demonstrations. Sometimes they can be free of charge. Sponsors choosing to provide such a program would be responsible for all arrangements.
- Other expenses to consider - This may include renting a meeting room with tables and chairs, a projector and screen, DVD/TV, donuts, coffee, lunches, instructors' fees and travel. You would also be responsible for making the appropriate arrangements if someone was to specify a need related to ADA requirements.

2. Registration:

- All attendees are required to register for the course through the CMHA website prior to the course date. Sponsors are not permitted to handle registration unless they have been given permission by CMHA and have filled out a private course sponsor agreement form. While online registration is preferred, CMHA will provide the sponsor with a hard copy registration form that may be distributed to potential participants as an alternative to registering via the website.
- The sponsor will receive weekly registration updates leading up to the course start date, as well as a final report on the morning the course begins.
- It is the responsibility of the sponsor to ensure that all participants attending the course have submitted payment. Anyone not listed on the official CMHA registration report is considered unpaid and must complete an onsite registration form.
- Any onsite registration fees that are not collected will be deducted from the sponsor rebate check

3. Attendance:

- All attendees are required to complete the CMHA attendance sheet upon arrival, providing all requested information. It is the responsibility of the sponsor to ensure that every participant completes the form, as it is used to calculate the rebate check amount.
- If attendees are registered under the incorrect name, the sponsor must notify CMHA by noon on the day of the



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course to ensure the information is updated in our system. Accurate attendee names are essential for properly registering individuals for the exam.

- Attendee substitutions, from the same company, are allowed at any time before the course begins and will incur a \$50 administrative fee. Any attendee who arrives in place of another will be charged a \$50 substitution fee and must complete an on-site substitute request form. All substitutions must also be emailed to CMHA by noon on the day of the course to ensure our records are updated accordingly.

4. Course Materials:

- The course materials will be shipped to the sponsor 10 days prior to the course date. Student manuals and other materials are shipped to the address specified by the sponsor. The sponsor is responsible for onsite distribution of manuals to registered and paid attendees. The following materials will be included in the shipment:
 - Student manuals
 - Attendance sheet
 - Evaluation forms
 - Onsite registration forms
 - Applications for certification
 - Pencils
 - Course materials checklist
 - Onsite Instructions
 - Substitution request forms
- All course materials, including any unused student manuals, must be shipped back to CMHA. Any unused manuals not returned to CMHA within 30 days of the course will be deducted from the sponsoring company's rebate check at a rate of \$30 each. The sponsor rebate check will not be processed until all course materials are returned.

5. Exam:

- The course will conclude with an online exam. Prior to the course start date, attendees will receive an email reminder to bring a laptop, tablet, or smartphone to complete the exam.
- While attendees are encouraged to take the exam at the end of the course, it is not mandatory- they may choose to take it at a later date. They will need to coordinate with CMHA to schedule a date and time to complete the exam.
- CMHA will enroll attendees in the exam on the morning of the course and send an email with access instructions. Any on-site registration forms must be emailed to CMHA before the exam begins to ensure participants are added. Attendees who have not submitted payment will not be permitted to take the exam until payment is received.

6. Sponsor Rebate Check:

- To offset some of the expenses, the sponsor will receive a rebate check of \$75 for each paid attendee who participates in the course. "No-shows" will not be included in the rebate calculation.
- In addition to the agreement, the sponsor must submit a company W-9 form, which is required for processing the rebate check. The mailing address provided on the agreement form for the rebate check must match the address listed on the W-9.

7. Course Promotion:

- Promote the course to contractors in your area. Sponsors are encouraged to post the hard copy registration form on their company website, as it contains important course details such as content overview, recommended prerequisites, and registration fees. The success of the course largely depends on the sponsor's promotional efforts.



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8. Sponsors can add additional educational sessions and charge a separate fee for those sessions. However, the CMHA course needs to be a stand-alone option at the stated pricing. Registration deadlines should be stressed in order to encourage early registration, but there may also be walk-in registrations if space allows. The sponsor contact noted on the agreement is responsible for collecting any registration fees on-site. Payment from walk-in registrants must be guaranteed to CMHA by the sponsoring member. Records of completion/certifications will not be sent to attendees until CMHA receives payment. Class size must not exceed the maximum of 60 people. If a sponsor decides to cancel a course, the sponsor must inform all attendees.
9. Records of completion are automatically emailed to students from our system upon passing the exam. Only those who pass the exam will receive a record of completion. Records of completion apply to the individual, not his or her employer. Once collected and tabulated, CMHA will send evaluation reports to the sponsor contact and the instructors.

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



CONCRETE
MASONRY &
HARDSCAPES
ASSOCIATION

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Questions?

Contact Megan Mydlow, CMHA Education Program Coordinator
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