

## Richard Smith - Executive Director

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**From:** Stephen Bushway [sbushway@mac.com]  
**Sent:** Sunday, January 22, 2012 6:58 PM  
**To:** Chris Springer  
**Cc:** Richard; Smith - Executive Director  
**Subject:** Re: assigning CEU's, 2n draft

Chris,

I'm thinking that when a person goes to a seminar, he's getting a more concentrated dose of information and is not distracted by all the activity. Also, they usually aren't engaged in the workshop activity all the time. Also, seminars tend to be no more than a couple hours. I'm open to other thinking on this, too. Steve

On Jan 22, 2012, at 7:59 PM, Chris Springer wrote:

Steve, I'm with you on this, but I'm not sure why a non-hands on seminar would be worth twice as much as the hands on.

Chris Springer  
Iron Hammer Stoneworks, LLC  
427 North Road  
Danbury, NH 03230  
603-768-3393 office  
603-387-9889 cell

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**From:** [sbushway@mac.com](mailto:sbushway@mac.com)  
**To:** [mha.association@yahoo.com](mailto:mha.association@yahoo.com); [ironhammerstoneworks@live.com](mailto:ironhammerstoneworks@live.com)  
**Subject:** Re: assigning CEU's, 2n draft  
**Date:** Fri, 20 Jan 2012 16:14:03 -0500

Good point, Dick.

How's this:

**MHA approved (sponsored or otherwise) Classroom (webinar, or any non-hands on seminar) seminars are assigned CEU's at the rate of:**

2 hours per CEU for attendees.

1 1/2 hours per CEU for instructors.

2 hours per CEU for assistant instructors. (This is new, accounting for a situation where more than one instructor is involved in a seminar)

\* any course over 8 hours is awarded 6 CEU's (this puts a maximum on longer courses like First Aid, etc. The reviewer could still assign fewer than 6 CEU's as well.)

**MHA approved Hands on Workshops including HMED:**

attendees:

4 hours per CEU (over 30 hours, receive 7 1/2 CEU's/workshop)

instructors: 3 hours per CEU (any workshop over 30 hours receives 10 CEU's)

ass't instructors: 4 hours per CEU (any workshop over 30 hours, receive 7 1/2 CEU's)

## Non MHA sponsored seminars and workshops:

5 hours per CEUs. (this assumes that if its not MHA approved, the instructor won't be looking for MHA CEU's) Seminars or workshops over 30 hours receive 6 CEU's

On Jan 20, 2012, at 3:57 PM, Richard Smith - Executive Director wrote:

Guys,

No matter what system we eventually end up with, I think that we really have to spell out qualifications. When we say "up to so many CEUs" the positive set of it is that we can give less than the total. The negative side is that the person who is determining how many credits to hand out may hand out more or less than someone else.

By having a system of 1/10 as David Moore suggested or Steve suggested below is great. Having a system of "up to so many CEUs" works if we pre-approve workshops so that the person seeking knows exactly what he/she will be receiving.

I think we should work towards a "rule or guideline" that totally spells out what a recipient will get no matter whom looks over the application for CEUs.  
Just me thinking out loud.

Dick Smith

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**From:** Stephen Bushway [<mailto:sbushway@mac.com>]  
**Sent:** Friday, January 20, 2012 1:03 PM  
**To:** Richard; Smith - Executive Director; Chris Springer  
**Subject:** assigning CEU's

Dick, Chris

I spoke with CSIA (Chimney Safety Institute of America) president, John Pilger last night about this issue.

They have a long time certified, veteran sweep review IPCD forms and determine CEU eligibility. In many cases (as they did with me) they solicit instructors, so the qualifying part is more to help steer the instructor to include things they are looking to have taught. Once they have the instructor and the topic they want, they call one hour, one CEU. If its an 8 hour seminar or longer, they drop the CEU's back. Like an 8 hour seminar is a 6 CEU seminar. So, they don't have a good correlation for the longer workshops that MHA does. But they do have a direct time correlation of "1 for 1".  
Here's an idea:

**MHA approved (sponsored or otherwise) Classroom (webinar, or any non-hands on seminar) seminars are assigned CEU's at the rate of:**

2 hours per CEU for attendees.

1 1/2 hours per CEU for instructors.

2 hours per CEU for assistant instructors. (This is new, accounting for a situation where more than one instructor is involved in a seminar)

\* any course over 8 hours is awarded a maximum of 6 CEU's (this puts a maximum on longer courses like First Aid, etc. The reviewer could still assign fewer than 6 CEU's as well.)

**MHA approved Hands on Workshops including HMED:**

attendees:

4 hours per CEU

instructors: 3 hours per CEU

ass't instructors: 4 hours per CEU

**Non MHA sponsored seminars and workshops:**

up to 4 hours per CEUs. (this assumes that if its not MHA approved, the instructor won't be looking for MHA CEU's)

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I think this reflects pretty much what we recently proposed. For seminars, I think we should make someone responsible for staying by the entrance to a seminar with sign in sheet, with a "time in", so if they're late they can't get full value, if they're wanting CEU's.

We would still designate a member to oversee CEU assignments. I don't see a way around it.

But he would have good guidelines to follow and enough "credibility" to be above questioning.

I would propose we ask Jerry to be that person. If he doesn't have time or doesn't want to,

Norbert or Alex.

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Thoughts?

Steve

## Richard Smith - Executive Director

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**From:** Stephen Bushway [sbushway@mac.com]  
**Sent:** Sunday, January 22, 2012 2:33 PM  
**To:** Richard Smith - Executive Director  
**Cc:** 'Chris Springer'  
**Subject:** Re: MHA certification & Board action

Here's a suggestion for specific photo requirements:

8 photos of the following:

1. base pad and first course
2. core at floor level @ firebox
- 3 and 4. at throat level from different angles
5. completed core
6. facing with soot doors or 1 foot from floor
7. and 8. the completed heater, front and rear with the full, post break-in period fire.

On Jan 22, 2012, at 12:19 PM, Richard Smith - Executive Director wrote:

*on at lintel*  
Chris,

*downward (from above)  
just before cupping sleep showing  
channels*

*Chimney Connection*

It is my understanding that the board did not approve of the HMED being a qualified build for the certification program. So my thinking is that we should make taking a HMED class as part of the certification requirements, keep the builds the same, and expand the number of photo's required. All the other requirements would stay the same (i.e. written test, hands-on and qualifications).

As far as the photos are concerned, I mentioned to Steve that we should be specific as to the photos that are required. Steve has already worked out a survey for the client, hopefully you've seen it.

Richard Smith  
Masonry Heater Ass'n.  
Executive Director  
520-883-0191  
480-371-1139 (fax)

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**From:** Chris Springer [<mailto:ironhammerstoneworks@live.com>]  
**Sent:** Sunday, January 22, 2012 6:11 AM  
**To:** [mha.association@yahoo.com](mailto:mha.association@yahoo.com)  
**Subject:** RE: MHA certification & Board action

Hi Steve and Dick,

You guys have been busy! I like every thing that I have read, what you guys have been discussing.

I agree with Jerry's proposal to have a picture of a fire and the filled out owner's survey. I also like Dick's suggestion about the foundation, firebox, channels/chambers, chimney connection. All equally important.

I like the idea of HMED being part of the certification process. The suggested pricing structure of HMED being 25%



discounted and leaving the rest of the cert. pricing the same makes sense to me. Would it still then count for a build or should we still require 3 with 2 as lead mason?

Chris Springer  
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From: [mha.association@yahoo.com](mailto:mha.association@yahoo.com)  
To: [sbushway@mac.com](mailto:sbushway@mac.com)  
CC: [ironhammerstoneworks@live.com](mailto:ironhammerstoneworks@live.com)  
Subject: RE: MHA certification & Board action  
Date: Wed, 18 Jan 2012 16:32:02 -0700

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**From:** Stephen Bushway [<mailto:sbushway@mac.com>]  
**Sent:** Wednesday, January 18, 2012 4:14 PM  
**To:** Richard Smith - Executive Director  
**Cc:** 'Chris Springer'  
**Subject:** Re: MHA certification & Board action

On Jan 18, 2012, at 11:23 AM, Richard Smith - Executive Director wrote:

Chris,

I don't know if Steve has contacted you about the board meeting Sunday evening and the motion the Ed. Committee presented to them. So I thought I'd fill you in and make a suggestion or two.

First the board tabled the motion and sent it back to the committee. They wanted more information as to how C.E.U. credits would be determined. I believe that David Moore has already presented an excellent option and we could use that instantly. But we still have the issue about pre-approval of non-sponsored C.E.U.'s and how that would work.

Hi Guys,

Regarding non-MHA sponsored seminars/workshops: I think that could easily work the same way. We need to tell people that we need the p.r. info on the seminar anyway. We can also make it their responsibility to include the time frame of the seminar, so we can see how long it is, time-wise. Then simply apply the same outline that David M. provided, except of course, the assignment of CEU's would be roughly 3/4 the value of an MHA seminar.- Steve

Guys, couldn't we use the forms in the log books? They require the length of the course and a summary of the course. I would suggest that we put the form on the website and have them send the form in immediately after the course is taken. This eliminates turning in a log book that is 5 years old. I have a way that each certified heater builder can get a password to access his personal C.E.U. account. - Dick

Second, the board had discussion about the motion that a student who takes an HMED class could use that as one of their builds for certification (even though the instructor would document the student's demonstration of knowledge). Obviously there are numerous ways to look at the pro's and con's of the motion. What did come out of the discussion is

the idea of making it a requirement to take the HMED class to get certification. While this would cost the member who is seeking certification a bit of money, but it sure makes the certification program more viable and certification stronger. I don't see a way to amend the original proposal. If we're going to start to link the HMED and Certification programs, we need to come up with a new pricing structure for people looking to get certified. - Steve

The more I think about the pro's and con's of requiring a HMED class in order to be certified, the more I like it. Presently we charge \$200 for a new member to sign up for certification and \$300 for a member who has been in the MHA over 12 months. Other than sending the applicant a reference manual, we really don't have any additional cost (maybe some administrative cost). We could incorporate that cost into HMED, offer a discount, or something that would make it less expensive. Some thought would have to be given as to the pricing structure. - Dick

On another subject, we need to solidify Jerry's ideas and if adopted put them in the new motion to the board.

Here's a stab at it: Jerry moves that: the additional material needs to accompany 3.2 of the Certification Policy and Procedures: for the 2 heaters that the candidate is the lead mason, he must show a picture of a fire of a full fire showing a full load of firewood (taken after the break-in period). Also, the candidate must provide a copy of the "New Owner Survey", showing that the customer is satisfied with his/her masonry heater. - Steve

I agree Steve, I think that would satisfy Jerry as well. I'm taking it for granted that we would still need the two pictures of the build (before and after)? Actually with digital photos, we could require more specific pictures like foundation, firebox, channels, chimney connection, etc. (This coming from a person who doesn't build heaters). - Dick

## Richard Smith - Executive Director

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**From:** David Moore [yellowcat@myactv.net]  
**Sent:** Saturday, October 29, 2011 6:53 PM  
**To:** Richard Smith - Executive Director; Stephen Bushway; Chris Springer  
**Subject:** CEU's

Richard, Steve, & Chris,

I thought it would be the easiest if I just wrote out my personal opinion about what might work to get a Continuing Education Program moving again. This shouldn't take long !

We could join the IACET ( [www.iacet.org](http://www.iacet.org) ), spend lots of money for membership and annual dues ( \$2800.00 to start +\$450.00/year, I think ). It could certainly add legitimacy to our program in the eyes of anyone familiar with such things. But, I suspect all you would get for the money is a lot of bureaucratic rules to follow to vet each CEU offered for credit. And we would still need to log and track each members' credits ourselves. I don't think this is a good option.

However, I do think we should adopt the IACETs' counting method of awarding .1 per clock hour of instruction, with 10 hours equaling 1 CEU. It seems to be the international standard method of counting CEUs and we just might have to apply that method out of need or necessity sometime in the future.

As far as logging and tracking CEUs, I think it should be done by the individual member on an honor system, by logging in to a dedicated data base. They would log in their hours with a brief sentence about what was taught. I think there should be several categories for educational topics that are not necessarily MHA sponsored, but are relevant to conducting business as a masonry heater builder. Possible topics could be " Materials & Methods of Construction ", " Building Code Compliance ", " Client / Contractor Relations ", " Wood Oven Cooking ", " attending a trade show (?) " , etc.....

We would of course still have MHA sponsored CEU's that could also be, recognized by and, awarded to other industries, such as the " Sweep Guild ".

A couple of people could review the data base at the annual meeting each year and track member progress. Perhaps members could review the logged hours of other members so as to incite a bit of peer pressure to keep on top of trends and developments that might improve their own business or skills ! Of course a members' progress could also be submitted by paper if they do not have access to do it electronically.

I have no idea how to design a data base ! I can barely do e:mail. I do believe that there are data base providers that can be hired to set up and monitor such things.

I sense that the MHA is composed of a very loose knit group of craftsmen who mostly got to where they are by not conforming to a rigid set of conventional rules. I sure wouldn't want to be the one who tried to enforce conformity on them at this point ! In other words I think the CEU program will be worthwhile if it can be implemented so as not to smother, but as a reward for those free thinking spirits who thrive on experimentation, exploring weird concepts, or just pushing the laws of nature a little bit further to design and build a better product !

Sincerely,

David Moore



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*1 CEU - 2 hrs*

1 1/2 hours per CEU for instructors.

2 hours per CEU for assistant instructors. (This is new, accounting for a situation where more than one instructor is involved in a seminar)

\* any course over 8 hours is awarded 6 CEU's (this puts a maximum on longer courses like First Aid, etc. The reviewer could still assign fewer than 6 CEU's as well.)

**MHA approved Hands on Workshops including HMED:**

attendees:

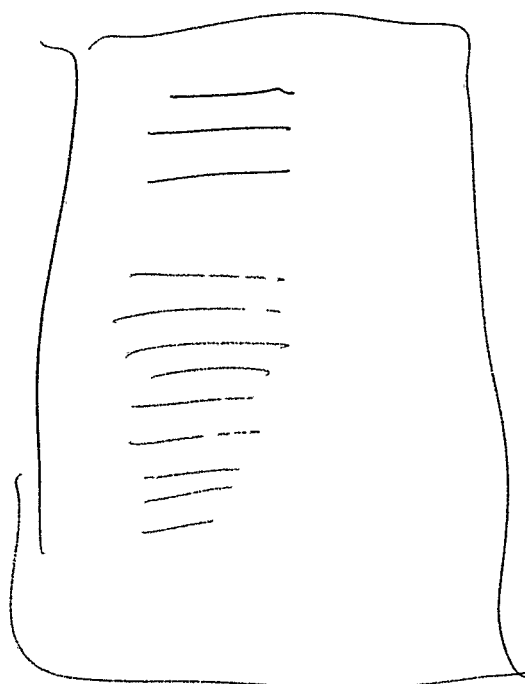
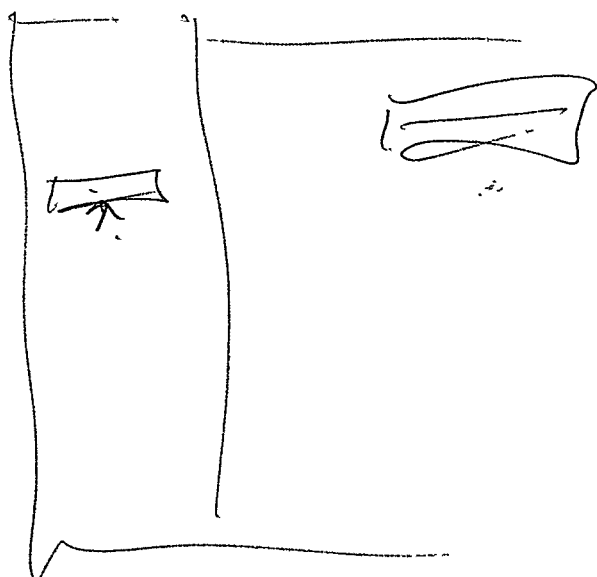
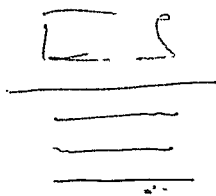
4 hours per CEU (over 30 hours, receive 7 1/2 CEU's/workshop)

instructors: 3 hours per CEU (any workshop over 30 hours receives 10 CEU's)

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5 hours per CEUs. (this assumes that if its not MHA approved, the instructor won't be looking for MHA CEU's) Seminars or workshops over 30 hours receive 6 CEU's







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The MHA Education Committee would like the board of directors to consider changing the certification program of the MHA. The sub-committee dealing with the review of the certification program purposes the following changes:

- A total of 24 **approved** continued education credits over a 5 year period to maintain certification.  
(Presently 24 non-approved)

**MHA would adopt the International Association of Continuing Education & Training (IACET.org) method of awarding 1/10 per clock hour of instruction, with 10 hours equaling 1 CEU. It appears to be the international standard of counting CEUs. presented by David M**

- The instructor of a MHA sponsored workshop would be awarded up to 8 c.e.u.'s **(equivalent to 80 hours)**
- The assistant instructor of a MHA HMED class would be awarded up to 5 c.e.u.'s **(equivalent to 50 hours)**
- The instructor of a non sponsored MHA workshop would be awarded up to 6 c.e.u.'s **(equivalent to 60 hours)**
- Participation in a MHA sponsored workshop would be awarded up to 6 c.e.u.'s **(equivalent to 60 hours)**
- Participation in a non sponsored MHA workshop would be awarded up to 4 c.e.u.'s **(equivalent to 40 hours)**

**If we go with the IACET as David Moore brought to our attention, the total of having 24 preapproved hours would relate to being 240 hours of CEUs. An 8 hour day would give a recipient only 8/10 of one CEU or another way to look at it is that it would require 30 days to get the total of 24 CEUs. One way to address this issue would be to lower the required CEUs and leave the measuring the same as IACET.**

- Holding an elected position in MHA warrants 2 c.e.u.'s per year. **(25 hours or equivalent to 3+days)**
- Chairman of a MHA committee warrants 2 c.e.u.'s per year. **(25 hours or equivalent to 3+ days)**
- Documentation of a site built masonry heater with written description, firebox plan drawing, owner contact Information and at least 8 photo's **(one being a picture showing a full load of firewood burning with the door closed after break-in) would be awarded up to 3 c.e.u.'s (also survey??)**

**I'd recommend a specific list of needed photo's (foundation, firebox, channels, etc.)**

**As per Steve's email the 2 heaters that the candidate is the lead mason, he must show a picture of a fire showing a full load of firewood (taken after the break-in period). Also, the candidate must provide a copy of the "New Owner Survey taken by owner.**

- Participant of a HMED class can count the class as one of the three heater builds for certification. The instructor must provide documentation that student participated and understands/demonstrates construction knowledge.

**Jerry recommended that maybe we incorporate a quiz at the end of each section/day. If passed, then participant would earn his certification. Jerry also thought that adding a HMED class to the requirements of certification strengthens both programs. This does place a larger price tag on certification unless we come up with a discount or pricing change.**

- Anyone registered in the cert. program can take certification tests at the HMED class at no extra charge.

Draft copy:  
"New Owner Survey"  
1/9/12

Date:

Dear Homeowner,

You are receiving this survey because the masonry heater builder you contracted with is in the Masonry Heater Association of North America's "Certified Heater Mason" program. He is required to submit this questionnaire, along with photo documentation and plans, as proof that he has successfully completed your project. He/she will also use this feedback to help you address any issues you may have regarding the successful operation of your masonry heater.

Please take a few minutes to answer the following:  
(on a scale from 1 to 5, 1 = poor, 5 = extremely well. Feel free to use the space provided for additional comments.)

Is the unit performing as promised?

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Is it easy to use?

Does the glass stay clean?

Does the fire start easily?

Thanks for completing this survey.

The Masonry Heater Association of North America

**Richard Smith - Executive Director**

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**From:** David Moore [yellowcat@myactv.net]  
**Sent:** Saturday, October 29, 2011 6:53 PM  
**To:** Richard Smith - Executive Director; Stephen Bushway; Chris Springer  
**Subject:** CEU's

Richard, Steve, & Chris,

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Sincerely,

David Moore





## Richard Smith - Executive Director

---

**From:** Chris Springer [ironhammerstoneworks@live.com]  
**Sent:** Thursday, January 05, 2012 6:17 PM  
**To:** mha.association@yahoo.com  
**Subject:** RE: MHA Education Motions

Hi Dick,

This is what I have so far. If I have missed or forgotten anything please let me know.

### Motions concerning CEU's

A total of 24 pre-approved credits in a 5 year period to maintain certification.

-The following credits be awarded:

Presenter of a MHA sponsored workshop, or the equivalent: up to 8 c.e.u's

Presenter of a non-MHA sponsored workshop, or the equivalent: up to 6 c.e.u's

Participation in a MHA sponsored workshop, or the equivalent: up to 6 c.e.u's

Participation in a non-MHA sponsored workshop, or equivalent: up to 4 c.e.u.'s

-Documentation of a site built unit with written description, a firebox plan drawing, the owner's contact information, and at least 8 photo's: up to 3 c.e.u's

-Holding an elected position in MHA: 2 c.e.u's

-Chairman of a MHA committee: 2 c.e.u's

### Motions concerning HMED:

A motion to lower lead instructor's pay from 2000 to 1500 was passed.

A motion that instructor and assistant get 5 CEU's for a class was passed.

A motion that anyone previously registered in the cert. program can take the tests at the HMED at no extra charge was passed.

A motion that HMED class can count for 1 build for the 3 heater builds for certification was passed.

We have not passed anything on the certification program that I am aware of. I would like to have a meeting with the certification subcommittee to get some things decided on and passed on this subject when you have time. It seems this is the only area we haven't made much progress on this year. Jerry has brought up some good points and I think we should act on them. We should consider David Moores proposal on CEU values relative to time, I think we should present this to the council of certified masons at the AGM.

Thanks,  
Chris Springer  
Iron Hammer Stoneworks, LLC  
427 North Road  
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603-387-9889 cell

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From: [mha.association@yahoo.com](mailto:mha.association@yahoo.com)  
To: [ironhammerstoneworks@live.com](mailto:ironhammerstoneworks@live.com)  
CC: [sbushway@mac.com](mailto:sbushway@mac.com)  
Subject: MHA Education Motions  
Date: Tue, 3 Jan 2012 07:55:31 -0700

Hi Chris,

Happy New Year.



Chris, could you send me an email with all the motions that the education committee would like to present to the board? That would include the certification program, HMED, and anything else you can think of.

I am going to send these motions to the board to review prior to the meeting. Therefore, when you state the motion, could you also give a few sentences explaining what the motion is about and why we should act upon it? The more information the board has, the easier it is for them to understand and pass.

If you could get me that information by Sunday I'd really appreciate it.

Richard Smith  
Masonry Heater Ass'n.  
Executive Director  
520-883-0191  
480-371-1139 (fax)