

14. Certification Policies & Procedures

Of the Masonry Heater Association of North America (Revised /19)

1. Introduction

The MHA is a professional association of masonry heater builders that was formed to advance the technology of masonry heating in North America and to increase the knowledge and skills of professional heater masons. The MHA fulfills its mandate by sponsoring laboratory research into masonry heating technology and by publishing information of interest to practitioners. The MHA also maintains a professional training and certification program to recognize the competency of qualified heater builders.

This manual has been prepared to assist candidates in achieving and maintaining MHA certification, and to guide the administration of the program.

The requirements presented in this manual have been established by the MHA Board of Directors and it is its sole responsibility to apply and interpret them, primarily through its administrative designate. The manual may be amended from time to time to account for changing conditions.

2. Application for Certification

2.1 Application Procedure

To initiate the application procedure, a person must be a full voting MHA member “**in good standing**”, and apply in writing to the MHA administrator and provide:

- (a) Completed application form
- (b) Purchase a copy of the Masonry Heater Association of North America Reference Manual in the amount of US \$150. (rev. 1/19)

2.2 Administration

Upon receipt of a completed application form and fee, the administrator will supply the applicant with: Any additional documentation deemed necessary to prepare the applicant for the certification process. (rev, 1/19)

2.3 Certified Heater Mason Logo.

Any certified heater in good standing is allowed the use of the official Certified Heater Mason logo.

Contact MHA Executive Director to receive an electronic high resolution copy of the Certified Heater Mason logo. (rev. 1/19).



3. Requirements for Certification

3.1 Professional Credentials Required

A candidate for MHA certification must demonstrate a working knowledge of relevant housing and fuel burning regulations, and sufficient knowledge of masonry work by providing proof* of successful completion of at least **ONE** of the following:

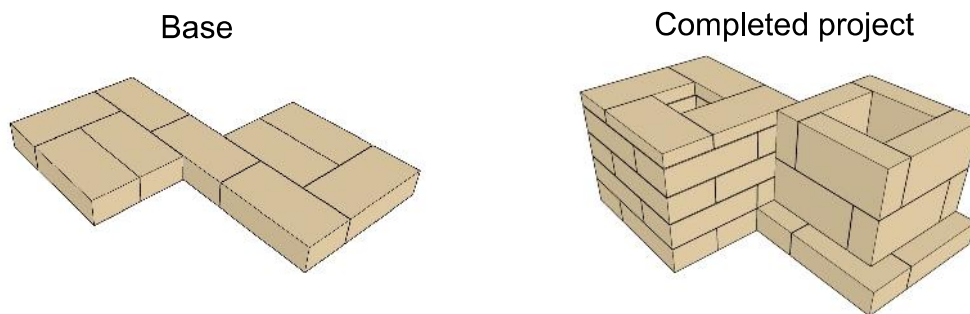
- (a) A bricklayer apprenticeship program
- (b) Certification issued by the Chimney Safety Institute of America (CSIA) (rev. 3/12)
- (c) Certification issued by Wood Energy Technology Transfer Inc.
- (d) Successful completion of a Level 1 HMED class or an equivalent professional credential deemed acceptable to the MHA (rev.3/12)

AND at least **ONE** of the following:

- (e) 40 hours of work under the direct supervision of an MHA certified heater mason
- (f) Successful completion of an MHA Hands-on Test, consisting of setting a combination of 38 full firebrick and 4 firebrick splits, using pre blended refractory mortar. The objective will be to build two adjacent square columns, in a 90 minute time period. Grading will be consistent with industry accepted standards for plumb, level, square, full joints, joint finish, and adherence to the time allotted. (rev. 1/19)
(see figure 26 below)

Figure 26.

CAD drawing of the hands-on firebrick setting test (rev. 1/19)



** Proof of certification or participation i.e. copy of certificate, diploma, letter of successful completion. Other credentials can be judged for their equivalence.*

3.2 Field Experience

A candidate must provide evidence of a working knowledge of masonry heater design and construction as set out in the MHA Occupational Analysis Manual. The required evidence must consist of verifiable documentation of **THREE** masonry heater construction projects professionally contracted and completed within the **past five years**.

The candidate must have served as the lead mason on at least **TWO** of the required projects.

One of those 2 projects must have a firebrick firebox (rev.3/12) Required documentation for **EACH** of the three projects must consist of the following:

(a) 12 photos of the project: (rev. 3/12)

Photo's required:

- Foundation
- Base pad and first course
- Core at floor level
- Core at firebox level
- Completed core
- Facing with soot doors or 1 foot from floor
- Facing at lintel level
- Downward picture of channels just before capping slab
- Completed heater front
- Completed heater rear
- Chimney connection
- Full post break-in fire through door

(b) a thorough description of the heater including firebox dimensions, overall dimensions, wall thicknesses, main materials used, including scale drawings with plan sectionals.

(c) the name and address of the client, and the date of construction.

3.3 Examination

(a) The candidate must achieve a passing grade on the MHA examination. The passing grade is 80 percent. (rev. 1/19)

(b) The taking of the examination may be administered by the MHA or

(c) The examination may be proctored by an independent agency such as a public library which is deemed acceptable by the administrator. The MHA will pay the proctor for the service. All other costs related to the proctoring of the examination will be paid by the candidate.

(d) The candidate may take the examination before the other certification requirements are met, but certification will not be granted until all requirements are satisfied.

3.4 Summary of Certification Requirements

To achieve certification under the Heater Mason Program, the candidate must:

(a) Purchase a copy of the Masonry Heater Association of North America Reference Manual. (rev. 1/19)

(b) Supply a completed application form 2.1(a) (rev. 1/19)

(b) pay the application fee of \$150 2.1(b) (rev. 1/19)

(c) provide proof of relevant professional credentials 3.1

(d) provide documentation of three heater projects 3.2

(e) pay the examination fee of \$150 3.3(d) (rev. 1/19)

(f) achieve a passing grade on the MHA examination 3.3(a) (rev. 1/19)

4. Maintaining MHA Certification

4.1 Annual Certification Renewal

To maintain MHA certification in good standing, a certificate holder must be a MHA full voting member and pay an annual renewal fee of \$50. The fee covers administrative costs, validation of renewal and information updates. Failure to pay the annual renewal fee will result in the withdrawal of certification after two payment notices have been sent and no response is received by the administrator within 90 days.

4.2 Continuing Education Requirement

Within each **three year period** after certification, the certificate holder must accrue MHA continuing education workshop points, or other relevant professional credentials deemed equivalent by the MHA. Points accrued must be a minimum of 8 to 9 each year or **25** or more for the **three year period**. (rev. 1/19)

In any **3 year period**, **CEU's** that are accumulated beyond the number needed to re-certify **do not carryover** to be used in the following **3 year period**. (Rev. 1/19)

Continued Education Credits, (**CEU's**), are awarded by the following:

- The instructor of a MHA sponsored workshop would be awarded **1 CEU** per 3 hours of instruction.
- The assistant instructor of a MHA HMED class would be awarded **1 CEU** per 4 hours of instruction.
- Participation in a MHA sponsored workshop would be awarded **1 CEU** per 4 hours of instruction.
- The instructor of a non sponsored MHA workshop would be awarded **1 CEU** per 4 hours of instruction.
- Participation in a non sponsored MHA seminar or workshop would be awarded **1 CEU** per 5 hours of instruction.
- Holding an elected position in MHA warrants **2 CEU's** per year.
- Chairman of a MHA committee warrants **2 CEU's** per year.
- Documentation of a site built masonry heater with written description, firebox plan drawing, owner contact information and at least 9 photo's would be awarded **3 CEU's**

Photos required:

1. Foundation
2. Base pad and first course
3. Core at floor level
4. Core at firebox level
5. Completed core
6. Facing with soot doors or 1 foot from floor
7. Downward picture of channels just before capping slab
8. Completed heater front
9. Chimney connection

- Documentation of a site built masonry heater core with written description, firebox plan drawing, owner contact information and at least 5 photo's would be awarded **2 CEU's**

Photos required:

1. Base pad and first course
 2. Core at floor level
 3. Core at firebox level
 4. Completed core
- A complete 3 dimensional CAD model can be used in lieu of photos 1 – 3. Finished core photo is required

- Documentation of a site built masonry heater core with written description, firebox plan drawing, owner contact information and at least 5 photo's would be awarded **2 CEU's**

Photos required:

1. Base pad and first course
 2. Core at floor level
 3. Core at firebox level
 4. Completed core
- A complete 3 dimensional CAD model can be used in lieu of photos 1 – 3. Finished core photo is required

NOTE: Failure to comply with the continuing education requirement will result in withdrawal of certification after two notices have been sent and no response is received by the administrator within 90 days.

4.3 Leave of Absence

Any Certified Heater Mason leaving North America or becoming inactive as a working mason must remain a paid Associate Member of MHA and keep annual certification fees up to date.