

2009-10 MIA CEU Program

Marble Institute of America (MIA) Members
Facilitating Continuing Education Units (CEU)
To Key Constituents

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2009-10 MIA CEU Program Program Overview

Why Continuing Education?

Continuing education strengthens the design community profession by improving individual attitudes, competencies, knowledge and skills in specific subject areas essential to design.

Learning experiences focus on the individual and involve activities that encompass thinking, doing and reflection. A select number of continuing education units (CEUs) may be required over a designated period of time by a professional organization or by legal registration through a particular jurisdiction.

Many in the design community rely on natural stone professionals to provide the necessary insight and perspective into designing with stone.

The MIA Program.

Launched in 2004, the MIA began a “train-the-trainer” program offering qualified MIA members the opportunity to become approved MIA speakers offering CEU seminars to members of the American Institute of Architects (AIA). MIA Members are provided with MIA developed educational presentations (PowerPoint) and support materials to facilitate lunch-n-learn, chapter, in-house, or individual design firms sessions. In essence, member firms are able to piggy-back on the MIA’s approved CEU provider status without taking on many of the administrative burdens typically associated with developing a continuing education program. Additionally, the MIA program fees are lower than undertaking such a program individually.

In 2009 the program was expanded to include four interior design associations through Interior Design Continuing Education Council (IDCEC), a consortium of professional organizations in the United States and Canada that coordinates continuing interior designer education approval activities. Thus, approved MIA members can now provide CEU credits to members of the following associations:

- American Institute of Architects (AIA)
- American Society of Interior Designers (ASID)
- Interior Designers of Canada (IDC)
- Interior Design Educators Council (IDEC)
- International Interior Design Association (IIDA)

The program also includes the option to contract with an existing MIA CEU speaker in the event that a MIA member firm desires to participate in the MIA CEU program, however, does not currently have an in-house speaker available. See “Bring in an Expert” section.

Each of the courses made available to MIA members have been reviewed by the above mentioned organizations to assure the content is relevant and teaching methodologies are appropriate. Also, all MIA speaker bios are reviewed by an independent panel to confirm they are qualified to lead CEU courses.

In 2010, the program will be expanded to include members of the National Kitchen & Bath Association (NKBA).

MIA members participating in this program must:

- Be an MIA member in good standing.
- Submit a MIA/CE Provider Application.

- Attend a ‘Train the Trainer’ Workshop (held in conjunction with a major natural stone industry event). At this session, the following agenda will be followed:
 - Program Guidelines – Role of the MIA Member
 - Program Guidelines – Role of the MIA Office
 - Paperwork Processing – meeting crucial deadlines
 - Suggested Handouts / Resources Available
 - Overview and Preview of each PowerPoint Presentation
 - Checklist for Implementing a Successful Program
 - Q&A
 - Commitment Letters Signed
 - Resource Packets distributed
 - All Educational PowerPoint Presentations
 - MIA/CE Bookstore Order Form
 - MIA/CE Architect Request Form
 - Checklist for Implementing a Successful Program

At the close of the workshop, each MIA/CE application will be required to sign a commitment form prior to receiving their resource packet.

- Pay an enrollment fee of \$250 US / member location (non-refundable). After April 15, 2010, the enrollment fee will be \$325 US / member location (non-refundable). Additional fees may apply (see “fees to participate”).
- Sign a commitment form agreeing to adhere to the program guidelines (signed after attending the ‘Train the Trainer’ workshop).
- Renew MIA membership annually, as well as renew your CEU provider status (see “fees to participate”).

NOTE: While there are administrative fees to participate in this MIA program, the overall costs are well below the \$975-\$2,850 ANNUALLY (depending on the scope of continuing educational seminars being offered) that a company can pay to maintain CEU provider status directly with AIA and IDCEC.

Benefits to MIA members participating in this program:

- Access to several MIA-developed CEU powerpoints. When possible, an audio file of the presentation being given is also provided for review/study purposes.
- Authorization to publicize the organization and educational programs as ‘Provided in conjunction with the Marble Institute of America.’
- Eligible to facilitate AIA, ASID, IDC, IDEC, and IIDA approved educational seminars under the umbrella of the MIA’s CEU Provider Number or by utilizing your own provider number (if applicable).
- Unlimited number of speakers from the single member location. See “fees to participate” if multiple locations exist.
- Listed as a MIA/CEU Provider on the MIA Website.
- Use of the AIA and IDCEC Provider Logos with “in conjunction with the Marble Institute of America” tagline.
- Opportunity to attend MIA/CEU workshop and training programs.
- Receive MIA publications in support of this program at reduced rates, as well as MIA Bookstore discount coupons to distribute to your seminar attendees.
- Cultivate relationships in the natural stone industry.
- Become a resource for the design community.
- Because the MIA CEU Program focuses on **educating** versus selling, you:
 - Expand your scope of services—become a first choice resource.

- Offer solutions, not product benefits or features.
- Offer applications, methods, technology, and the evolution of the natural stone industry.
- Create credibility for your company.

Focusing on industry education brings credibility to you and your firm, as well as sales down the road!

Getting Started.

To get started, we encourage you to:

- Read through the entire program handbook.
- Watch the overview video and/or listen to the FAQ podcast online at www.marble-institute.com/ceu
- Attend a ‘Train the Trainer’ Orientation (see face-to-face schedule online or schedule a conference call with the MIA staff).
- Submit the following:
 - Enrollment fee of \$250 US / member location (non-refundable). This fee will increase to \$325 for companies that enroll after 4/15/10. Contact the MIA office for special rates for members with multiple locations.
 - MIA/CEU Provider Application Form
 - Instructor Information Form (for each instructor)*
 - Company logo
- Contact the MIA for questions regarding information not detailed in this program handbook.

*All MIA speaker bios are reviewed by an independent panel to confirm they are qualified to lead CEU courses. This process may take up to 12 weeks for final approval.

2009-10 MIA CEU Program Educational Sessions

1. MIA developed seminars available to MIA/CEU member firms and their in-house speakers.

The following seminars will be provided upon final approval of the application. A review copy of each is available online.

Introduction to Stone Design I

This one-hour class is designed for architects, landscape architects, and interior designers desiring to gain a full understanding of natural stone as a building material. Learn more about the various natural stones (limestone, travertine, onyx, marble, serpentine, sandstone, slate, quartzite, and granite). Obtain information about common quarrying techniques, fabrication, and finishing methods. With this understanding, you’ll enhance your ability to select the right stone, fabrication technique, and finish for your project.

Learning objectives include:

1. Obtain a better understanding of the various types of natural stone.
2. Learn about common quarrying techniques.

3. Gain knowledge about stone fabrication and finishing methods.

Program Length: 60 minutes

- AIA Course Number: 01CE, 1.0 HSW LU
- ASID, IDC, IDEC, and IIDA Course Number: 5740, Subject Code: 5.0, 0.1 HSW CEU

Introduction to Stone Design II

This one-hour class is designed for architects, landscape architects, and interior designers desiring to gain a full understanding of natural stone as a building material. Attendees will better understand stone testing requirements needed for some residential, commercial, interior and exterior applications. They will also learn about many common applications of natural stone including walking surfaces, vertical surfaces, furniture and countertops.

Learning objectives include:

1. Explain Stone Testing and Quality Control Methods
2. Identify Common Applications of Natural Stone - Exterior, Interior, Residential, & Commercial
3. Learn about Walking Surfaces (Flooring, Stairs, & Thresholds) & Vertical Surfaces (Adhered Systems, Anchored Systems, and Stone Thickness)
4. Explain Common Considerations Needed for Stone Furniture and Countertops

Program Length: 60 minutes

- AIA Course Number: 02CE, 1.0 HSW LU
- ASID, IDC, IDEC, and IIDA Course Number: 5731, Subject Code: 5.0, 0.1 General Knowledge CEU

Marble Use in the Kitchen

Specific to natural stone, many may think that you can only use granite on a kitchen countertop. This class will focus on the use of marble in the kitchen which is on the rise in the U.S. (note: marble has been used in kitchens for hundreds of years, especially in Europe). Attendees will learn that the use of marble in a kitchen will require different protective treatments. They will also learn more about the increasing trend of marble use in the kitchen; obtain unique design elements of using marble for a countertop surface; and, expand their ability to set the proper consumer expectation.

This one-hour class is designed for residential, hospitality, and facilities management design professionals.

Learning objectives include:

1. Learn more about the increasing trend of marble use in the kitchen.
2. Obtain unique design elements of using marble for a countertop surface.
3. Expand your ability to set the proper consumer expectation.

Program Length: 60 minutes

- AIA Course Number: 0401, 1.0 General Knowledge LU
- ASID, IDC, IDEC, and IIDA Course Number: 5732, Subject Code: 5.0, 0.1 General Knowledge CEU

MIA/CEU members are reminded that:

- These educational sessions are formatted as MS PowerPoint documents and are copyrighted by the Marble Institute of America.
- MIA/CEU member providers are authorized to insert their company information and logo on the first and last slides ONLY of each PowerPoint. The content on any other page of the presentation can only be altered with written approval from the MIA Technical Department.

- These sessions are intended for the sole purpose of educating key constituents about the natural stone industry – they are not an opportunity to sell your company’s product and services.
- MIA/CEU member providers will be notified of additional educational sessions as they are added to this program.
- These PowerPoint presentations are provided to the MIA/CEU member providers upon completion of the ‘Train the Trainer’ workshop.

2. Submitting a Non-MIA developed seminar for inclusion into this program.

MIA members who enroll in this program may submit their own presentation to MIA for review by the MIA Technical Department, modification as necessary, and subsequent submission to IDCEC and AIA. A non-refundable review/submission processing fee will be required (see “fees to participate”). This process may take up to 12-15 weeks for final approval. MIA will waive ½ of the processing fee if the submitting MIA member grants permission to allow other MIA members participating in this program to utilize the seminar upon approval.

3. Seminars available through MIA’s “Bring in an Expert” speaker program.

Recognizing that not all MIA members have the staff resources or time to prepare and/or present CEU programs, the MIA has made arrangements with a handful of industry veterans to assist members needing presentation assistance. These industry veterans can present any of the MIA sessions listed above (see section 2). Additionally, the following sessions are available. See “fees to participate”.

Stone 101 Stone Quarrying, Selection, Selling and Proper Application

- Regions that quarry stone
- Technical characteristics of stone
- Sealing, installation and maintenance
- Contemporary applications and uses in design

Program Length: 60 minutes

AIA Course Number: 010001, 1.0 HSW LU

ASID, IDC, IDEC, and IIDA Course Number: 4848, 0.1 HSW CEU

Stone 201 Stone Testing, Fabrication, and Install Recommendations

- What machinery is used for fabrication
- Basic edge details and finishes
- Applications and use in design
- Installation and stone testing issues

Program Length: 60 minutes

AIA Course Number: 010005, 1.0 HSW LU

ASID, IDC, IDEC, and IIDA Course Number: _____, 0.1 HSW CEU

Care and Maintenance of Stone

- Basic types and characteristics of stone
- Choosing the right sealer for the right type of stone
- Important components of a good maintenance program
- How to solve and prevent some common installation problems

Program Length: 60 minutes

AIA Course Number: 010006, 1.0 HSW LU

ASID, IDC, IDEC, and IIDA Course Number: 4892, 0.1 HSW CEU

Green Issues of Natural Stone

- What is LEED and the Natural Green Building Standard
- What is the Natural Stone Council (NSC) doing to explain the green aspects of stone?
- Life cycle and stone/tile: the facts about indoor air quality (IAQ)
- How stone, tile and decorative products are used in green buildings

Program Length: 60 minutes

AIA Course Number: 010003, 1.0 HSW LU

ASID, IDC, IDEC, and IIDA Course Number: 5369, 0.1 HSW CEU

As more industry veterans are added to the “available speakers” list and bring additional sessions beyond those listed, MIA/CEU member providers will be notified accordingly.

2009-10 MIA CEU Program

Enrollment Overview / Ongoing Process / Forms

Overview of Program Enrollment Process

Step 1 – MIA member reviews program guidelines, policies, & procedures.

Step 2 – MIA member submits:

- MIA/CEU application form
- Instructor Information Form(s)
- non-refundable enrollment fee

Step 3 – MIA submits the Instructor Information Forms (e.g. speaker bios) to independent design community panel for review/approval.

Step 4 – MIA member participates in a ‘train the trainer’ workshop. This meeting is held in conjunction with an industry trade show, or may be scheduled via conference call.

Step 5 – MIA member signs a commitment form.

Step 6 – MIA notifies members of speaker acceptance.

Step 7 – If at least one of the applicant’s speakers are approved, MIA provides member with powerpoints and support material. If none of the applicant’s list of speakers are approved, MIA member may still participate in the program, however, may only utilize approved speakers (consult list).

Step 8 – MIA provides member with AIA and IDCEC CEU logos (with “in conjunction with the Marble Institute of America” tagline) for use on marketing literature, website, etc.

Step 9 – MIA will lists member names on the approved CEU provider list on the MIA website.

Overview of Ongoing Process

Step 1 – MIA member notifies MIA about upcoming event (2 week notice preferred). This request will identify:

- Date of program
- Location (must include city, state, country) of the program
- Identification of who will pay the \$12/individual NCIDQ fee
- Name of speaker
- \$50 event fee and/or MIA bookstore order – see fees to participate

Notice may be provided via email or by using the Seminar Request Form.

Step 2 – MIA provides member the following documents customized for the event:

- AIA Provider Form B – this form is the sign-in form for AIA members and will be used to file attendance for LU credit of each AIA member.
- IDCEC Attendance Record – this form is the sign-in form for ASID, IDC, IDEC, and IIDA members.

- NCIDQ Class Form – this form is used to notify the National Council for Interior Design Qualifications (NCIDQ) that a class was held and provide notice that participants may require CEUs to be registered.
- NCIDQ Participant Form – this form (one per ASID, IDC, IDEEC, and IIDA participant) is used, along with a \$12 payment/participant, to register their CEUs.
- IDEEC Program Evaluation Form – evaluation form to be distributed and collected at the end of each session.
- Certificate of Attendance – template that each MIA/CEU member can utilize. One is provided for both AIA and IDEEC (ASID, IDC, IDEEC, and IIDA).

See sample forms.

Step 3 – Following completion of the event (within 1 week), MIA/CEU Member will provide the MIA with the following filled out documents:

- AIA Provider Form B
- IDEEC Attendance Record
- NCIDQ CE Participant Form and check or credit card for participant fees (only if MIA member is submitting payment for each IDEEC participant)
- IDEEC Program Evaluation Form(s)

Step 4 – MIA will submit all forms referenced in step 3 to AIA, IDEEC, and NCIDQ accordingly.

Step 5 – MIA will retain all of the completed forms referenced in step 3 for the five years.

2009-10 MIA CEU Program Fees to Participate

Fees to participate include the following:

1. Initial enrollment

- \$250 US / member location (non-refundable).
- After April 15, 2010, the enrollment fee will be \$325 US / member location (non-refundable).
- If using speakers from multiple locations, an additional \$100 / speaker participation fee will apply.

2. Submitting a non-MIA developed seminar

MIA members who enroll in this program may submit their own presentation to MIA for review by the MIA Technical Department, modification (as necessary), and subsequent submission to IDCEC and AIA.

- \$299 US review/submission processing fee (non-refundable) will be required if the submitting member desires to retain copyright and sole use permission.
- \$149 US review/submission processing fee (non-refundable) will be required if the submitting member provides MIA with copyright and permission to use and share with other MIA/CEU member providers.

3. NCIDQ fee for interior designers

All IDCEC-approved continuing education courses are registered with the CE Registry administered by the National Council for Interior Design Qualification (NCIDQ). ASID, IDC, IDEC, and IIDA members who successfully complete your course can have their CEU credit registered with NCIDQ for a fee. If individuals register all the courses they take over a period of time, NCIDQ then can provide them with a record of all their accumulated CE credit. This is helpful to participants whose professional organization membership renewal or license renewal requires a particular number of CE credits.

The NCIDQ registration fee is \$12 US / \$12 CAN per individual who desires to have their CEU credit registered. MIA/CEU provider members have the opportunity to pay this fee on behalf of the individual OR provide each designer with the necessary form (refer to NCIDQ participant form) for them to submit with their \$12 payment. Either method (MIA/CEU provider or individual) of payment is acceptable.

IMPORTANT - When promoting the event, it important that the MIA/CEU provider member establish the method of payment and share that expectation with the designers.

4. Event fee

For each seminar held, the MIA/CEU provider will pay a \$50 fee to cover MIA's costs to provide the event forms, submit the forms to the various design associations, and retain the records for five years. This fee will be waived if a MIA bookstore order of at least \$50 is placed. MIA/CEU providers are recommended to provide one Dimension Stone Design

Manual (DSDM) as an event give-away. Discounted bookstore pricing is extended to MIA/CEU members.

5. “Bring in an Expert” Speaker Fee

- Typically ranges between \$250 and \$500 US for a 1-2 hour presentation.
- Travel expenses to/from the event are in addition (please provide 6 week notice when possible)
- Optional: The speaker can also provide a 2-hour training for the MIA member’s in-house staff on the MIA CEU presentations on the same day as the CEU presentation. This additional training, beyond the initial training offered by the MIA staff) is available for an additional \$250 US.

6. Annual Renewal Fee

- \$250 US / member location. Similar to the enrollment fee, members with multiple locations will receive a discount for additional speakers.

Reminder – this program is exclusive to MIA members.

MIA/CEU Member Provider Application

2009-10 MIA CEU Program

(Fax to: 440.250.9223)



Company Information:

Company Name

MIA Mbr #

Address

Phone

City

State

Zip

Fax

Point of Contact

Date of Application

Email

Speaker Information:

Number of CEU speaker/facilitator(s) we desire to be approved: _____

For each CEU speaker/facilitator that your company will utilize, attach a complete biography (use the IDCEC Instructor Information Form).

Our company will attend the 'Train the Trainer' workshop at: _____

We attest: My firm is a MIA member in good standing abiding by the MIA Code of Ethics. I agree to read and abide by the MIA/CEU policies and procedures outlined in the current MIA/CEU Provider Manual, and I understand that it is my responsibility to read, understand, and disseminate all information regarding our participation with members of my organization involved with the MIA/CEU program. I understand that my organization is responsible for the quality assurance of any educational program(s) reported under this program, that our programs are subject to quality audit, and that we may be removed from the system (forfeiting paid fees and required to return all electronic versions of education programs) if we are non-compliant.

Print Name

Date

Signature

Payment Information:

TOTAL = \$ 250.00 US Non-refundable Fee / location (\$325.00 after 4/15/10) Visa

Check payable to Marble Institute of America MC

Credit Card Number: _____ Amex

Expiration Date: _____ Signature: _____

Verification Code: _____

IDCEC Instructor Information Form

Please complete one form for each instructor. Resume and/ CV should not be submitted as a substitute.

Instructor Information:

Name:			
Company:			
Position:			
Address:			
Telephone:			
Fax:			
Email:			
Has this instructor completed a degree in interior design?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Has this instructor passed the complete NCIDQ Exam?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is the instructor a member of a professional membership organization?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No Please specify: Marble Institute of America	

References: *(References may not be from co-workers at the same company, university or firm)*

Name:			
Company:			
Position:			
Address:			
Telephone:		Email:	

Name:			
Company:			
Position:			
Address:			
Telephone:		Email:	

Educational background: *(degrees, discipline, university/school, and year of completion)*

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Positions held in academic institutions: *(title of position/rank, year and tenure)*

--

Positions held in design practice: *(firm name, title, and year)*

--

Positions held in businesses that provided experience related to course subject matter: *(firm name,*

title, description of experience related to course subject matter and year)

--

Awards, recognitions, grants, competitions:

--

Professional development: *(conferences, classes, continuing education, etc., in the last five years)*

--

Courses taught in the past two years:

--

50-100 word biography of the instructor:

--

Submitted by:

Name:	James A. Hieb, Vice President
Company:	Marble Institute of America
Address:	28901 Clemens Road, Suite 100
Telephone:	440.250.9222
Fax:	440.250.9223
Email:	jhieb@marble-institute.com

MIA/CEU Provider Commitment Form

2009-10 MIA CEU Program

(Fax to: 440.250.9223)



Company Name

Address

City

State

Zip

Contact

Email

My firm is a MIA member in good standing abiding by the MIA Code of Ethics. I agree to read and abide by the MIA/CEU policies and procedures outlined in the current MIA/CEU Provider Manual, and I understand that it is my responsibility to read, understand, and disseminate all information regarding our participation with members of my organization involved with the MIA/CEU program. I understand that my organization is responsible for the quality assurance of any educational program(s) reported under this program, that our programs are subject to quality audit, and that we may be removed from the system (forfeiting paid fees and required to return all electronic versions of education programs) if we are non-compliant.

I have attended the 'Train the Trainer' Workshop held on _____ (date) at _____ (location). I have received the Program Resource Packet and agree that electronic copies of this information will not be disseminated beyond members of my organization.

Print Name

Date

Signature

MIA Office Use Only

_____ Program Resources Provided

MIA/CEU Bookstore Order Form

2009-10 MIA CEU Program

(Fax to: 440.250.9223)



MIA/CEU Providers are offered items from the MIA bookstore at a deep discount (below the standards MIA price) for use as handouts and/or give-a-ways for CEU attendees. The following order form should be used when placing orders for these items. Consult the MIA website for product descriptions.

Contact Name	MIA Mbr #
Company Name	(Order # - MIA office use only)
Address	Phone

City	State	Zip	Fax
------	-------	-----	-----

Qty	Price	Subtotal	Title
_____ x	\$50.00ea	\$_____	Dimension Stone Design Manual, Version VII
_____ x	\$2.50ea	\$_____	Q&A: Expert Answers to Technical Questions
_____ x	\$2.50ea	\$_____	Stone Selection & Stone Testing
_____ x	\$2.50ea	\$_____	Residential Stone Countertop Installation
_____ x	\$1.00ea	\$_____	StoneDimensions magazine
_____ x	\$15.00ea	\$_____	From the Quarry to the Kitchen (DVD)
_____ x	\$5.00ea	\$_____	An Architect's Guide to Nature's Premier Building Material (CD)
_____ x	\$34.00ea	\$_____	The Sourcebook of Decorative Stone
_____ x	\$1.00ea	\$_____	1 copy each of the following three brochures: Care & Cleaning of Natural Stone Surfaces, Beautify Your Home with Natural Resources, & Genuine Marble and Granite: The Natural Choice.

Additional items upon request.

Subtotal = \$ _____ + \$15 shipping = **TOTAL** \$ _____
(Ohio residence add 7.5% sales tax)

Payment Information

TOTAL = \$ _____ Check payable to Marble Institute of America Visa

Credit Card Number: _____ MC

Expiration Date: _____ Signature: _____ Amex

Verification Code: _____

MIA/CEU Provider Checklist

2009-10 MIA CEU Program



1. The following checklist will assist you plan for an upcoming educational seminar:

- Identify your A/V Needs (electrical power, screen, laptop & projector)
- Determine the size of room needed and room setup desired
- Consider offering your seminar in conjunction with a box lunch
- Set up a table in the rear of the room for your company's business cards and literature
- Obtain all of the forms (see: Enrollment Overview / Ongoing Process / Forms) from the MIA.

2. Handouts:

- Print copies of the Seminar Evaluation Form
- Print copies of the Seminar Handout (PowerPoint presentation) or appropriate handout.
- Prepare a company bio and speaker bio
- Order additional resources from the MIA Bookstore (Use MIA/CEU Bookstore Order Form to receive discounted pricing)

3. After seminar is over:

- Send forms back to (see: Enrollment Overview / Ongoing Process / Forms) the MIA.
- Send 'Thank You' notes
- Offer a 'Certificate of Attendance' to those who attended the seminar
- Offer to present additional seminars in the future
- Tabulate Evaluation Feedback to improve presentation skills