

IRWA Instructor Recertification Frequently Asked Questions (FAQs)

Is instructing an IRWA course a recertification requirement?

Yes, you must instruct a minimum of 2 courses during the 5-year recertification period. Each course instructed counts as 8 CUs regardless of the duration of the class.

Can I apply more than 2 classes I've taught toward recertification?

Yes, but you may not count more than 3 courses (24 CUs total) you instructed.

Even though the recertification period begins January 1, 2020, can I count credits attained before January 1, 2020?

No, all recertification credits must be attained during the current recertification period.

If I instruct Course 219 or Course 102, can those count as having taken the class?

No, if you teach these courses, you may count the credits toward your instruction requirements but not toward your attendance requirements.

Why doesn't instruction of a 2-day course count for 16 CUs?

Instruction credits are based on the number of times an individual has instructed and not on the duration of the class.

Will a "Learning In Action" session be available at every conference?

The IPEC is planning to hold a "Learning In Action" session at the 2020 conference. We anticipate holding sessions at every conference, but cannot guarantee one will always be available.

What are Instructor Refresher Sessions and how many CUs can I earn for attending one?

These will be learning sessions that will be available in person, via conference call, webinar, etc. that are IPEC approved for 4 CUs toward recertification.

Why are Learning In Action or Refresher Sessions worth so many CUs when they are shorter in duration?

We believe that participation in these sessions provides the greatest benefit to our instructor community and offers an opportunity to learn from each other. These sessions were given more CUs to recognize this value.

Can my chapter host a refresher session for instructors?

All Chapter submissions to host a refresher session for instructors must be submitted to the IPEC for review 30 days prior to being held. Chapters must meet the following criteria to receive approval for recertification credits for their instructor refresher session:

1. Submit a timed outline, demonstrating that the session is a minimum of 1.5 hours in length
2. Provide a general overview of the planned session that outlines all the topics of discussion
3. Ensure that the session focuses on core skills required for instructors such as instructor communication skills, instructional leadership, teaching methodology and behaviors. A sign-in sheet for instructors must be completed and submitted to IRWA Headquarters following the session, so that instructors can receive the appropriate CUs for attending.

How do I apply for recertification?

A recertification form will be available on the [Instructors page](#) of the IRWA website. You will need to complete the form and submit it to IRWA Headquarters for review and validation.

Will I need to submit documentation?

No, IRWA Headquarters will review your application and compare it to your course history for classes you took and instructed, as well as refreshers you attended. Attendance at IPEC approved training sessions will be submitted and captured in your course history.

What happens if I don't submit my recertification by the deadline?

If your recertification application is not received by the deadline, your name will be removed from the list of approved instructors on the IRWA website. You will then be required to successfully complete the instructor training requirements that are in place as of the recertification deadline date.

Will I be able to receive an extension on my instructor recertification deadline?

Extensions will not be granted for recertification as we believe that every instructor should be able to meet these requirements within the 5-year window.

Does my successful completion of a past CLIMB count toward recertification?

No, only attendance of future CLIMBs held within your 5-year recertification period will count.

If I scored below an average of a 4 on my instructor evaluation for a course I taught, will it still count toward my recertification?

No, all instructors must score a minimum average of a 4 on any course they taught to receive recertification credits.