



# Compliance with State Accreditation Requirements

*Effective October 2014*

**Dear Course Coordinators and Education Chairs,**

Accreditation is a process determined by state law and administrative rule related to the licensing of regulated professions. When a state agency grants IRWA accreditation, it is granting us conditional permission to offer courses for continuing education credit (CE).

**Starting October 2014, education chairs will have the opportunity to request state accreditation for IRWA classroom courses offered to licensed appraisers and real estate agents.** Historically, IRWA chapters pursued accreditation for appraiser CE credit with some chapters obtaining real estate and appraiser CE for IRWA classroom courses. Beginning October 1<sup>st</sup>, Chapter Education Chairs may initiate the accreditation request using the Course Scheduling and Marketing Agreement (CSMA). We request that CSMA's with accreditation requests are submitted no less than 120 days from the course start date. State processing times vary and CE cannot be guaranteed without official documentation. This new process does not apply to chapter or region forums or seminars. When CE is granted for a course, IRWA will send Course Coordinators a special CE roster and CE certificate in advance of the course start date. A sample of each of the documents referenced is attached.

**To ensure compliance with state licensing law and administrative rule,** Course Coordinators are being asked to make two important announcements – *at the beginning of the education program*. First, full participation is required and no exception will be made. Second, the participant seeking CE for the course will need to take the course exam even when the exam is not required by their state of practice. Course Coordinators must follow these 5 steps when a course has been approved for state licensing credit:

- 1) Ask licensed participants to sign the IRWA (CE) roster
- 2) Ensure that IRWA instructors sign the CE certificates
- 3) Hand certificates to licensees only
- 4) Collect IRWA or state course evaluation from licensees
- 5) Within 24 hours, please scan and email the CE roster, the IRWA roster and the course evaluations to [certificates@irwaonline.org](mailto:certificates@irwaonline.org).

**Note: IRWA will need these documents to meet education compliance requirements.**

IRWA Headquarters will cover the costs of course applications and the reproduction of materials for accreditation. IRWA Headquarters and Chapters cannot guarantee that CE will be granted for a course. We request that Education Chairs and Course Coordinators abstain from announcing that CE will be offered for a course in absence of an official course approval letter. Please note that IRWA is not responsible for state instructor licensing and will not reimburse instructors for the cost of becoming a licensed instructor when required by a state agency.

If your IRWA Chapter implements a process for CE compliance that meets all state laws and administrative rules, we want to support your efforts any way we can. Please contact Nikki Dieball, Accreditation Program Coordinator to document your activities. Your Chapter will be required to name an official School Administrator for your state. The School Administrator will be required to sign a waiver indicating they understand and will adhere to CE compliance rules.

Please review the attached documents. If you have any questions, concerns or comments about this process, please contact Nikki Dieball at (310) 538-0233 Ext. 138 or email [dieball@irwaonline.org](mailto:dieball@irwaonline.org).