



## **GUIDELINES FOR ORDERING IRWA COURSE MATERIALS**

As of July 1, 2024, IRWA class registrants may purchase class materials directly from our print partner.

Course Coordinators should order exams and mandatory auxiliary materials (if applicable) based on the total number of students registered. These materials are available in bundles of five. The class roster may also be accessed by coordinators in their education history underneath the subhead "Courses Coordinating & Electronic Class Roster." The registration count is also provided to coordinators 3 to 4 weeks prior to the class, in the email reminder for ordering class materials.

Orders are delivered 10-14 days after the date the order was placed. To ensure timely delivery, order your materials 3 weeks before your class start date.

IF YOU HAVE QUESTIONS, NEED TO PLACE RUSH ORDERS OR ORDERS LARGER THAN 30 SETS OF MATERIALS, CONTACT NATHAN CRUZADO, AT [CRUZADO@IRWAONLINE.ORG](mailto:CRUZADO@IRWAONLINE.ORG) OR AT (310) 538-0233 EXT. 124.

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## **HOW TO ORDER IRWA COURSE MATERIALS**

Coordinators will order class materials directly from the IRWA Marketplace:

<http://marketplace.mimeo.com/irwa>

Instructions for creating an account with IRWA Marketplace and ordering materials can be found [here](#) and will also be emailed to Course Coordinators 3-4 weeks prior to the class start date.

**REMINDER: UPON RECEIPT OF YOUR COURSE MATERIALS, IMMEDIATELY OPEN THE PACKAGES THEY ARRIVED IN TO ENSURE YOU RECEIVED EVERYTHING YOU ORDERED.**