

IRWA Application to Instruct and Add a Course

Please complete and submit this application with your request to instruct and add an IRWA course or courses to your instructor portfolio. Incomplete applications will be returned.

NAME: _____

PROFESSIONAL DESIGNATIONS: _____

COURSE(S) REQUESTED: _____

I affirm the following:

I have reviewed the General Course Instruction Requirements and meet all the criteria;

I have reviewed the Course Specific Requirements to teach the course(s) under consideration and meet all of those requirements (detailed explanation and documentation included as separate attachments); and

All information submitted with the application to instruct the particular course(s) is true and correct.

The following required attachments are included:

A detailed explanation of how each of the course specific conditions as set forth in the latest IRWA Instructor Standards Guide have been met and how I am a subject matter expert in the material covered in the course(s).

Proper documentation to demonstrate that I meet all course specific conditions and aids in establishing my subject matter expertise. This includes a resume or cv, or relevant articles authored by the applicant, degrees and/or certifications from other entities, transcripts, etc.

The following optional attachments are included:

A letter of recommendation to teach the course(s) from a relevant Committee or leader within the industry.

A written request from the education chair of any given chapter, or Region Vice Chair of any given Region for me to teach the course(s) under consideration.

Applicant's Signature

Date

FOR IRWA USE ONLY

Date Received: _____

Date Approved: _____

Date Denied: _____

Reason for denial: _____

Date Applicant Notified: _____

