

## 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 (2020) 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 COP, 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:** \_\_\_\_\_

