

IRWA Certified Instructor Recertification Application

Applicant Information Page

(Applicable for current IRWA Certified Instructors)

Please complete and return this application, along with any requested supporting documentation to IRWA Headquarters.

Only complete applications will be processed. All incomplete applications will be returned. Processing of recertification applications may take up to 6 weeks.

Applicant Information

Recertification Due Date: ____/____/____ (Month/Day/Year)

Name _____

Membership Number _____ Chapter _____

Agency or Company _____

Address _____

City/State or Province/Zip _____

Phone (____) _____ Fax (____) _____

Email Address _____

HQ Section

Date Received: _____

HQ Approved: _____

Notes:

IRWA Certified Instructor Recertification Application

CEU Summary Page

Maintaining the Certified Instructor Designation requires recertification every 5 years and the required credits must be accumulated within a period of no more than 5 years from the date of initial Certification approval or from the date of the previous recertification.

A total of 40 Credit Units (CUs) must be earned to qualify for instructor recertification. A minimum of 16 CUs must be earned through successfully instructing IRWA courses. The remaining 24 CUs may be earned through a combination of the following:

- Instruction of IRWA courses - the instructor must achieve a minimum student evaluation score of 4.00 or greater on a 5.0 scale. Each course instructed shall be awarded 8 CUs, regardless of the duration of the course. **Instructors must complete at least 2 courses (16 CUs) for recertification but may claim up to a total of 24 CUs for instructing 3 courses.**
- Successful completion of a future CLIMB (a maximum of 16 CUs).
- IRWA CLIMB Learning In Action Sessions held at the Annual Education Conference (8 CUs per session).
- IRWA Instructor Refresher Sessions (4 CUs per session).
- Completion of IRWA Course 219 – Introduction to Presentation, Instruction & Facilitation (16 CUs).
- Completion of IRWA Course 102 – Elevating Your Ethical Awareness (8 CUs).

IRWA Courses Instructed

Course Number	Date/Number of Credit Units

IRWA Courses Attended

Course Number	Date/Number of Credit Units

IRWA CLIMB Learning In Action Sessions/IRWA Instructor Refresher Sessions (fill in completely)

Event Name	Date/Number of Credit Units

Total Credit Units _____

I certify that the information presented is to the best of my knowledge, true and correct.

Signature _____

Date ____/____/____

IRWA Certified Instructor Recertification Application Code of Ethics

Applicant Signature Page

Answer the following questions

Have you ever been convicted of a crime involving fraud, misrepresentation or misappropriation of funds or property?

Yes

No

If yes, attach a detailed explanation.

Have you ever been subject to disciplinary action by any professional organization?

Yes

No

If yes, attach a detailed explanation.

Signature

By signing below, I agree to abide by the IRWA Code of Ethics and the CLIMB Standards of Excellence as identified in the Instructor Standards Manual. To the best of my knowledge and belief, all information provided herein is accurate and complete. Furthermore, I understand that if I knowingly make false statements, knowingly provide false information, or if I fail to meet the CLIMB Standards of Excellence, I shall be subject to revocation of instructor privileges and status as well as disciplinary action pursuant to the IRWA Code of Ethics.

Printed Name _____

Signature _____

Date ____/____/____

