

# 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 1 week.**

## Applicant Information

Recertification Due Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Month/Day/Year)

Name \_\_\_\_\_

Membership Number \_\_\_\_\_ Chapter \_\_\_\_\_

Agency or Company \_\_\_\_\_

Address \_\_\_\_\_

City/State or Province/Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

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 PEAK (a maximum of 16 CUs).
- Attendance at an IRWA Learning In Action (LIA) Sessions held at the Annual Education Conference (8 CUs per session).
- Attendance at an IRWA Quarterly Instructor Development Call (4 CUs per call).
- Participation in an IRWA Course Update (8 CUs per course).
- Participation in an IRWA Course Rewrite or Development (16 CUs per course).
- Attendance at an IRWA Course Update, Rewrite, or Development Call (4 CUs per call).
- Completion of IRWA Course 219 – Adult Communication Principles and Methods (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, LIA Sessions, Quarterly Calls, Course Update/Rewrite/Development Calls Attended

Title	Date/Number of Credit Units

### IRWA Courses Updated, Rewritten, and Developed

Course Number	Date/Number of Credit Units



# 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 IRWA Standards of Excellence as identified in the Instructor Standards Guide. 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 IRWA 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 \_\_\_\_/\_\_\_\_/\_\_\_\_

**SUBMIT**