

## IRWA Policy to Instruct and Add a Course

IRWA instructors must be approved in advance by the IPEC to teach any given course<sup>1</sup>. Instructors who wish to teach a course for which they have not yet been approved may apply for approval through the procedure set forth below<sup>2</sup>. Please note that the instructor must affirmatively demonstrate his or her qualification(s) to teach any given course, and the IPEC cannot consider any application for approval that does not contain all the required information and materials to consider new courses.

To add an IRWA course, the applicant should complete the following steps:

1. Submit to the IPEC a completed and executed application for consideration (supplied by the IPEC) for each course to be added. A single application may be submitted for multiple courses **only if** the courses to be added:
  - a. are within the same subject series; and
  - b. have identical course specific requirements.
2. The following items must be submitted with the Application for Consideration:
  - a. A detailed explanation (either in narrative or essay form) of how each of the course specific conditions as set forth in the latest IRWA Instructor Standards Guide have been met, and how the applicant is a subject matter expert in the material covered in the course(s). The explanation shall establish how all of the required benchmarks have been met and the minimum number of years of experience in a particular field have been documented.
  - b. Proper documentation to demonstrate that the applicant meets all course specific conditions and that aids in establishing the applicant's subject matter expertise. This should include a resume or cv, relevant articles authored by the applicant, degrees and/or certifications from other entities, transcripts, etc.
  - c. The pre-printed certification which affirms that the applicant:
    - i. has reviewed the General Course Instruction Requirements and meets the same;
    - ii. has reviewed the Specific Requirements to teach the course under consideration and meets all those requirements; and
    - iii. all information submitted with the application to instruct the course(s) is true and correct.

---

<sup>1</sup> The instructor will have already taken and passed the CLIMB training and is in compliance with all of the IPEC's performance standards.

<sup>2</sup> It is the instructor's sole responsibility to fully prepare for any course(s) they have been approved to teach.



3. The applicant may submit the following **optional** items to assist the IPEC in consideration of the request:

- a. A letter of recommendation to teach the course(s) from a relevant Committee or leader within the industry.
- b. A written request from the education chair of any given chapter, or Region Vice Chair of any given Region for the applicant to teach the course(s) under consideration.

The information shall be submitted to the IPEC chair by email in PDF format. The IPEC shall have a maximum of thirty (30) days to consider each request. It is a requirement that the applicant affirmatively establish that all criteria to teach the course(s) have been met within their application. Failure to submit any portion of the information required herein will result in denial or delays of the application processing.