



# Instructor Recertification Extension Policy

## **Purpose:**

The purpose of the IRWA Instructor Recertification Extension Policy is to provide a fair and compassionate process for certified instructors who are unable to meet their recertification deadline due to significant personal hardships. This one-time, six-month extension ensures that instructors facing serious life disruptions, such as health issues, family responsibilities, or other unforeseen events, have the opportunity to complete their requirements while maintaining the integrity and standards of IRWA's professional education program. This approach reflects IRWA's commitment to supporting its instructor community with empathy and flexibility, recognizing that life events can temporarily impact professional obligations. The policy balances compassion with accountability, allowing instructors to remain engaged and active contributors to IRWA's educational mission.

## **Scope:**

This policy applies exclusively to currently certified IRWA instructors whose recertification deadline falls on or before December 31, 2025. It provides a one-time, six-month extension for instructors who are unable to complete their recertification due to significant personal hardships. The policy outlines the eligibility criteria, application process, review procedures, and consequences for non-compliance. It is intended to ensure fairness and support for instructors while maintaining the professional standards of IRWA's education program.

## **Eligibility:**

- You must be a currently certified IRWA Instructor.
- Your recertification deadline must be on or before December 31, 2025.
- You must show that extraordinary personal circumstances prevented you from completing the recertification process on time.

Submit the following to IRWA Headquarters by December 15, 2025:

1. Extension Request Form (available from IRWA HQ).
2. A written explanation of your situation, including:
  - The specific circumstances that impacted you.
  - The timeframe during which you were affected.
  - A timeline for completing your remaining requirements.
3. Supporting documentation (if available).



**Approval:**

- The Instructor Development Subcommittee (IDSC) of the International Professional Education Committee (IPEC) will review all requests.
- If approved, your recertification deadline will be extended to June 30, 2026.
- If you do not complete your requirements by that date, you will be removed from the approved instructor list.

**Examples of Major Life Issues That May Qualify:**

- Serious health conditions – extended illness, surgery, or recovery preventing teaching or participation.
- Family care responsibilities – caring for a terminally ill family member, a new child, or other dependent.
- Natural disasters or significant displacement – home loss, relocation, or prolonged community disruption.
- Military deployment or government service – extended absence outside the instructor’s control.
- Unforeseen personal hardship – divorce, death of a close family member, or financial/employment crisis.

**Extension Application Questions:**

- What specific circumstances prevented you from completing recertification?
- When did these circumstances occur?
- What recertification activities have you already completed?
- What remains outstanding, and how will you complete it by June 30, 2026?
- Do you have any documentation to support your request?

Effective Date: \_\_\_\_\_

Managed by: IDSC members

Approved by: \_\_\_\_\_  
Name/Title

# IRWA Instructor Recertification Extension Request Form

This form is for current IRWA Certified Instructors requesting a one-time, six-month extension to complete recertification requirements due by Dec. 31, 2025. Approved requests will extend the deadline to June 30, 2026. However, the extension does not apply to the next five-year recertification deadline (e.g., If an instructor is granted a six month extension, they will still need to recertify by no later than Dec. 31, 2030.

Name: \_\_\_\_\_

Membership Number: \_\_\_\_\_

Chapter: \_\_\_\_\_

Agency/Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Province/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Extension Application Questions

1. What specific circumstances prevented you from completing requirements by December 31, 2025?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. During what timeframe did these circumstances affect your ability to complete requirements?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What recertification activities (courses, instruction, sessions) have you already completed?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What requirements remain outstanding, and how will you complete them within the extension?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Do you have any documentation you would like to provide in support of your request?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBMIT**