



Certified Rug SpecialistSM (CRS) 2010 Formal Report Guidelines & Agreement

Upon successful completion of the CRS Certification School and successfully passing both the Rug ID and CRS Certification exam, each with a score of 80% or better, the Candidate is eligible to move onto the final phase of the certification process which is the development, writing, and submission of the **Final Report**.

In the event the Candidate must retake either the CRS Certification Exam or the Rug ID exam, they have one year from their passing exam date to complete and submit their Final Report.

FINAL REPORT TOPIC SELECTION

1. Topics selected for the CRS Final Report will depend on the Candidate, but should impart meaningful information for rug cleaning or its related industries. Candidates are encouraged to begin the thought process for their Final Report in advance of attending the CRS Certification School.
 - a. Candidates may develop the topic by using an organized presentation based on the opinions or facts set forth by recognized experts, such as "A History of Rugs from Bijar."
 - b. Candidates may also wish to write a paper based on their personal learning experiences and notes, such as, "A Rug Study Tour Through Turkey" or "Setting-Up a Small Rug Cleaning Plant from Scratch."
 - c. The subject of the report could be an actual project encountered by the Candidate in the course of their professional business work.
 - i. Names and addresses of the subject property, the true owners, and names of other individuals or business firms should be replaced with fictitious names and addresses.
2. Candidates are required to come to CRS Certification School week with ideas for their Final Report.
3. During CRS Certification School week, Candidates will then review their Final Report topic ideas with the CRS Advisors and obtain approval for their final topic.

COMPONENT PARTS OF THE REPORT

Submitted Reports must include all of the following component parts. Reports not in compliance will be returned.

1. Title Page
 - a. Title of report
 - b. Date of report
 - c. Name, address of candidate
2. Page 2: Rationale for Topic Selection
3. Body of Report
 - a. Introduction: explains topic and scope of the report
 - b. Report
 - c. Conclusion: Author's summary, judgment, findings, reasoning and/or opinion of the subject matter.
4. Bibliography:
 - a. Name of referenced books, magazine, internet site, or any ancillary materials, etc.
 - b. Author
 - c. Pages numbers referenced
5. Photographs, documents or diagrams may be embedded in the report or placed at the end of the report, whichever seems more appropriate.
 - a. Relevant pictorial materials that clarify and illuminate your report.
 - b. photographs need to be clear and in focus
6. Professional profile: professional background and credentials



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SUBMISSION GUIDELINES

The following information contains the guidelines for submitting your **Formal CRS Report**.

1. **Candidate has 9 months from the date of passing both the Rug ID and the CRSSM exam to complete and submit their Formal Report for review.**
 - a. **The CRS Formal Report must be submitted no later than November 1st.**
2. The Report must be no less than 1500 words, double-spaced.
3. The Report must be complete, professionally phrased, attractively presented, and free of spelling, grammatical, typographical or any other errors.
4. The Report can include pictures and illustrative diagrams, properly labeled and titled.
5. Reports submitted as part of the Certified Rug SpecialistSM requirements become the property of RIA[®] and may be used by the association for purposes of promoting the CRSSM Program.
6. Reports cannot be returned once they have been accepted by the program.
7. Questions about the Formal Report should be addressed to the CRS Certification Advisory Committee through the RIA Staff.
8. The Candidate must create the presentation in the Microsoft Office suite of programs, i.e. Word, PowerPoint, etc.
 - a. *Candidates who do not submit the Formal Report in the above stated format will forfeit the review process.*
 - b. *RIA[®] is not responsible for making copies of the Formal Report.*
 - c. Formal Reports are to be emailed to chereth@restorationindustry.org.
 - d. The Formal Report Review Process can take between 1 – 2 months depending on the Reviewers' schedules.
9. The Candidate's Formal Report can be turned in for review at any time during the year, but in order to be eligible to participate in RIA's Formal Certification Induction Ceremony held at the association's annual convention in March of each year, the Formal Report must be turned in no later than November 1st of that year.
10. Candidates will be notified on or before February 1st if their Formal Report has been accepted and approved.

To recap:

1. Final Report topics must be cleared by the CRS Course Instructor/Advisor.
2. Candidate has 9 months to complete and submit the Formal Report
3. The one-year completion date is retroactive from the Candidate's **initial** exam date, or in the case of a retake exam, retroactive from the retake date.
4. Formal Report can be turned in for review at any time during the year, but in order to be eligible to participate in the Induction Ceremony held in March of each year, the Formal Report must be turned in no later than November 1st of that year.
5. Candidates will be notified on or before February 15st if their Formal Report has been accepted and approved.

I, _____, as a candidate of RIA's Certified Rug Specialist (CRS) certification, have read and understand the Formal Report Guidelines. I understand that if I do not adhere to these guidelines, I will forfeit the certification process.

Two copies of this statement have been provided. One will accompany the CRS application and other will be retained for my personal records.

CRS Candidate Signature

Date