

RIA ADVANCED CERTIFICATION RENEWAL PROCEDURES

1. RIA Certificants must accrue 4 points (= approximately 25 educational contact hours) of continuing education within a 3-year cycle by participating in education venues selected from approved CEC Categories.
2. RIA Certificants are responsible for timely submission of CECs and must use this CEC Submission document.
3. Payment of RIA certification renewal fee: **\$195** paid every three (3) years.
4. Membership in RIA® is not a requirement of certification.
5. **NEW: Candidates must submit a minimum of 2 CECs from Category 1 (attendance at convention or conference) within each 3-year cycle.**
6. Retain this reference document along with other relevant information in your personal continuing education file.
7. The RIA reserves the right to amend all policies and procedures governing mandatory continuing education.

DOCUMENTATION REQUIRED WITH CEC SUBMISSION

- Categories 1, 2, 3:** **RIA Courses:** A copy of the course/brochure, indicating titles of sessions, speaker(s), and duration of course/session must be included along with a Certificate of Completion or "Proof of Attendance."
- Category 4:** **Non-RIA Courses:** Official "Proof of Attendance" from the institution/course attended, course outline and description of relevance to the profession.
- Category 5:** **Teaching:** A letter from the sponsor or coordinator confirming your teaching, duration of program, and information presented.
- Category 6, 7:** **Articles:** A copy of the article must be provided to confirm length and publication dates.
- Category 8:** **On-line or web-based learning:** submit copy of "Proof of Attendance" or Certificate of Completion with total number of hours completed per course.
- Category 9:** **Awards:** Article or copy of award with brief synopsis of how it relates to restoration industry.
- Category 10:** **RIA Webinars:** attendance verified through RIA webinar registration.

RIA CEC CATEGORIES & GUIDELINES

1. RIA Certificants may combine continuing education credit opportunities from the 10 categories below.
2. RIA Certificants must obtain at least 2 of the 4 required CECs from Category 1 for each 3-year cycle (translates to attendance at a minimum of one (1) formal association event within each three-year cycle).
3. RIA Certificants holding multiple RIA certifications must submit certification-specific CECs for each certification. The same CEC course cannot be submitted for more than one certification with the exception of Category 1 submissions (conference or convention).

Category 1:	RIA® sponsored technical educational events	CECs
	1. RIA Annual Spring Convention & Exhibition	2 credits
	2. RIA Fall Two-Day Conference & Exhibition	2 credits
Category 2:	Certification Schools	3-4 credits
	1. Certificants may attend an RIA Certification School to meet all their CEC requirements for a 3-year period.	
	2. Those attending the Certification School may attend the course at the regular fee, minus the certification exam fee.	
Category 3:	RIA®-sponsored courses, seminars or classes	
	1. One-day course (6-8 hours of instruction)	1 credit
	2. Two-day course (14 – 16 hours of instruction)	2 credits
	3. 3 - 4 day course (24+ hours of instruction)	3 credits
Category 4:	Non-RIA® industry-related courses, related technical/business or college courses	.5 credit
	1. This may include courses/events from groups such as IICRC, IAQA, ACGIH, AIHA, etc. or college level course.	
	2. 1.5 maximum credits for this category within a 3-year cycle.	
Category 5:	Speaker at an RIA® Education or Related industry event	.5 credit
	1. 50-minute or more Feature Presentation plus preparation time	
Category 6:	Published Technical Writings for RIA's <i>Cleaning & Restoration Magazine</i>	1 credit
	1. Article accepted must be approximately 1000 words or more.	
Category 7:	Published Technical Writings for other industry magazines	.5 credit
	1. Article accepted must be approximately 1000 words or more.	
Category 8:	On-line learning courses	
	1. Non-RIA	.25 credit = 4 hrs
	a. RIA will accept no less than a minimum submission of 4 hours of online learning	
	b. Certificant may submit a maximum of 16 hours (4 4-hr online courses or 16 hrs total) of on-line learning within a 3-year cycle which translates to a total of 1.0 CEC within three years.	
Category 9:	Special awards or recognition given by an outside organization	.5 credit
	1. RIA will grant a maximum of 1CEC for this category within a 3-year cycle.	
NEW! Category 10:	RIA® Brown Bag Lunch Webinars and RIA® Workplace Webinars	.25 credit per 1-hr webinar
	1. RIA will grant:	
	a. 1 credit for 4 (four) RIA Webinars (attendance verified through registration).	
	b. A maximum of 2 (two) CECs for this category within a 3-year cycle.	
	c. Note: Certificant requiring CECs must be the one who logs in to register and receive confirmation for the webinar.	



2010 Continuing Education Credit Submission Categories & Form

Date _____

1. Separate forms must be submitted for each Certification

2. Indicate the certification for which you are submitting (circle): CR CMP WLS CRS CMH CFS

Name _____ Certificant # _____

Company _____

Address _____

City, State, Zip _____

Phone _____ Fax _____

Email _____ Year Certified _____

Please copy this form if additional submissions are needed.

1. Name of event or activity _____

Location _____

Sponsoring organization _____

Date(s) attended _____ Total # of instructional hrs attended _____

Please attach applicable documentation for verification purposes. Submitted CECs _____

2. Name of event or activity _____

Location _____

Sponsoring organization _____

Date(s) attended _____ Total # of instructional hrs attended _____

Please attach applicable documentation for verification purposes. Submitted CECs _____

3. Name of event or activity _____

Location _____

Sponsoring organization _____

Date(s) attended _____ Total # of instructional hrs attended _____

Please attach applicable documentation for verification purposes. Submitted CECs _____

4. Name of event or activity _____

Location _____

Sponsoring organization _____

Date(s) attended _____ Total # of instructional hrs attended _____

Please attach applicable documentation for verification purposes. Submitted CECs _____

I certify that the statements and information contained in this Request for Continuing Education Credits were prepared with my direct knowledge and are accurate and true.

RIA Advanced Certificant Signature: _____

For Office Use Only: CEC Credits verified _____ Authorized by _____