



CERTIFIED RESTORER® (CR) CERTIFICATION

2011 FORMAL REPORT GUIDELINES

HISTORICAL BACKGROUND OF RIA'S FORMAL RESTORATION REPORT

The original standards for RIA Certification include a requirement that the CR Candidate submit an approved thesis on an approved restoration subject. In addition to proving the interest and ability of the Candidate, there was a hope that these papers would become a resource for all Certified Restorers. However, it became apparent that the time commitment and research expectations were too great for most owner/managers of ongoing businesses to handle. The thesis requirement became a major barrier to advancement in the certification process and even when candidates were able to produce a thesis, its depth and authority were often disappointing.

In light of these facts, the CR Certification Committee decided to modify the thesis requirement with a second, more realistic option - producing a formal restoration report. Not only would this better fit the abilities and time resources of the Candidates, it would also be more relevant, since Certified Restorers are asked to prepare formal reports from time to time.

PURPOSE AND SCOPE

The purpose of the Formal Report is to provide an authoritative, documented description of a specific incident or a similar occurrence involving damage. For the CR Program, the report should document the entire incident and the cost of repairing the damage or adjustment.

The subject of the report should be an actual project encountered by the Candidate in the course of this work. However, names and addresses of the subject property, the true owners, and names of other individuals or business firms should be blanked out or replaced with fictitious names and addresses.

In preparing the report, Candidates are required to develop and present the Formal Report as if it would be submitted as an exhibit in a trial, and be read and evaluated by persons who have no knowledge of the specific case or of damage repair in general. The Report must be complete, authoritative, and convincingly substantiate the scope of damage and the cost of the repairs.

TOPIC SELECTION

As mentioned, the final stage of the CR Certification process is submitting either a Formal Report or Thesis.

1. Theses are permitted when the CR Candidate has special knowledge of some area (such as Xactimate, fiberoptic transmission lines, organic chemistry, etc.)
 - a. Prior to beginning, the thesis topic must be cleared in advance by the main CR Instructor so as to establish topic relevancy and the Candidate's special qualifications.
2. The alternative is a formal report based on a project the CR Candidate has completed. The Formal Report must follow the guidelines listed below.

SUBMISSION GUIDELINES

Candidates must follow these guidelines in preparing their Formal Report for the Certified Restorer Program.

1. The report must be complete, professionally phrased, attractively presented, and free of spelling, grammatical, typographical or any other errors and free of PR and self-promotion of any kind.
2. Reports submitted as part of the Certified Restorer requirements become the property of RIA and may be used by the association for purposes of promoting the CR Program.
3. Reports cannot be returned once they have been accepted by the program.
4. Questions about the Formal Report should be addressed to RIA.

REQUIRED COMPONENTS OF THE REPORT

1. TITLE PAGE
2. TABLE OF CONTENTS
3. RESTORER'S STATEMENT
4. INTRODUCTION
5. BACKGROUND
6. INVESTIGATION
7. INSPECTION
8. SCOPE OF REPAIRS
9. SPECIFICATIONS AND PRICE
10. PRICE BASIS
11. CONCLUSION
12. PHOTOGRAPHS
13. DIAGRAMS AND DOCUMENTS
14. RESTORER'S PROFESSIONAL BACKGROUND & CREDENTIALS

SUBMISSION OF FINAL REPORT

1. **Candidates are required to submit their Final Report in pdf format via email to: chereth@restorationindustry.org.**
 - a. The document must include all aspects of the Final Report, including photos and estimates, if applicable.
 - b. The Final Report must be created in the Microsoft Office suite of programs, i.e. Word, PowerPoint, etc.
2. **Deadline for submission: Final Projects MUST be submitted by the last day in December.**
3. If the Final Report is too large to send electronically, the document can then be saved on CD and mailed to the RIA office, along with a hard copy of the Final Report. Please send to the attention of Cynthia Hereth.
4. *Candidates who do not submit the Formal Report in the above stated format forfeit the review process.*
5. *RIA is not responsible for making copies of the Candidate's Formal Report.*