

RIA ADVANCED CERTIFICATION RENEWAL PROCEDURES

1. RIA Certificants must accrue 4 points (= **approximately 26 educational contact hours**) of continuing education within a 3-year cycle.
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.

DOCUMENTATION REQUIRED WITH CEC SUBMISSION

Categories 1, 2, 3, 4: Include 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 5: **Speaker / Instructor:** Include letter from the sponsor or coordinator confirming your teaching, duration of program, and information presented.

Category 6: **Articles:** A copy of the article must be provided to confirm length and publication dates.

Category 7: **Leadership Participation:** Include formal letter outlining and verifying participation on said Council, TF or Committee.

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
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 <ul style="list-style-type: none"> • RIA Annual Spring Convention & Exhibition • RIA Fall Two-Day Conference or Event 	CECs 2 credits 2 credits
Category 2:	RIA®-sponsored courses, seminars or classes <ul style="list-style-type: none"> ▪ One-day course (6-8 hours of instruction) ▪ Two-day course (14 – 16 hours of instruction) ▪ 3 - 4 day course (24+ hours of instruction) 	1 credit 2 credits 3 credits
Category 3:	College Courses <ul style="list-style-type: none"> • This may include courses such as building science, project management, construction, or any related topics to the CR, WLS or CMP certifications <ul style="list-style-type: none"> ○ <i>1.0 maximum credits awarded for this category within a 3-year cycle.</i> 	1 credit
Category 4:	Non-RIA® industry-related or related technical/business courses <ul style="list-style-type: none"> • This may include courses/events from groups such as IICRC, IAQA, ACGIH, AIHA, etc. <ul style="list-style-type: none"> ○ <i>1.0 maximum credits awarded for this category within a 3-year cycle.</i> 	.5 credit
Category 5:	Speaker / Instructor <ul style="list-style-type: none"> • RIA® Event: 50-minute or more Presentation plus preparation time • Non-RIA event: 50-minute or more Presentation plus preparation time <ul style="list-style-type: none"> ○ <i>Limit of 1 submission from this category awarded per cycle.</i> 	1 credit .5 credit
Category 6:	Published Technical Writings <ul style="list-style-type: none"> • RIA's <i>Cleaning & Restoration Magazine</i>: Published article must be approximately 1000 words or more. • Industry magazines: Published article must be approximately 1000 words or more. 	1 credit .5 credit
Category 7:	Participation in RIA Association Leadership & Governance <ul style="list-style-type: none"> • RIA Councils, Special Task Forces, Planning Committees <ul style="list-style-type: none"> ○ <i>1.0 maximum credit awarded for this category within a 3-year cycle.</i> 	1 credit
Category 8:	On-line learning courses <ul style="list-style-type: none"> • RIA will accept no less than a minimum submission of 4 hours of online learning <ul style="list-style-type: none"> ○ Certificants 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. 	.25 credit = 4 hrs
Category 9:	Special awards or recognition given by RIA or other industry organization <ul style="list-style-type: none"> ○ <i>1.0 maximum credit awarded for this category within a 3-year cycle.</i> 	.5 credit
Category 10:	RIA® Brown Bag Lunch Webinars and RIA® Workplace Webinars <ul style="list-style-type: none"> • One (1) CEC awarded for 4 (four) RIA Webinars (attendance verified through registration). <ul style="list-style-type: none"> ○ <i>2 (two) maximum credit awarded for this category within a 3-year cycle.</i> 	.25 credit per 1-hr webinar

The RIA reserves the right to amend all policies and procedures governing mandatory continuing education.



2011 Continuing Education Credit (CEC) 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 _____

Return to: RIA®, Attn: Certification Department, 12339 Carroll Avenue, Rockville, MD 20852

Tel: 301-231-6505, Fax: 301-231-6569, Email: certification@restorationindustry.org

Notice: For 2012, RIA will introduce a revised continuing education credit (CEC) submission structure based on hours earned within a 3-year cycle. More information will be announced through Newsbreak and C&R Magazine.

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