RIA Advanced Certification Pathway

9. RIA Staff, upon notice from the Advisors that the final report or research project has been official approved, adds the new Certificant to RIA database system with their new Certificant number.

New Certificants certification begins the date they are approved; however their 3-year cycle begins based on their approval date. Jan-June begin at the 1st of the current year; July – Dec begin the following year.

8. Approval of Final Report or Project and Approval from the Certification

10. RIA Staff, upon notice from the Advisors that the final report and/ research paper has been approved, notifies Certificants of their acceptance as a new Certificant and sends all pertinent data such as #, forms, and information on Induction Ceremony. While the Induction Ceremony is a time-honored tradition, it is not mandatory for the Certificant to attend.

7. Completion & Submission of Final Report, Capstone Project or Final

6. Sit for the Certification Exam; RIA passing score: 80% or better

5. Attendance at RIA Certification School

4. Attend pre-requisite courses

3. Applicant is given a Background check and Acceptance into Certification Program

2. Applicant submits Application & appropriate documentation to RIA for review. Director reviews application, pre-requisite courses, verification of work experience, estimates and Staff processes payment of $150 non-refundable processing fee.
Applicant is either accepted or counseled on further action.

1. Applicant either contacts RIA about advanced certification OR individual registers for a course that is a pre-requisite course and RIA Staff advises them about the focus of the course and emails appropriate RIA Advanced Certification Application, and briefly explains requirements for the application process.
All six certifications' Applications and submission processes are posted on RIA's website.