



# CEC CONTACT HOUR SUBMISSION POLICY

## RIA ADVANCED CERTIFICATION RENEWAL POLICY

- The Restoration Industry Association (RIA) requires all Certificants to document and submit evidence of professional development activities during their current three-year certification cycle.
- All RIA Certifications require 48 Continuing Education Contact Hours (CECs) contact hours within the current 3-year cycle.
  - CECs can be applied simultaneously to all active RIA certifications held by a single individual.
  - Certificants with more than one certificate expiring in the same year need to complete the tracking form only once.
  - CEC contact hours exceeding the 48 EC Hour requirements within a 3-year cycle cannot be “carried over” into the next certification cycle.
  - Certificants may combine education credit opportunities from any on the table below to achieve 48 contact hours.
- CEC activity must be documented. Acceptable forms of documentation must be attached to the application and may include: attendance certificates, paid receipts attached to a brochure or flyer describing the class, copy of ID badge along with class description, etc. See specifics for each Category under “Documentation Required with CEC Submission.”
- Payment of the non-refundable Certification Renewal Fees is required for recertification.
- RIA membership is not a requirement of certification or certification renewal.

CATEGORY	ELIGIBLE EVENTS	ELIGIBLE CEC	DOCUMENTATION
<b>CATEGORY 1</b> Live or Online Education Events (includes RIA & Non-RIA) Unlimited contact hours can be submitted from this category per 3-year cycle.	1) Convention/Conference, Summits, Courses, Seminars, or Classes 2) Workshops 3) Webinars and online training programs	4) Up to 6.5 contact hours per full day with documentation; maximum 6 without documentation for full day event. 5) 1 contact hour per hour in workshop 6) 1 contact hour per 1 hour online	Certificate of Completion or Proof of Attendance with course hours listed.
<b>CATEGORY 2</b> Technical, Community, or College-related Courses Limit of 27 contact hours can be submitted from this category per 3-year cycle.	1) Courses from, but not limited to: college, community or technical college specialty courses pertaining to building science, project management, construction, business, LEED, OSHA, any course related specifically to restoration or cleaning topics. 2) Non-RIA professional or industry Certifications related to restoration and/or cleaning topics. Must be achieved within the	1) Up to 9 contact hours per course 2) Up to 9 contact hours per certificate	Transcripts; Certificate of attendance or completion with course dates identified
<b>CATEGORY 3</b> Participation in RIA Association Leadership & Governance Limit of 18 contact hours can be submitted from this category per 3-year cycle.	Includes active participation on RIA Councils, Board of Directors, Committees, Task Forces, Peer Reviews, or Sub-Committees.	6 contact hours per calendar year	Formal letter from RIA outlining and verifying volunteer activity and dates of service
<b>CATEGORY 4</b> Other Industry Involvement Limit of 12 contact hours can be submitted from this category per 3-year cycle.	1) Speaker/Instructor: 50-minute or more Presentation plus preparation time. 2) Published Technical Writings: published article must be approximately 1000 words in length.	3) 3 contact hours per session 4) 3 contact hours per article	Letter from sponsor or coordinator confirming teaching, duration of program, and information presented; Copy of published piece with publication date
<b>CATEGORY 5</b> Humanitarian / Volunteer Work Limit of 18 contact hours can be submitted from this category per 3-year cycle.	Receive recognition for humanitarian work either in the United States or abroad. Includes charitable work done outside the confines of a company-sponsored or work-related job. Habitat for Humanity, hurricane, flood, natural disaster relief work, and other humanitarian / volunteer work accepted.	6 contact hours per calendar year	Document educational, restoration or technical involvement. Provide RIA with a copy of your itinerary, a letter from the sponsor, and a trip report.



# CEC RENEWAL TRACKING FORM

CERTIFICATIONS:  CR  WLS  CLS  ERS  FLS  CMP

NAME	CERTIFICANT #	YRS CERTIFIED
COMPANY		
ADDRESS		
CITY	STATE	ZIP
PHONE	EMAIL	

Name of event or activity	Location
Sponsoring organization	
Date(s) attended	CECs Earned

Name of event or activity	Location
Sponsoring organization	
Date(s) attended	CECs Earned

Name of event or activity	Location
Sponsoring organization	
Date(s) attended	CECs Earned

Name of event or activity	Location
Sponsoring organization	
Date(s) attended	CECs Earned

**Please attach applicable documentation for each submitted activity for verification purposes.**

By submitting this document, I agree to:

- Abide by all local, state and Federal regulations related to my profession.
- Comply with the CR, WLS and/or CMP Code of Ethics and Conduct and pledge myself to the highest ethical standards. Restrict my use of the certification to the activities for which certification has been granted.
- Refrain from using the certification in such a manner as to bring the RIA or the certification into disrepute.
- Refrain from using the certification in a misleading manner or making any statements regarding the certification which the RIA may consider misleading or unauthorized.
- Understand that the certificate remains the property of the RIA.
- Discontinue the use of all claims to the certification in the event that it is expired, suspended or withdrawn and to return the certificate promptly to the RIA.
- Indemnify and hold harmless the RIA and all its agents and employees from and against any liability whatsoever in connection with this application and/or the granting of or failure to grant re-certification.

Non-compliance with any of the above could result in RIA revoking my certification. I understand that RIA reserves the right to amend all policies and procedures governing mandatory continuing education.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_