



Policy on Evaluation of Alternative Prerequisite Course Submissions

I. Purpose

To establish a standardized and transparent process for evaluating requests to substitute alternative training or education experiences in place of formal RIA-recognized prerequisite courses for advanced designation programs (WLS, FLS, CLS, ERS). This policy ensures the integrity of the designations while providing flexibility for qualified professionals with equivalent learning or industry experience.

II. Eligibility for Alternative Prerequisite Consideration

Learners actively pursuing an RIA Designation may request an evaluation of an alternative course or professional training experience if they meet the following conditions:

- The alternative course directly aligns with the subject matter of the required prerequisite (e.g., building science, content theory, project management).
 - Documentation of the course learning objectives and syllabus must be provided for consideration.
 - If the course was previously completed, documentation that the certificate has been maintained or has been completed within the last 5 years.
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III. Submission Process

To request consideration of an alternative prerequisite, the learner must complete the *Alternative Prerequisite Submission* form. Your information must be organized and clear so the evaluation team can assess and evaluate the documents accordingly. Please label your documents and uploads.

Required Documentation:

1. Completed **Alternative Prerequisite Request Form** (RIA-provided, web-based)
2. A course's comprehensive syllabus, curriculum, or learning objectives (RIA to develop pre-requisite catalog with learning objectives for each prerequisite)
3. School and instructor information

4. Course length, contact hours (must be the same contact hours or more for the listed prerequisite)
5. A short written statement that communicates thoroughly how the course aligns with the corresponding RIA prerequisite learning objectives and designation path (Link CR Body of Knowledge & Pre-requisite catalog of learning objectives as a resource)

Submission Deadline:

Requests must be submitted at least **90 days prior** to the course registration deadline for the intended designation course

IV. Evaluation Criteria

All submissions will be reviewed by a subcommittee (of at least three volunteers from the Education Committee, majority rules) of the RIA Education Committee using the following criteria:

- Alignment with technical competencies and knowledge domains of the corresponding RIA prerequisite and the Certified Restorer Body of Knowledge
 - Quality and structure of course delivery/modality (instructor-led, assessments, applied learning)
 - Relevance to current restoration industry practices
 - Review of Contact hours (amount of instruction hours, depth- must be comparable or more to the current pre-requisite listed)
 - Credibility of the education provider (e.g., accredited institution, recognized industry partner)
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V. Decision Process

- Submissions will be reviewed within 3–4 weeks of receipt.
 - The Education Committee may approve, deny, or request additional documentation.
 - Decisions will be communicated in writing and are final.
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VI. Approval Outcomes

- **Approved as Equivalent:** Learner may proceed with the designation pathway.
 - **Not Approved:** Learner must complete the official RIA prerequisite course.
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VII. Recordkeeping & Appeals

RIA will maintain internal records of all approved alternative prerequisites to guide future decision-making. Appeals may be submitted in writing within 10 business days of a denial and will be reviewed by the full Education Committee.