

Formal Report

The CLS requires both a formal report after successful completion of the CLS exam. Candidates have 180 days from the date of the CLS course to submit their formal report. While Formal Reports may be submitted at any time within the designated timeframe, if a candidate wants to participate in the formal Induction Ceremony held at RIAs annual convention, they must submit their report no later than 30 days before the convention starts. All reviews are done on an “as-submitted basis” throughout the year with credentials given upon acceptance. All Formal Reports become the property of RIA and may or may not be published in part or in entirety in the association’s Cleaning and Restoration magazine (C&R).

The written portion of the report should be at least 2000 words double-spaced. Formal reports should be based upon an actual project, whether performed by the candidate or not.

Reports must be submitted via email to IICRC at RIAHelpdesk@iicrcnet.org. The report will then be reviewed, and you will receive an email notification as to whether or not it has been approved.

Report content must be as follows:

1. Title page
2. Candidate statement
3. Introduction
 - a. Information should include reference to:
 - A. The property
 - B. Building or Homeowner
 - C. Building Manager
 - D. Insurance Company
 - E. Insurance Adjuster
4. Background Information
 - a. Description of property
 - b. Description of damage
5. Investigation and discovery
6. Occupant details
7. Inspection
8. General description of the work that was performed
9. The sequence of events
10. Scope of cleaning and restoration
 - a. A summary of the equipment and labor that was used
11. Estimating and Invoicing
12. Specifications and price
13. Price basis
14. Conclusion

15. Photographs

- a. Picture Documentation must include “before and after”
- b. Pictures of the contents
- c. Diagram of building showing affected areas and other significant features
- d. Value of contents restoration. What did you save, what value proposition did the contractor bring to the owner/insurance group?

16. When incorporating photos into the Formal Report, it is best to place them throughout the body of the paper by the appropriate section.

17. Each photo must be labeled with identifying caption and /or copy explaining the specifics of the situation being described

18. Photos must be cropped and sized appropriately for the Formal Report

19. Diagrams and documents such as estimates, floor plans, inventory sheets, etc.

a. Reports should be presented as an “integrated report” that include invoices, photos and not as separate documents/attachments to the actual report itself.

20. Candidate’s professional background & credentials

21. Page numbers throughout the document

22. References noted in correct format and style

FORMAL REPORT TOPIC AND APPLICATION

Please complete the [APPLICATION HERE](#) including the section of your topic and return to the CLS Course Facilitator/Instructor during the CLS Certification Prep course.

Have questions about submitting the formal report? Contact IICRC’s RIA Helpdesk Representative, Mona Gaspar at RIAHelpdesk@iicrcnet.org or 844-742-3762.