

# Formal Report

You must submit a formal report to complete the process. The written portion of the report should be at least 2000 words double-spaced. Candidates must submit the report **within 180 days** from completion date of the training course. While the formal report may be submitted at any time within the designated timeframe, if a Candidate wants to participate in the formal Induction Ceremony held at RIA's annual convention, they must submit their report no later than 30 days before the RIA convention date.

**Reports must be submitted via email to IICRC at [RIAHelpdesk@iicrcnet.org](mailto: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.**

## WLS FORMAL REPORT

1. The written portion of the report should be at least 2000 words double-spaced.
2. Candidates have no longer than the second annual RIA convention to submit the report from the date of passing their WLS exam.
3. While Formal Reports and Research Papers may be submitted at any time within the designated timeframe, if a Candidate wants to participate in the formal Induction Ceremony held at RIA's Annual Convention, they must submit their report no later than 30 days before the convention starts.

Formal reports should be based upon an actual project, whether performed by the Candidate or not.

Report content must be as follows:

1. Title page
2. Candidate statement
3. Introduction
  - a. Information should include reference to:
  - b. The property
  - c. Building or Homeowner
  - d. Building Manager
  - e. Insurance Company
  - f. Insurance Adjuster
4. Background Information
  - a. Description of property
  - b. Description of damage
5. Investigation
6. General description of the work that was performed
7. The sequence of events

8. Inspection
9. Scope of repairs
  - a. A summary of the equipment and labor that was used
10. Specifications and price
  - a. Summary of the costs by category
11. Price basis
12. Conclusion
13. Photographs
  - A. Picture Documentation must include “before and after”
    - a. Pictures of the structure and contents
    - b. Environmental conditions temperature, relative humidity and grains
    - c. Affected area, unaffected area, dehumidifier output, HVAC readings, exterior
    - d. Diagram of building showing affected areas and other significant features
    - e. Moisture content of materials, unaffected area
    - f. Moisture content of materials before, during and after the drying process
    - g. Value of drying and restoration. What did you save, what value proposition did the contractor bring to the owner/insurance group?
14. When incorporating photos into the Formal Report, it is best to place them throughout the body of the paper by the appropriate section.
15. Each photo must be labeled with identifying caption and /or copy explaining the specifics of the situation being described
16. Photos must be cropped and sized appropriately for the Formal Report
17. Diagrams and documents such as estimates, floor plans, monitoring sheets, etc.
  - a. Reports should be presented as an “integrated report” that include invoices, photos and documentation logs, and not as separate documents/attachments to the actual report itself.
18. Candidate’s professional background & credentials
19. Page numbers throughout the document
20. References noted in correct format and style

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