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

8. Approval of Final Report / Project & Certification Advisor.

10. RIA Staff, upon notice from the Advisors that the final report and/ research paper has been approved, notifies Candidates 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 / Paper or Capstone Project.

6. Candidate takes Certification Exam; RIA passing score: 80% or better.

5. Candidate attends RIA Certification School or Prep Course.

4. Candidate attends pre-requisite courses, if necessary.

3. Accepted Applicant is termed "Candidate" and may be sent a Diagnostic test to determine their skill and knowledge sets.

2. Applicant submits Application & appropriate documentation to RIA for review.
Application is reviewed along with pre-requisite courses, verification of work experience, estimates processes payment of non-refundable processing fee.
Applicant is either accepted or counseled on further action.

1. Applicant contacts RIA about advanced certification and is counseled / guided on requirements for the over all certification program and related application process.
(All RIA certifications applications and submission processes are posted on RIA's website.)