



# CERTIFIED RUG SPECIALIST® (CRS) CERTIFICATION

## 2010 APPLICATION FOR CANDIDACY

### **Congratulations on pursuing your certification as a Certified Rug Specialist (CRS).**

The objective of RIA's Certified Rug Specialist Certification Program is to raise committed rug specialist to a **master's level of professional ability**. Study addresses all facets of Oriental and specialty rug knowledge and repair, appraisal, analysis and more.



Please carefully read through this document as it contains valuable information you will need as you journey through the process.

**Applicant Status: Certification is for the individual, not the company.** Only individuals can become Certified Rug Specialist, not firms. Vendors who sell goods and services to Restorers, but who do not do rug restoration work themselves, are not in the practice of restoration and are not eligible for the CRS certification.

### **RIA CR CERTIFICATION PROCESS OVERVIEW**

#### **GETTING CERTIFIED: THE STEPS**

**Obtaining an advanced certification is a PROCESS – a combination of many steps to complete the required course of study. The following steps are part of that process:**

1. Complete the Application & submit for review; Applicants will be advised via email of their acceptance into the CRS Program.
  - o **Submission of the Application begins the process, so do this first.** Applicants can then schedule pre-req courses.
2. Attend pre-requisite courses.
3. Complete self-study reading and research in restoration & related fields, plus ongoing experience in field work.
4. Attend RIA's Certified Rug Specialist (CRS) Certification School.
5. Take the CRS exam. Passing score of 80% or better is required to complete the program.
6. Submit Formal Project.
7. Upon approval of Formal Report and formal notification, Candidate is officially "certified."

#### **PRE-QUALIFYING APPLICATION REQUIREMENTS**

- **Education:** All applicants must hold an equivalent of a high school diploma and attend the pre-requisite courses.
- **Work History:** All applicants to the Certified Rug Specialist (CRS) Program must have a minimum of 3 (three) years of verifiable experience directly related to the specialty rug, carpet or Oriental rug industry.
- **Documentation of Experience:** Experience and field work as a rug and carpet worker, oriental rug worker, project supervisor, estimator, consultant, inspector, rug/carpet company manager, facility manager, or rug/carpet/oriental rug instructor can be used to meet this requirement.
  - o For the work experience portion of the requirements, Applicant must provide documentation of experience including verification of their work claims from company owner/mgr or supervisor.

#### **PRE-REQUISITE COURSE REQUIREMENTS**

Prior to attending RIA's CRS Certification School, all CRS Applicants must have successfully completed the following pre-requisite course(s) and provide verifiable proof of attendance (course certificate):

1. RIA's 3-Day Oriental Rug & Specialty Rug Course **and**
2. Wools of New Zealand mini-certificate course (held during RIA's 3-Day ORS course)

#### **CRS EXAM TERMS, PROCESS & CONDITIONS**

1. Candidates must successfully pass both the CRS written exam **and** the Rug ID with a score of 80% or better, which is held at the conclusion of RIA's Certified Rug Specialist Certification School.

#### **EXAM RETAKE PROCESS**

Candidates who fail the CRS exam may retake the exam by doing the following:

1. The RUG ID exam and written CRS exam may only be taken at the CRS Certification School.
2. Pay a \$150 exam re-take fee
3. Candidates, who fail the retake exam, will be required to retake the entire CRS Certification School.

#### **FORMAL REPORT AND RESEARCH PAPER**

On completion of the CRS Certification School, Candidates must prepare a Formal Report on an approved research topic and submit within 10 months.

1. Candidates must select the topic for their Formal Report and have the topic verified and approved by the CRS Course Instructor during CRS<sup>SM</sup> Certification School week.
  - a. The formal technical report must be suitable for publication (a minimum of 5 pages, double-spaced).
  - b. Formal Report must be turned in on or before November 1<sup>st</sup> of that year.
  - c. Candidates will be notified on or before February 1 if the standard has been met for their Report.



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### AWARDING OF THE CRS CERTIFICATION

1. Only **individuals** become Certified Rug Specialists, not firms.
2. Upon acceptance and approval of the CRS Formal Report, Candidates will be notified and receive their Certification CRS number, and information on all certification items.
3. New CRS Certificants may choose to participate in a formal Induction Ceremony held at the annual RIA convention in March of each year. Certificant's achievements will be acknowledged at that time.
4. If the CRS retires, he/she may apply for "Retired CRS" status.
5. A Certified Rug Specialist can be stripped of the CRS certification for unethical behavior or unprofessional conduct. (i.e. Violation of Code of Ethics or standard Code of Professional Conduct.)

### MAINTAINING CERTIFICATION

#### CONTINUING EDUCATION CREDITS (CECs)

Upon certification, the Certificant must maintain certification by adherence to two major criteria:

- Payment of certification renewal fees
- Acquisition of appropriate continuing education credits.

Below is a brief overview of the CEC process:

1. Cycles for newly inducted CRs begins on the January 1 prior to the date of induction.
2. Payment of certification renewal fee every three years.
3. All RIA continuing education is based on a three-year continuous cycle and based on points. To maintain certification, Certified Restorers must accrue 4 points (equivalent to approximately 26 contact hours) of continuing education within a 3-year cycle by participating in education venues selected from approved CEC Categories.
4. CRs are responsible for timely submission of Continuing Education Credits (CECs) using RIA's CEC Submission document.
5. Membership in RIA is not a requirement of certification.

#### LAPSED or INACTIVE CERTIFICATION STATUS

Certificants whose certification has lapsed will adhere to the following reinstatement requirements:

- LAPSED:** Certificants who have not paid their certification renewal fee and/or submitted the appropriate 4 (four) CECs by the end of their current three-year cycle will be moved to a "Lapsed" status as of the first of the New Year. They will be given a six-month grace period (January 1<sup>st</sup> – June 1<sup>st</sup>) to comply and reinstate their "active" status.
- INACTIVE:** Lapsed Certificants who have not paid the renewal fee and/or have not submitted the appropriate CECs within the six-month grace period will be moved to "Inactive" status on June 1<sup>st</sup> and will need to adhere to current reinstatement guidelines by calling the RIA office.
- INACTIVE:** Lapsed Certificants who have not paid the renewal fee and/or have not submitted the appropriate CECs within the six-month grace period will be moved to "Inactive" status on June 1<sup>st</sup> and will need to adhere to current reinstatement guidelines by calling the RIA office.

**Please retain pages 1 and 2 for your files, as these pages contained important reference information. Return pages 3 – 8. Thank you.**

Submit application and payment to: RIA, Attn: Certification Department  
9810 Patuxent Woods Dr, Ste K,  
Columbia, MD 21046  
Phone: 443-878-1000 • Fax: 443-878-1010 • Email: [info@restorationindustry.org](mailto:info@restorationindustry.org)



# CERTIFIED RUG SPECIALIST® (CRS) CERTIFICATION 2010 APPLICATION FOR CANDIDACY

Date \_\_\_\_\_

Please complete the following application. Upon submission of your CRS Application for Candidacy, estimates and protocols, and credential check approval, please register for your pre-requisite courses. Congratulations on considering this important step in your career.

Applicant name \_\_\_\_\_

Company name \_\_\_\_\_

Business address \_\_\_\_\_

City State/Prov Zip/PC Country

Business phone ( ) Fax ( )

Cell phone ( ) Home phone ( )

Email \_\_\_\_\_

### CRS INITIAL CANDIDACY FEES AND DOCUMENTATION

A one-time non-refundable **Candidacy fee of \$150** must accompany the following:

1. **APPLICATION FOR CANDIDACY:** Candidates must complete and return their Applications for CRS Candidacy for the Certified Rug Specialist Program.
2. **CREDENTIAL CHECK FORMS:** Applicants must authorize RIA and its designated investigative agency to perform credit, civil and criminal background checks. Applicants who fail to be admitted because of this background check will be provided a copy of the report. RIA reserves the right to conduct the background check(s) at any time.
3. **ESTIMATES or PROTOCOLS:** Attach a copy of one (1) rug or carpet project estimate, inspection, or work protocol you have recently done for a restoration project. **Please delete any identifying information to protect client confidences.**

2010 CRS CANDIDATE APPLICATION FEE:     \$150    

TOTAL: \_\_\_\_\_

Charge my:  MC  Visa  AMEX  My check is enclosed

Account # Exp. Date

Name on card (print please) Sec. Code

Signature \_\_\_\_\_



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### PRE-QUALIFYING EDUCATION REQUIREMENTS

All Candidates must hold an equivalent of a high school diploma. Please list your educational activity below

Level	Name	City/State	Years Attended	Degree	Field of Study
High School			to		
Technical Institute			to		
College/University			to		
Post-Graduate			to		

Prior to attending RIA's CRS Certification School, all Applicants must successfully complete the current required pre-requisite courses. Applicants must include copies of verifiable Certificates of Attendance for all pre-requisite courses attended and submit those with their Application for Candidacy.

	Pre-requisite Course Provider	Course Title	Date/Location of Course
Oriental & Specialty 3-Day			
Wools of New Zealand			

### WORK HISTORY

All Candidates to the Certified Rug Specialist (CRS) Program must have a minimum of 5 (five) years of verifiable rug experience.

How many years have you been involved in oriental & specialty rug cleaning? \_\_\_\_\_

What percent of your current business is directly related to oriental & specialty rug cleaning? \_\_\_\_\_

In which year did you begin cleaning oriental & specialty rugs? \_\_\_\_\_

### QUALIFIED WORK EXPERIENCE

Experience and field work as a rug and carpet worker, oriental rug worker, project supervisor, estimator, consultant, inspector, rug/carpet company manager, facility manager, or rug/carpet/oriental rug instructor can be used to meet this requirement. Candidate must provide documentation of experience (resume) and have sign-off from company owner/mgr or supervisor. Please attach to Application for Candidacy.

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



# CERTIFIED RUG SPECIALIST® (CRS) CERTIFICATION 2010 APPLICATION FOR CANDIDACY

## BACKGROUND DATA

Have you ever been convicted of a felony?  Yes  No

If YES, please explain:

Have you ever filed for bankruptcy?  Yes  No

If YES, please explain:

Do you have any outstanding judgments against you?  Yes  No

If YES, please explain:

Have you ever had any license suspended or revoked?  Yes  No

If YES, please explain:

Has your right to do business in any locality ever been suspended or revoked?  Yes  No

If YES, please explain:

## CHECKLIST FOR CRS APPLICATION SUBMISSION

- ✓ Completed CRS Application
- ✓ Non-Refundable Application Fee
- ✓ Copies of Pre-Requisite Course Certificate of Completion
- ✓ Course Transfer Fees (If Applicable)
- ✓ Documentation of Experience (Estimate, Etc.)
- ✓ Signed Credential Check Release Form

1. Please retain a copy of this application for your records.
2. Retain pages 1-2 for your files, as these pages contained important reference information.
3. Return pages 3 –7.
4. All pre-requisite courses must be completed prior to attending the 2011 CRS Course.
5. Reminder about Certificates of Pre-requisite course completion:
  1. If Applicant already has completed the pre-requisite course in the past, simply attach a COPY of the Course(s) Certification of Completion to the CRS Application and submit with other required documentation.
  2. If Applicant has yet to complete the pre-requisite course, email copies of the Course(s) Certification of Completion upon completion of the actual course.

Submit application and payment to: RIA, Attn: Certification Department, 9810 Patuxent Woods Dr, Ste K, Columbia, MD 21046  
Phone: 443-878-1000 • Fax: 443-878-1010 •Email: [info@restorationindustry.org](mailto:info@restorationindustry.org)



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### AFFIDAVIT

I attest that I read all elements of the application and understand them and that I have completed this application fully and accurately. I understand that acceptance into the **Certified Rug Specialist Program** is contingent on the information provided herein. By my signature below, I grant the Restoration Industry Association (RIA) and its agents permission to contact references and previous employers listed herein as well as to obtain credit, civil, and criminal background information.

I further agree to the following terms and conditions which become applicable and enforceable upon my acceptance into candidacy for the Certified Rug Specialist designation and which shall not expire:

I agree that my name may be published as part of the CRS Candidate program.

**I understand and agree to abide by the rules of the Certified Rug Specialist (CRS) Program and will conduct myself in a manner that will reflect credit on the program and my fellow restorers.**

**I understand and agree that the Certified Rug Specialist (CRS) program, its rules and procedures, and any and all elements of the program may be changed at any time by the program sponsor in the sponsor's sole and unfettered discretion.**

**I understand and acknowledge that a Certified Rug Specialist (CRS) can be stripped of his /her CRS certification for unethical behavior or for unprofessional conduct that discredits the Certified Rug Specialist program.**

I understand that written course materials provided are for my personal use only; they remain the property of the CRS program and its course providers. I will not, nor will I permit others to, abstract, reproduce, distribute, or otherwise employ these materials for personal use. I will accept and abide by the rulings of the Certification Committee in all matters pertaining to both my candidacy in the **Certified Rug Specialist (CRS) Program** and in the future administration of the program's affairs.

I agree that "**Certified Rug Specialist**" is a registered trademark and remains at all times the property of the program sponsor, Restoration Industry Association, and that my use of the terms "**Certified Rug Specialist**" and "**CRS**" are subject to all usage terms and conditions as established by the program sponsor which shall include, but are not limited to, the following: i) only individuals who have been approved by RIA® may represent themselves as a "Certified Rug Specialist"; ii) that the "Certified Rug Specialist" is a mark of individual achievement and may not be used in any manner that creates an implied accomplishment of a company or business; iii) that the appropriate display of the "CRS" abbreviation is immediately following the Certificant's name; iv) that the certification shall not be ever used without connection to the Certificant's name and it may not be used as an adjective or pronoun.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### RIA CODE OF ETHICS

As providers of property damage restoration, remediation and cleaning services to the public, we subscribe to the following principles in our relationships with customers, employees and business associates:

- To treat our customers and their property with care and respect.
- To provide professional service in accordance with high standards of practice that will, where possible, restore the customer's property to its pre-damaged or pre-soiled condition.
- To operate in a manner consistent with ethical principles and sound business practice.
- To be proficient in our work through ongoing participation in education and training.
- To provide our customer with accurate information concerning the scope of work required and its costs, maintaining strict impartiality in our professional opinions.
- To disclose to the customer any connection we may have to their insurer or any other interested third party.

*Adopted June 20, 2006 RIA Board of Directors*

*I have read and understand the requirements as set for by RIA regarding the association's Code of Ethics. By signing this document, I attest to abiding by and adhering to these standards in my daily business and professional practice.*

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### CREDENTIAL CHECK AUTHORIZATION AND RELEASE

**In connection with my application to RIA for the Certified Rug Specialist Program, I understand that information may be requested as to my character, credit, criminal history, and other public records. I agree that any false information provided by me in support of my application may cause my application to be denied.**

**I understand that I will be evaluated for admittance to the program in accordance with the written procedures of the Certified Rug Specialist Program and that I will be given the opportunity to review and respond to any information which might adversely affect my CRS candidacy.**

I hereby authorize and release from all liability without reservation, RIA, Credential Check Corporation and any law enforcement agency, administrator, state/federal agency, institution, prior or present, insurance company or person gathering or furnishing the above information.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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## CRS CERTIFICANT INQUIRY RELEASE



*In connection with, and for the duration of my certification (or independent contract for services) with The Restoration Industry Association (RIA) (Company), I understand that investigative background inquiries are to be made by RIA or its third-party designee on myself including consumer, criminal, driving, and other reports. These reports will include information as to my creditworthiness, character, work habits, performance and experience along with reasons for termination of past employment from previous employers. These reports and records will be used for the purposes of making decisions to accept me into the RIA certification program or investigating certain incidents. Further, I understand that you will be requesting information from various federal, state and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences as well as claims involving me in the files of insurance companies. The aforementioned reports, records and information are hereinafter referred to as "Background Information".*

*To the extent such inquiries and requests of Background Information constitute "Consumer Reports" under the Fair Credit Reporting Act, 15 U.S.C. §1681 et seq., then such inquiries and requests of information shall be in compliance with the Fair Credit Reporting Act, 15 U.S.C. §1681 et seq. (the "FCRA"), to the extent applicable. Pursuant to Section 606(b) of the FCRA, I may make a written request to you within days of the date of this release to make a complete and accurate disclosure of the nature and scope of any investigation which may be governed by the FCRA. You will make the disclosure in writing mailed, or otherwise delivered, to me not later than five (5) days after the date you receive my request for such a disclosure. If a decision not to employ, continue employment, or contract for services is contemplated because of the contents of a Consumer Report governed by the FCRA, then pursuant to Section 604(b)(3), I will receive a free copy of such Consumer Report and a summary of my rights as a consumer under the FCRA, a copy of which is attached hereto.*

*I understand and agree that the Background Information is of material importance to RIA® and that if I have given any false information, or I have omitted any material facts under any circumstances, I may not be accepted into RIA®'s certification program, or if accepted, I may be discharged immediately upon discovery of such false statements or omissions, regardless of how much time has passed between the date of my hire and the discovery of such misrepresentations, in the sole and absolute discretion of RIA®.*

*I hereby request that all references listed on my application, or the custodians of the Background Information, give all information concerning my previous employment and/or pertinent information they may have, personal or otherwise, to RIA® and I hereby consent to the release of such Background Information and release all such parties from all liability for any damage that may result from the furnishing of same to RIA® or third party designee.*

*I authorize, without reservation, any party or agency contracted by RIA® to furnish the above mentioned information:*

### PLEASE PRINT

(First)	(Middle)	(Last)	(Maiden Name or Alias)
Current Address:			
City	State	Zip	
Date of Birth	Social Security Number		
Driver's License Number			State Issued
Applicant's Signature			Date

### California, Minnesota & Oklahoma Applicants Only:

Please check here to have a copy of your consumer report sent directly to you by Credential Check at the address listed above.