

Certified Instructor (CI)
Independent Operator

Application



International Window Cleaning Association

About CI

The International Window Cleaning Association (IWCA) awards the Certified Instructor designation to individuals who have demonstrated their commitment to the window cleaning industry through their accomplishments in leadership of the industry, continuing commitment to its educational programs and participation in the IWCA and other industry organizations – above and beyond the call of duty. The Independent Operator program is for anyone or company who plans to make money off of the certification course training rather than train directly for the IWCA and all monies going back to the IWCA.

IWCA's CI program is designed for the window cleaning and/or safety training professional who is dedicated to providing the most current safety training education to any and all window cleaning professionals, but who does not participate in field work every day. The CI is a 3 year renewal of 30 PDU requirements and \$500.

Prerequisites:

- Complete the Training Specialist Certification Requirements
- Co-Teach 1 or more IWCA Safety Trainings with IWCA Safety Director
- Complete another Certified Window Cleaner exam (If you have taken Route/Residential, complete a second one in Commercial Ground Based, RDS, Suspended Scaffold, etc.)
- Earning at least 85 points through association memberships and other training
- \$500 application fee.

By earning the CI designation, an individual reaffirms his or her commitment to the importance of proper safety and training for those working within the window cleaning and exterior building maintenance fields.

Points Toward Certification

In addition to the successful completion of IWCA Safety Certification, candidates must accumulate a minimum of 85 additional points by providing documented evidence of their expertise and/or involvement in their overall industry. These points may be earned through membership in other industry related organizations and completion of additional safety courses as indicated on the application form.

IWCA CI Application

The information on this application will be used to evaluate your candidacy for the Certified Instructor (CI) designation. Please complete all information. Incomplete applications will be returned.

IWCA Fees and Percentages

IWCA reserves the right not to allow the individual expense per participant to exceed \$400 per individual per day. The IWCA will also be entitled to and recoup 15% of each individual's cost who attends the IWCA Sanctioned Certification before Individual Certificates will be dispersed to participants.



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Certified Instructor (CI)

Independent Operator Application

Return this application to IWCA along with proof of completion of the required courses (or exemption documentation).

<i>First Name</i>		<i>Last Name</i>	
<i>Company Name</i>			
<i>Company Address</i>			
<i>City</i>	<i>State</i>	<i>Zip Code</i>	
<i>Phone</i>			
<i>E-mail</i>			
<i>Position in Company</i>		<i>Since What Year</i>	
<i>Please provide a brief biography or attach such to this application:</i>			
<i>The signature below is that of the individual seeking qualification for the "Certified Instructor" (CI) designation. By signing this application, the person seeking this CI designation is noting that the information is true and accurate to the best of his/her knowledge.</i>			
<i>Applicant's Signature</i>		<i>Witness</i>	
<i>Date: _____</i>		<i>Date: _____</i>	
Application Fee for 3 year Certification: \$500 (Renewal 30 PDU's plus \$300)		<input type="checkbox"/> <i>Check Number</i>	<input type="checkbox"/> <i>Credit Card</i>
<i>Credit Card Number</i>	<i>Exp. Date</i>	<i>CardCode</i>	
<i>Credit Card Signature</i>			



CI Point System

Based on the point system below, please indicate which activity you are submitting for points by checking the boxes next to the activity.

In addition, you will need to submit the appropriate paperwork to prove your attendance, etc. for each item. For example, if you have completed OSHA 10 training, you will need to provide a copy of the certificate and/or card with the rest of your paperwork. If you've attended a safety training course, please submit your certificate of attendance. No more than 25 (when possible) of the points can be from any one category.

To qualify, applicant must earn a total of 85 points plus Co-Teach an IWCA Safety Training with the IWCA Safety Director with an approval evaluation signed off from the IWCA Safety Director.

IWCA

Membership in IWCA-1 point for each consecutive year a member, Not to exceed 10 points (Note years as member _____)..... **10 pts**
(Must be able to be verified by IWCA Management Office)

IWCA Convention Educational Sessions Not to Exceed 10 points **10 pts**
(Must be able to be verified by IWCA Management Office)

Record of Service on the BOD of the IWCA for at least 3 years (Note years as Member of BOD _____)..... **10 pts**
(Must be able to be verified by IWCA Management Office)

SIA

Complete and Previously Pass Scaffold Industry Association (SIA)
 Supported Scaffold Program and Exam..... **25 pts**
 Suspended Scaffold Program and Exam..... **25 pts**
(Must provide copy of certificate and/or card)

OSHA

Complete and Previously Pass OSHA 10 Course..... **10 pts**
(Must provide copy of certificate and/or card)

OR

Complete and Previously Pass OSHA 30 Course..... **30 pts**
(Must provide copy of certificate and/or card)

SPRAT/IRATA

SPRAT or IRATA Certification-Level 1..... **25 pts**
(Must provide copy of certificate and/or card)

OR

SPRAT or IRATA Certification-Level 2..... **35 pts**
(Must provide copy of certificate and/or card)

Memberships

Membership in SIA, BOMA, IFMA, IREM, PWNA, BSCAI, SWRI, IRATA, SPRAT, ASSE, ISFP, ISSA. 5 pts per association, not to exceed 15 **15 pts**
(Must provide copy of current membership certificate or documentation)

Other Training Courses

Complete Boom/Scissor/Lift Safety and Training Course **8 pts**
(Must provide copy of certificate and/or card)
 Complete AND Co-Teach IWCA Safety Training Course **MANDATORY 8pts**
 Other Safety Programs approved by the IWCA Board of Directors..... **10 pts max**
(must submit program for approval)

CampusIWCA

Complete Foundations: Window Cleaning Starts Here..... **4 pts**
Complete Water-fed Pole Safety and Efficiency/Technique..... **2 pts**
Complete OSHA WWS Presentation..... **1 pt**
Complete Plan Ahead for Safety..... **4 pts**
Complete Rope Descent Systems..... **6 pts**

Total Verifiable and Approved Points (85 Points Minimum)..... **_____ points**

Submission

Please note that the designee shall submit all copies of certificates/cards documentation for each category to the IWCA office at:

IWCA Headquarters

7918 Jones Branch Dr.,
Suite 300 McLean, VA
22102

If you have any questions, please contact us at 800.875.4922.

Certificates/Cards and other documentation will be reviewed and verified by a staff member for authenticity. If all documents are in order, a Numbered Certificate will be prepared for and sent to the recipient directly. Special recognition will be made at the

Annual IWCA Convention each year to any or all recipients of this award at the closing ceremony; where an award presentation will be made.

The Certified Instructor (CI) is a 3 year renewal of 30 PDU requirements per 3 year period and \$300.

Recipient is recognized for their achievement in their industry and therefore the person receiving this honor will be able to officially add this "CI" initials to the end of their name. Eg. John Doe, CI

Reminder: You must provide authentic photo copy (no originals necessary) attachments for all areas noted above, where copies of documentation is required.

For information on IWCA contact headquarters:

International Window Cleaning Association
7918 Jones Branch Dr., Suite 300 McLean, VA 22102



IWCA Staff Member Official Verification Signature

Date