

International Window Cleaning  
Association Certified Instructor (CI)

# Application



International Window Cleaning Association

# About Certified Instructors

The International Window Cleaning Association (IWCA) grants the Certified Instructor designation to individuals who have demonstrated their continuing commitment to IWCA educational efforts and participation in the IWCA safety and training programs. It may be granted to individuals who have demonstrated the same commitment and participation in other industry organizations as it pertains to the safety and training of workers in specialized fields or who use specialized equipment and techniques.

The Certified Instructor program is for any individual or company who desires to deliver the IWCA Safe Practices for Rope Descent Systems (RDS) or OSHA 1910 Safety Training for Window Cleaners and will charge a trainer/evaluator fee for money for the certification course training, and pay the required fees to the IWCA for each person trained or evaluated.

With regards to Authorizing or Certifying workers in the Safe Practices for Rope Descent Systems; only an IWCA Certified Instructor may train to IWCA RDS Standards and agrees the IWCA is the only body enabled to issue Authorization or Certification of Rope Descent System Operators. A CI agrees to use all course content, testing and evaluation methods developed or approved by the IWCA for Safe Practices for RDS. Additionally, the CI shall deliver the names of all trained or evaluated students to the IWCA for processing of certificates and logging into the IWCA database.

Prerequisites:

- Minimum 7 years in the window cleaning or building maintenance industries.
- Minimum 5 years providing training and or instruction to building maintenance technicians.
- Employed by a company or as an individual with membership in the IWCA in good standing.
- Successfully pass the IWCA OSHA 1910 Safety Training Program.
- Successfully pass the IWCA Authorized Rope Descent System Operator Program, or
- Successfully passed other On Rope training programs with approval by IWCA CI.
- Teach or Co-Teach One (1) or more IWCA Safety Trainings with IWCA CI.
- Be successfully evaluated for their training abilities by an IWCA C.I
- Approval by the IWCA Board of Directors.

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Applicants shall also provide verifiable documentation as required on page 4 of this application.

Upon being granted 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.

IWCA CI's are required to uphold the mission statement and code and ethics of the Association.

IWCA CI's are required to pay license fees to IWCA for each training provided.

IWCA CI's are required to pay an annual fee to the IWCA to uphold their Certified Instructor Designation

IWCA CI's are expected to promote IWCA Safety Training.

An IWCA CI cannot authorize or certify employees who they may be related to or who are working under their direct oversight.

An IWCA CI shall serve on the IWCA Education Committee.

IWCA CI's shall undergo annual performance reviews by the IWCA.



International Window Cleaning Association Certified Instructor (CI)

## Certified Instructor 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 resume and attach to this application:</i>			
<p><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></p>			
<i>Applicant's Signature</i>		<i>Witness</i>	
_____		_____	
<i>Date:</i> _____		<i>Date:</i> _____	
<b>Application Fee for 3-year Certification: \$500 (Renewal \$ 300 annually)</b>		<input type="checkbox"/> <i>Check Number</i>	<input type="checkbox"/> <i>Credit Card</i>
<i>Credit Card Number</i>	<i>Exp. Date</i>	<i>Card Code</i>	
<i>Credit Card Signature</i>			



# Certified Instructor Point System

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.

To qualify, applicant must earn a total of 80 points plus Co-Teach an IWCA Safety Training with a Certified Instructor of the IWCA with an approval evaluation signed off from the same Certified Instructor to present to the IWCA Board of Directors for final approval.

## IWCA

- Company or Individual 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)
- Number of IWCA Safety Training Program Certificates ( \_\_\_\_\_ )..... **5 pts per Certificate**  
(Must be able to be verified by IWCA Management Office)
- IWCA Authorized Rope Descent System Operator Course.....**REQUIRED**  
(Must provide copy of certificate and/or card)
- IWCA Certified Rope Descent System Operator Course.....**35 pts**  
(Must provide copy of certificate and/or card)

## SAIA

- Complete and Previously Pass Scaffold Access Industry Association (SAIA)
- 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)
- Complete and Previously Pass OSHA 30 Course..... **30 pts**  
(Must provide copy of certificate and/or card)
- IWCA OSHA 1910 Safety Training Course.....**REQUIRED**  
(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 ..... **15 pts**  
(Must provide copy of certificate and/or card)
- Other Fall Protection or Safety Programs ..... up to 30 pts  
(please list-use separate page if necessary)
- Approved Instructor for other safety training courses..... up to 30 pts  
(please list-use separate page if necessary)

Total Points (80 Points Minimum-to be verified)..... **\_\_\_\_\_ points**

## Submission

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

**IWCA Headquarters**  
**PO Box 2092, Maryland**  
**Heights, MO 63043**  
**Or by email to: [info@iwca.org](mailto:info@iwca.org)**

**If you have any questions, please contact us at 800-978-8401.**

The IWCA provides a training and certification program for workers who operate Rope Descent Systems (RDS). The program includes using the General Industry Standard, Safe Practices for Rope Descent (Standard) as a study and training guide. This training is available to anyone who operates a RDS. Membership in the IWCA is encouraged but not required.

There are two levels that can be attained. **Authorized RDS Operator** and **Certified RDS Operator**.

Each level has three components. Classroom training, testing and on-rope evaluation. All components are delivered and completed by an IWCA Certified Instructor.

**Authorized RDS Operator**- Upon successful completion of this course, the operator shall receive an official IWCA Certificate and identification card signifying they have achieved the level of Authorized RDS Operator. This certificate shall be valid for 2 years.

**Certified RDS Operator**- Only an Authorized RDS Operator is eligible to achieve this designation. To achieve the Certified RDS Operator designation, the Authorized RDS Operator is required to complete and submit a verifiable log documenting 480 hours of RDS use. Once verified, the Operator will need to complete the classroom training, testing and on-rope evaluation by a Certified Instructor. Upon successful evaluation, the operator shall receive an official IWCA certificate and an identification card signifying they have achieved the level of Certified RDS Operator. This certification shall be valid for 3 years.

Training and evaluation can be provided by a Certified Instructor going to a company's location or by the company sending their staff to a designated location. The location has to have a classroom setting and most importantly, the ability to allow workers to properly rig a RDS and negotiate going over the side of a building and working suspended from rope. Fees for the training and evaluation can be found on the IWCA website.

