



Non-member Certification Maintenance Fee Policy

Purpose:

From time to time, individuals may decide to pursue a certification or designation as a non-member. There are also instances when a member may wish to keep their certification or designation but may decide to discontinue their membership. The purpose of this policy is to allow a non-member to maintain a certification or designation or for a certified and/or designated former member to keep their certification or designation.

Provision:

- A non-member who is certified or designated must pay an Annual Non-member Certification Maintenance fee of \$135 when the certification is approved. The fee will be billed starting with the first anniversary of their certification approval date.
- IRWA members who no longer wish to keep their membership, but would like to maintain their certification or designation, must pay an Annual Non-member Certification Maintenance fee of \$135. The fee will be billed beginning the year the membership was dropped.
- If a non-member fails to pay the annual maintenance fee within 30 days, the certification or designation will be revoked, and the certification or designation cannot be used or claimed.

NOTE: For Reinstatement of Membership and/or Certification/Designation, please see instructions below.

You can only reinstate your membership within two (2) years from the date of removal. Your certification or designation must be current when you request for reinstatement of membership. Please contact Silvia Smith, Member Services Coordinator, at smith@irwaonline.org or by phone at 310-538-0233, ext. 120.

If you no longer wish to be a member but would like to maintain your certification or designation, please refer to **Non-member Certification Maintenance Fee Policy** above.

If your certification or designation has expired within one (1) year of the original recertification due date, please refer to **Reinstatement of Lapsed Credentials Policy**.

If your certification or designation has expired for more than one (1) year of the original recertification due date, reinstatement of your credential is no longer an option. You must start over by following the requirements under the current program.