

IAIR Continuing Education Requirements and Reporting

Continuing Education Requirements:

In order to obtain a CIRD designation, or maintain an AIRD or CIRD IAIR designation, individuals must demonstrate fulfillment of the minimum continuing education requirements. IAIR Continuing Education Credits are based on a 60 minute hour. Applicants for a CIRD designation must demonstrate participation in thirty (30) hours of eligible continuing education activity during the two years immediately preceding their application, a minimum of five (5) of which must be from an IAIR program.

Following grant of a designation, in order to retain active status, each designee must demonstrate participation in thirty (30) hours of eligible continuing educational activity every two years, a minimum of five (5) of which must be from an IAIR program.

The designee must report continuing education activity as outlined below.

Continuing Education Reporting:

It is the responsibility of each designee to maintain records documenting his or her participation in relevant continuing education programs. On or about December 1 of each year, the IAIR Administrator will issue notices to designees for the payment of accreditation fees and the reporting of Continuing Education. On or before January 31 of each year, designees must submit, in addition to their accreditation fees, a completed Continuing Education Reporting Form to the IAIR Administrator identifying the programs for which credit. The two year reporting period begins on January 1 of each odd numbered year and concludes on December 31 of the succeeding even numbered year.

An applicant that achieves a passing score on the AIRD designation will be subject to the following CE requirements based on the date his or her designation is approved by the Board:

- I. If there are 6 months or less remaining in the two-year CE reporting period (begins 1/1 of each odd year and ends 12/31/ of each even year), the new designee will be required to earn the approved amount of CE beginning with the next reporting period;
- II. For individuals that have more than 6 months remaining in the two-year reporting period, the requirements will be pro-rated by quarters using the chart below:

Requirements Using 2021 and 2022 as a Two-Year Reporting Period				
Approval Date on or Before	Quarters Remaining	IAIR Hours Required	Other CE Hours Required	Total CE Hours Required
3/31/2021	7	5.00	25.00	30.00
6/30/2021	6	3.75	18.75	22.50
9/30/2021	5	3.00	16.00	19.00
12/31/2021	4	2.50	12.50	15.00
3/31/2022	3	2.00	9.00	11.00
6/29/2022	2	1.25	6.25	7.50

6/30/2022	NA	0	0	0
-----------	----	---	---	---

Continuing Education Reporting Continued...

Once an individual has earned an AIRD designation and moved into a full CE reporting period, he or she will be required to earn the full amount of CE for each two-year reporting period.