

## **PURPOSE**

The CR Formal Report is to provide an authoritative, documented and written description of a specific incident or a similar occurrence involving damage suitable of an industry topic expert. This final phase of the certification process is about formal reporting of ACTIONS taken on the job and the CR's ability to objectively report the process. ***The Report verifies and illustrates the Candidate's communication skills when dealing in the written form when documenting a current restoration job.*** This final requirement is relevant since Certified Restorers are asked to prepare formal reports on a regular basis within the scope of their expertise.

## **TOPIC SELECTION**

1. Topic must be approved in advance by the CR Instructors so as to establish topic relevancy and the Candidate's special qualifications.
2. The Formal Report must be based on a project the CR Candidate has completed.
3. The Formal Report must follow the Scope and Submission Guidelines listed below.

## **SCOPE**

1. The Formal Report should document the entire incident and the cost of repairing the damage or adjustment.
2. Names and addresses of the subject property, the true owners, and names of other individuals or business firms should be blanked out or replaced with **respectable** fictitious names and addresses.
3. In preparing the report, Candidates are required to develop and present the Formal Report as if it would be submitted as an exhibit in a trial, and be read and evaluated by persons who have no knowledge of the specific case or of damage repair in general. As such, the language should be expressed in a "third person" format.
4. The Report must be complete, authoritative, and convincingly substantiate the scope of damage and the cost of the repairs.
5. While the CR report is usually derived from the Candidates own project, the Report should be composed in a fashion that it can objectively reflect a competitor's actions on a restoration project.

## **SUBMISSION GUIDELINES**

1. The Formal report must include all 15 components detailed below.
  1. Reports submitted that do not include all 15 components will be returned without review.
2. The Formal Report must be professionally presented and phrased, free of spelling, grammatical, typographical or any other errors.
3. The Formal Report must be free of public relations (PR) and/or self-promotion of any kind.
4. The Formal Report must be free of opinion or self-proclaimed assessments.
5. Formal Reports should not exceed 100 pages.
6. **Estimates are not a required component.** To maintain size of overall report, pictures can be embedded within the body of the Report, near the applicable text and must include captions or reference points.
7. Formal Reports must include page numbers.
8. Formal Reports not to exceed 10 megs.
9. Formal reports must be submitted to RIA in .pdf format.
10. Formal Reports submitted as part of the Certified Restorer requirements become the property of RIA and may be used by the association for purposes of promoting the CR Program.
  1. Authors seeking copyright on their reports shall have their reports returned to them without evaluation.
11. Reports cannot be returned once they have been accepted by the program.
12. Questions about the Formal Report should be addressed to RIA.
13. Reports that are suspect of plagiarism shall be returned to the author without evaluation, and applicant shall be required to provide an additional report of what plagiarism is and how it should be avoided in the creation of a professional formal report.



# CERTIFIED RESTORER® (CR) CERTIFICATION 2013 FORMAL REPORT GUIDELINES

## REQUIRED COMPONENTS OF THE REPORT

1. **Title page** (includes title of report, Candidate name and date)
2. **Table of contents**
3. **Restorer’s Statement**
  - i. Verifies how this report is to be used and its limitations
  - ii. Verifies the project is a “real” job and their own workmanship
  - iii. Verifies names and addresses have been changed to protect the Client.
  - iv. Verifies the purposes of the Report which is to achieve RIA’s CR certification and will not be used in any manner beyond that purpose.
  - v. Verifies the information found within the Report is not “applicable to all fire damaged structures” but is a report of the specific needs of this particular structure.
  - vi. Verifies the Report is without prejudice.
4. **Introduction**
5. **Background of the project**
6. **Investigation**
7. **Inspection**
8. **Scope of repairs**
9. **Specifications and price** (Due to size, estimates should not be included as part of the Formal Report)
10. **Price basis**
11. **Conclusion**
12. **Glossary of terms used in the document**
13. **Photographs** (Include in the body of the Report, next to applicable text and must include captions)
14. **Diagrams and documents**
15. **Restorer’s professional background & credentials** (Include resume or summary overview)

## SUBMISSION OF FINAL REPORT

1. **Candidates are required to submit their Final Report in pdf format via email to:**
  - a. The document must include all 15 elements of the Final Report and be in compliance with the Guidelines.
  - b. The Final Report must be created in the Microsoft Office suite of programs, i.e. Word.
    - i. PowerPoint presentations are not an acceptable format.
2. **Deadline for submission: Final Projects MUST by submitted by FEBRUARY 14, 2014.**
3. *Candidates who do not submit the Formal Report in the above stated format forfeit the review process.*
4. *RIA is not responsible for making copies of the Candidate’s Formal Report.*

**I have read the above and am in agreement with, and will be in compliance with the requirements of submission.**

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

Formal Report Topic \_\_\_\_\_

CR Instructor Approval \_\_\_\_\_