

# IDA RECOGNIZED INDEPENDENT TRAINER GUIDELINES

The IDA Recognized Independent Trainer (RIT) is responsible for the following as a “Recognized Independent Trainer” of the INTERNATIONAL DETAILING ASSOCIATION (IDA) or its agents:



## WHAT IS AN IDA RECOGNIZED INDEPENDENT TRAINER?

A Recognized Independent Trainer (RIT) is an individual recognized by the IDA as qualified to offer quality training and demonstrate the needed skill set to proctor IDA certification exams.

RITs have proven to industry peers that they understand multi-faceted knowledge of techniques, terminology and understanding of chemistry and their relation to detailing. Their RIT endorsement does not make them a more competent detailer, rather someone recognized in their profession as a detailing **trainer** to others. An RIT is someone to whom fellow industry professionals can reach out to for accurate information. They assist others in becoming the professionals that a customer would want to entrust with some of their largest investments.

RITs are brand ambassadors for the IDA, and will be held to the highest level of ethical standards with regard to both professional and personal conduct. They are expected to support others in the detailing industry, the organization, and its certification programs. RITs must strictly adhere to the IDA Code of Conduct and be a prime example of ethical conduct to others. The role of the RIT within the IDA is to conduct certification testing for Certified Detailers (CD) and Skills Validated (SV) candidates and to be a resource for individuals seeking detailer training.

## BECOMING AN IDA RECOGNIZED INDEPENDENT TRAINER

To be eligible to apply for RIT status you must:

1. Maintain a current IDA membership
2. Maintain a current Certified Detailer - Skills Validated (CD-SV) Certification
3. Have a minimum of three years of experience in the last ten years training individuals to become professional detailers (See Intern Program)\*
4. Have a facility available to administer training and testing (must be able to provide photos and proof of insurance and/or a lease/use agreement)
5. Offer training to the public (not only within your organization/your employer's organization)
6. Must have actively served on an IDA committee for a period of at least 1 year within the last 5 prior to applying for RIT status.

\*IDA Recognized Independent Trainer **Intern** Program

- An RIT Intern must fulfill all RIT requirements but will only be required to have one year of detailer training experience in the last three years.
- An RIT internship will last for one year and begin on the date of IDA Board ratification of the RIT Review Board approval.
- An RIT Intern will be assigned one or two RITs to supervise their internship activities, including proctoring of all certification exams.

## RIT Application Process

To apply for RIT status, complete the RIT application available in the Certification: Skills Validated Group of all CD-SV certified individuals. You will also need the following required elements:

1. Two references within the professional detailing industry (each must be from a separate company).
2. Three letters of recommendation in standard letter format and at least 300 words each (These cannot be written by either of the two references provided, or by someone from within your company):
  - One from a current RIT.
  - One from a past or current IDA Board member or recognized industry individual.
  - One from a student who has attended your training.

3. An example detailed class syllabus from one of your detailing training courses.
4. An example of a PowerPoint presentation used in a training course.

Once submitted, applications will be reviewed by IDA staff to ensure completeness. Completed applications will then be forwarded to the IDA Recognized Independent Trainer (RIT) Review Board. IDA staff will contact the applicant to make arrangements for them to take the RIT Exam, and following 80% passage of the exam, schedule a meeting with the RIT Review Board. During this meeting, the applicant will discuss their qualifications and learn more about IDA's expectations for RITs. If the Review Board approves the application and candidate, their recommendation will be shared with the full IDA Board for informational purposes only.

Following approval and notification to the Board of Directors at their next regular meeting, the applicant will receive a confirmation email containing their RIT Certificate, a digital logo, RIT Guidelines, a copy of the RIT Commitment to Serve to be signed and returned, and a link to the RIT Orientation Video. The RT Stripe will be mailed separately.

A mentor will be assigned to each new RIT to oversee their first certification event, and to be available for any questions during the first year.

RIT credentials should follow their name as such: John Doe, CD-SV, RIT

Patches should be displayed in the following order: IDA Patch, Member Stripe, CD Stripe, SV Stripe, RT Stripe (see photo at top of Guide)

## **IDA RECOGNIZED INDEPENDENT TRAINER RESPONSIBILITIES**

### **How to Maintain Your RIT Status:**

1. Attend two of four Quarterly RIT Meetings each year or watch the meeting recordings and correctly answer corresponding questions. (Held virtually on the second Thursday of each quarter (April, July, October) and in-person in January at Mobile Tech Expo.)
2. Host or assist at one or more **public** IDA Certification Events every year **or** complete at least ten individual private certifications per year. This must be separate from the event specified in number 3.
3. Host or assist at an IDA recognized national or international Certification Event such as those held during Global SV Week or those held at an industry tradeshow such as MTE.
4. Serve on the RIT Review Board as requested.
5. Maintain membership with the IDA through regular annual renewal.
6. Maintain certification status through regular biennial renewal.
7. Adhere to all RIT event hosting responsibilities.
8. Hold in strict confidence all exam candidate contact, payment and scoring information.
9. Follow the policies and procedures as outlined in this RIT Guideline.

IDA staff will perform regular compliance checks at the middle and end of the year and email all RITs with an update on the completion of the above requirements, as well as maintain a tracking list for ease of reference by the RIT. If these requirements are not met, the RIT in question will be asked to meet with the RIT Review Board to discuss corrective action.

### **Certification Event Hosting Requirements**

1. The trainer must be an IDA Recognized Independent Trainer with extensive knowledge of professional detailing.
2. The hosting company must have the appropriate facility and equipment available (SV Kit Testing Supply Requirements list below\*\*).
3. The host company must be an IDA member and may advertise the event as "presented by", using their company logo.
4. Any course curriculum must follow the IDA Certification Program exam content.
5. The RIT and host should not promote one professional detailing path over another (i.e., mobile vs. shop vs. owner vs. dealership, etc.).

6. The RIT must take group or individual photos of the participants and submit them to the IDA for promotional use.

### Certification Event Assistance

RITs and current CD-SVs are allowed to assist an RIT with Certification Exam proctoring to increase event efficiency. Anyone who will be assisting with the event must be noted in the “List all RITs and CD-SVs who will be assisting with the event” field of the “Host an IDA Certification Event” form submitted. The RIT is responsible for any CD-SVs they select to assist them. Additionally, the following requirements must be fulfilled for any exams proctored by the CD-SV to be considered valid:

1. No more than 3 CD-SVs per RIT can assist at any given event.
2. The RIT must be present and available for questions at all times during the event.
3. The RIT must go over basic proctoring procedures, and the CD-SV must sign off on the official document confirming proper training was completed prior to administering any exams. This document must be signed at each event they assist with. (This document is available on the RIT Resources webpage).
4. The CD-SV and RIT must both sign off on each exam the CD-SV proctors on the signature lines provided.

### Event Hosting Procedure

1. Submit event details to the IDA Office via the “Host an IDA Certification Event” form available on the RIT Resources page of the IDA website **at least 2 weeks prior to the event**. Please keep in mind that the earlier you schedule and begin promoting your event, the more registrants you’re likely to have. IDA staff must be notified of all publicly or privately held IDA Certification Events for them to be considered valid – they may not just be entered into the RIT Event Smartsheet by the RIT. All public events will be posted on the IDA Events Calendar, in *The Detail Dialogue* (depending on timing), and in promotional eblasts and social media posts. Private events are created on an unlisted webpage, and the RIT will be responsible for sending the provided webpage link to those they want to register.
2. Once your form has been processed, you will receive an email from staff with a link to the event page for your review. Staff may also ask for additional information needed for the event page.
3. On the day of the event, check your Smartsheet to ensure that all attendees are registered and paid for. **If they are not, they must do so before participating in the event.** Please contact the Central Office if you do not have access to your Smartsheet, or need assistance in learning how to use it. Please remember the office is open Monday through Friday during standard business hours of 8 am to 5 pm Central time.
  - a. Registration will remain open throughout the day of the event so walk-ins can still register via the IDA website. If the registration page is not working and the Central Office is unavailable to assist, the RIT should record the event date, participant name, company name, address, phone number, email, IDA membership status (member or nonmember) and which exams were given in their Smartsheet. Staff will then reach out to the participant after the event to collect payment.
  - b. Registrants will be tracked in your Smartsheet as they sign up and pay for the event.
4. Proceed with testing and grading for the event.
  - a. SV candidates must have passed their electronic CD exam via the IDA website, and proof provided to the RIT prior to administration of an SV or Specialty Certification exam. The candidate may take a screenshot or a photo of each window congratulating them on passage of each exam. **It is the responsibility of the RIT to confirm the registrant has passed their CD exam or has a current CD certification listed in their profile.**
  - b. If an attendee is registered for Skills Validated or Specialty Certification testing but not Certified Detailer testing, ask them to log into their IDA Profile > Select the “My Profile” tab > Select the “About” tab > Scroll down to view their “Certification” and “Certification Expiration Date” to ensure that they have a current CD. If their CD expired a year or less ago, they are eligible for renewal. If their CD is more than a year expired, they will need to retest. **Do not proctor SV or Specialty Certification testing for someone who does not have an active CD.**
5. Certificates of completion will be emailed, and badges mailed within two weeks from time of passage, unless paper exam forms have not been submitted by the RIT, or unless candidate payment is not complete.
6. CD exams must be done electronically via the IDA website, but if you must use paper exams due to Wi-Fi issues, you must submit exam paperwork for the event within 2 weeks (14 calendar days) of hosting. IF USING PAPER

EXAMS, you can submit them via email, scan them in and attach them directly to your Smartsheet, or send them in the mail (if you opt to send them by mail, you must make copies before sending in case they get lost in the mail). If you must opt for paper exams, please make the IDA staff aware ASAP.

7. Once your exams, electronic or paper, have been processed, the Central Office will email the official certificates, and mail the certification badge stripe. On a quarterly basis, RITs will be bulk sent earned honorariums of \$50 per certification administered if testing was done at a live event and on-site (electronically, or paper format). CD exams that are NOT taken at an event where the RIT is present are not eligible for honorariums.
  - a. For tax purposes, those who live in the United States who receive an honorarium will be required to submit a Form 1099 to IDA prior to receiving their honorarium.
  - b. Honorariums for an event with multiple RITs will be sent to the lead RIT for the event (the one who submitted the event form and whose Smartsheet registration is tracked in). That RIT will be responsible for splitting the honorarium amongst the other RIT(s) who participated as appropriate.
  - c. You may choose to donate your honorarium to the IDA Scholarship Fund in which case a 1099 won't be needed. You are given this option when you set up your event via the website.

### Certification Event Options

- **Phase I: Certified Detailer (CD)** – Taken via the IDA Website, Phase I consists of ten exams, 10-20 questions each, covering the following subject areas: Equipment, Chemicals, Glass, Interior Detailing, Leather, Paint Correction & Protection, Wheels & Tires, Prep Wash/Wash Bay, Detailing Terminology, and Safety & Compliance. **A maximum of eight examinees are allowed per instructor** at any given time. A score of 80% or better on each exam is required to pass. Each participant is allowed up to two attempts on each exam.

If a participant does not pass after two attempts, they will be asked to consult with an RIT Review Board member prior to purchasing a third attempt. The purpose for this consultation is to determine if there is a language barrier, a comprehension issue, or if the candidate just needs to consult some educational resources in the area of the failed exam before attempting again. Results of the consultation should be reported to the staff liaison for further action. In the case of a language barrier or comprehension issue, an RIT may stay on the phone with the candidate to answer questions while they take the exam.

- Never tell candidate which questions were answered correctly or incorrectly. When dealing with short, multiple-choice exams, this can make it too easy for the candidate to guess the correct answer.
- Never tell them the correct answer or lead them to the correct answer. As trainers in the industry, it can be easy to go into “trainer” mode, wanting them to learn from their mistakes by explaining what was wrong and why. However, as proctors, you are there to clarify any misunderstandings, not to educate them. We want to evaluate the knowledge and experience they have prior to starting the exam.
- Do ask if they have any questions and if any of the questions asked on the exam weren't clear so you can make sure they aren't failing from misinterpreting the exam questions.
- You can also go through the exam questions one by one to see if there is anything unclear about what any of the questions are asking. If you go this route, just make sure not to only focus on the ones they got wrong.

Phase I exams at a training event must be taken via the IDA website and they should register via the IDA website just as if they were not taking them in-person. RITs, if you're doing a training event you may either provide tablets or laptops on which your registrants can take the CD exams, or they may take them on their phones. Paper exams should only be used in the case of poor Wi-Fi service.

- **Phase II: Skills Validated (SV)** – Candidate must demonstrate their hands-on ability to detail in the following subject areas: Wash Bay/Prep, Interior, Exterior Correction, and Finishing Steps. Each candidate must have already passed the Certified Detailer Exams via the IDA website to be eligible to register for Skills Validated Certification. Each portion of this testing will be scheduled as a **two-hour one-on-one instructor to candidate session** and the candidate must receive an 80% or better in each of the four categories to pass. The RIT Proctor must use the ClassMarker electronic proctor sheet which grades automatically, lets you know if the candidate achieves the required 80%, and emails the IDA office with copies of the exam. Should the need arise because

of Wi-Fi issues, exam proctor forms are available for you to copy on the RIT Resources page of the IDA website. If you are offering the electronic CD exam onsite, the candidate must show you proof they passed the electronic CDs prior to you giving them the SV exam.

- **Specialty Certifications** – Specialty Certification exams must also be taken electronically via the IDA website even for in-person events unless there are Wi-Fi limitations. If the RIT has passed all exams for a specialty certification such as Motorcycle Certification (MC) or Watercraft Certification (WC), Recreational Vehicle (RVC), then they may proctor exams for that specialty if Wi-Fi access is compromised. Because not all RITs have earned the specialty certifications, they will need to request a copy of the exam and answer key from the IDA Central Office since they are not available on the RIT Resources page. An 80% or better on each of the 5 exams is required to pass. As with the CD exams, candidates are allowed a second attempt on each exam as needed (see above CD section for information on second attempts). The candidate must have already passed the Certified Detailer exams to be eligible for a specialty certification. A max of eight examinees are allowed per RIT at any given time.

**Specialty SV Certifications** – Information on the Specialty SV exams will be added in the near future.

- **Public vs. Private Events** – When filling out the “Host a Certification Event” form, you will have the option of making the event public or private. All public events will be posted on the IDA Events Calendar, in *The Detail Dialogue* (depending on timing), and in promotional eblasts and social media posts. Private events are created on an unlisted webpage, and the RIT will be responsible for sending the provided webpage link to those they want to register.

Note: If an RIT plans to proctor multiple individual certifications over the course of the year, they may request a private event link. The private event link is good for one year and is meant for those who regularly certify one to three people, so they don’t have to submit an event form every time. This link is not meant to replace the event form. The private link will only collect contact information and payment, so the RIT will be responsible for scheduling a date and time for testing and sending them the event link. The RIT must communicate to the office before and after they hold a private event.

**IMPORTANT:** If an event requires an invoice to be generated to pay for multiple registrants at once, the Central Office must be informed prior to the event so payment can be collected in advance and registrants added to the tracking sheet. Payment should not be collected directly by the RIT or another third party and submitted afterwards. If an attendee insists on paying by cash or check rather than online, the RIT can collect the payment but then must register the attendee for the event and submit payment using their own credit card.

If the RIT needs to collect an additional fee to cover the cost of the event (such as travel), they may do so separately from the certification fees collected, but registration materials must clearly state what portion of the registration fee goes to the IDA for certification exams. The RIT also must inform the Central Office of the additional fee to be included on the registration page. The RIT will then be responsible for collecting the additional fee as a separate transaction by the host.

### **Cost for Registrants**

Phase I (CD):

\$200 Member

\$400 Non-Member

Phase II (SV):

\$200 Member

\$400 Non-Member

Specialty Certification (MC, RVC or WC):

\$200 Member

\$400 Non-Member

Specialty Skills Validated Certification (MC):

\$200 Member

\$400 Non-Member

### **Conducting Training Events in Conjunction with IDA Certification Events**

The IDA does not train detailers; however, you may choose to incorporate an IDA Certification Event into your own detailing training course. When conducting training activities in association with an IDA Certification Event, RITs are to refrain from promoting specific branded products, even those they represent, and should make the explanation and education as generic or brand neutral in nature as possible. Use of the brand you represent is acceptable, but the event should not be a sales pitch or designed specifically to promote products during the education process. Any additional cost for the training portion of the event will need to be collected as a separate transaction by the host.

### **IDA RECOGNIZED INDEPENDENT TRAINER (RIT) REVIEW BOARD OVERVIEW**

#### **RIT Review Board Responsibilities:**

The IDA RIT Review Board consists of four members. They must have been an RIT in good standing for a minimum of two years, and are designated by the IDA Certification Committee Chairs and Staff Liaison. The Staff Liaison also acts as the liaison to the RIT Review Board. The RIT Review Board appointee terms are one year with members serving staggered terms so that one of the four members will be replaced every three months. All issues coming before the RIT Review Board will be held confidential and discussed solely with the RIT involved, the current RIT Review Board members, the Certification Committee Chair and Co-Chair, RIT Review Board Staff Liaison, and IDA Executive Director. As needed issues may be discussed on a confidential basis with the IDA President, IDA President-Elect, and Committee Board Liaisons to the IDA Certification Committee. RIT issues may not, under any circumstances, be discussed with the RIT's employer.

- The RIT Review Board conducts video interviews with each RIT applicant, reviewing the RIT candidate's qualifications and outlining RIT expectations.
- RIT Review Board meeting outline:
  1. IDA staff liaison screen shares RIT application
  2. IDA staff liaison introduces the RIT Review Board members and discusses its role
  3. Applicant introduces themselves
  4. RIT Review Board members ask questions and comment on application
  5. RIT Review Board members and/or the IDA staff liaison go over requirements and expectations of RITs
  6. Floor is opened for applicant to ask questions
  7. Applicant is asked to leave while the RIT Review Board members discuss and vote
  8. IDA staff liaison records vote and sends approved applications to the IDA Board for reporting purposes or follows up with applicants who were not approved with reasoning behind the decision.
- The Certification Committee Board Liaison reports all RIT Review Board recommendations to the IDA Board of Directors at each monthly Board meeting. Board member comments or concerns deemed valid by the Board are then brought back to the RIT Review Board to determine if additional action is needed. No further action is needed by the Board of Directors.
- In the case of a tied vote of the RIT Review Board, the RIT applicant enters a probationary period of one year, requiring two public events to be overseen by an RIT before meeting with the RIT Review Board again to reevaluate.
- The RIT Review Board is to review reprimand recommendations by IDA staff for RITs not meeting the requirements outlined herein.
- RIT Review Board members are responsible for consulting with CD candidates prior to their 3rd attempt at any exam (and MC, RVC, or WC candidates if the RIT holds that certification). IDA staff will email the RIT with the

candidate's previous exam results and contact information. The RIT will report back to IDA staff with results of their consultation, and determination of further action.

- One year of RIT Review Board service counts as four continuing education credits toward Certification Maintenance.
- No more than one person per company may be represented on the RIT Review Board at the same time.
- No RIT may serve consecutive terms on the RIT Review Board.
- There must be at least three RIT Review Board members and one qualified staff member present at the interview meeting. The Certification Committee Chair or Co-Chair may substitute for one RIT Review Board member.
- The Certification Committee Chair and Co-Chair will be invited to all RIT Review Board meetings.

#### **Current RIT Review Board Terms:**

- Alan Medcraf – January 1, 2025 – December 31, 2025
- Chris Robertson – April 1, 2025 – March 31, 2026
- Josh Pierce – July 1, 2025 to June 30, 2026
- Joe Kimball - October 1, 2025 to September 30, 2026

#### **RIT Review Board Disciplinary Action**

Notification of pending disciplinary action will be made by Staff Liaison via email with copies to the sitting RIT Review Board members, Certification Committee Chair and Co-Chair. The email will contain information summarizing the reason for such action, steps taken by staff and RIT to rectify the situation, and action needed by the RIT to avoid Disciplinary Procedure steps being started. Note: the intent is always to work with the RIT to correct the situation prior to beginning the formal procedure.

- Formal RIT Disciplinary Procedure
  1. Notify the RIT that they are under review and should cease all RIT activities until further notice.
  2. Set up a meeting between the RIT and the RIT Review Board. The RIT Review Board and Staff Liaison should meet 30 minutes prior to discuss the issues encountered including documentation and dates.
  3. At the conclusion of the meeting with the RIT, the RIT will be excused and the RIT Review Board will determine and vote on a course of action, and length of time for which it applies.
  4. If they vote for removal, the recommendation goes to the IDA Board of Directors at their next monthly meeting for ratification of that recommendation. Presented to the Board should be all materials considered by the RIT Review Board in making their decision, a summary of their meetings with the RIT, and the reasoning behind their decision to implement removal of RIT status. All information provided will be considered confidential.
  5. RIT Staff Liaison will supervise RIT Review Board disciplinary action time frame and dictated requirements, and communicate as needed with the disciplined RIT and RIT Review Board.

#### **Confidentiality of Disciplinary Action Taken**

IDA Leadership should treat all information related to RIT disciplinary actions as confidential, in order to protect the reputation of the RIT. However, if the RIT breaches this confidentiality, IDA reserves the right to defend its program and the disciplinary action taken.

In such cases, IDA may publicly acknowledge that the individual's case was reviewed by the RIT Review Board and that probation—at the appropriate level—was the outcome. This response serves to reinforce that if confidentiality is not respected, IDA will feel justified in confirming that disciplinary proceedings occurred.

## **\*\*SV Kit Testing Supply Requirements**

### **Part 1: Wash Bay / Prep – Provided Equipment / Products for Test**

2 Buckets	Wash Mitt	Bug Brick/Sponge	Chamois
Silicone Blade	Terry Cloth Towels	Microfiber Towels	Grit Screen
Dish Soap	Car Wash Soap	Solvent	Wheel Acid
All Purpose Cleaner	Heavy Degreaser	Bug Neutralizer	Scrap Rags
Lug Brush	Wheel Brush	Brass Tire Brush	Tar/Sap Remover
Metal Polish	Paint Polish	Compound	Alkaline Wheel Cleaner
Water Spot Remover	Waterless Wash	Clay/Clay Substitute	Clay Lubricant
Rinse-less Wash	Pressure Washer	Foam Cannon	Scuff Pad

### **Part 2: Exterior Prep / Correction**

Clay Bar	Clay/Prep Towel	Clay Lube	Tape
Polish	Compound	Wax	Cleaner Wax
Wool Pad	Cutting Pad	Polishing Pad	Finishing Pad
Terry Towels	Scrap Rags	Microfiber Towels	All Purpose Cleaner
Solvent	Degreaser	Silicone Dressing	Spray Wax
DA Buffer	Rotary Buffer	Interior Dressing	

### **Part 3: Interior**

Vacuum	Extractor	Stain Samples	Photos or examples of
Bucket	Compressed Air	Assorted Crevice	stains and materials
Rags	Microfiber Towels	Brushes	Attachments
Steel Wool	Steel Bristle Brush	Nylon Bristle Brush	Terry Cloth Towels
All Purpose Cleaner	Leather Conditioner	PH Neutral Leather	Applicator Pads
Various Aerosols and Degreasers	Steamer	Cleaner	Solvent
			Interior Dressing

### **Part 4: Finishing Steps**

Microfiber Rags	Applicator	Chrome Polish	Rubber Conditioner
Aerosol Window Cleaner	Aerosol Dressing	Various Brushes	Newspaper
Plastic Cleaner (Plast-x)	Waffle Weave Towels	Terry Towels	Wax Rags
	Spray Window Cleaner	Interior Dressing	Tire Shine