



CONTENTS LOSS SPECIALIST (CLS)™ FORMAL REPORT AND RESEARCH PAPER GUIDELINES & TOPIC SELECTION

SUBMISSION PROCESS AND DEADLINES

- The CLS requires both a formal report and research paper after successful completion of the CLS exam.
- Candidates have no longer than 180 days to submit the report from the date of passing their CLS exam.
- Formal Reports and Research Papers must be submitted together to certification@restorationindustry.org
- You should include one file for the formal report and one file for the research paper.
- While Formal Reports and Research Papers may be submitted at any time within the designated timeframe, if a candidate wants to participate in the formal Induction Ceremony held at RIAs annual convention, they must submit their report no later than 30 days before the convention starts.
- All reviews are done on an “as-submitted basis” throughout the year with credentials given upon acceptance.
- All Formal Reports and Research papers become the property of RIA and may or may not be published in part or in entirety in the association’s Cleaning and Restoration magazine (C&R).

CLS FORMAL REPORT

The written portion of the report should be at least 2000 words double-spaced.

Formal reports should be based upon an actual project, whether performed by the candidate or not.

Report content must be as follows:

1. Title page
2. Candidate statement
3. Introduction
 - a. Information should include reference to:
 - A. The property
 - B. Building or Homeowner
 - C. Building Manager
 - D. Insurance Company
 - E. Insurance Adjuster
4. Background Information
 - a. Description of property
 - b. Description of damage
5. Investigation and discovery
6. Occupant details
7. Inspection
8. General description of the work that was performed
9. The sequence of events
10. Scope of cleaning and restoration
 - a. A summary of the equipment and labor that was used



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11. Estimating and Invoicing
12. Specifications and price
13. Price basis
14. Conclusion
15. Photographs
 - A. Picture Documentation must include “before and after”
 - b. Pictures of the contents
 - c. Diagram of building showing affected areas and other significant features
 - d. Value of contents restoration. What did you save, what value proposition did the contractor bring to the owner/insurance group?
16. When incorporating photos into the Formal Report, it is best to place them throughout the body of the paper by the appropriate section.
17. Each photo must be labeled with identifying caption and /or copy explaining the specifics of the situation being described
18. Photos must be cropped and sized appropriately for the Formal Report
19. Diagrams and documents such as estimates, floor plans, inventory sheets, etc.
 - a. Reports should be presented as an “integrated report” that include invoices, photos and not as separate documents/attachments to the actual report itself.
20. Candidate’s professional background & credentials
21. Page numbers throughout the document
22. References noted in correct format and style

CLS RESEARCH PAPER

1. The written portion of the research paper should be at least 1500 words double-spaced (excluding the abstract, references, bio sketch or supporting reference material.)
2. Topics for the research paper are selected at the time of turning in the exam.
3. The topic is listed on the Candidate Topic Selection form.
4. This report must be original work on the assigned subject and must apply directly to the contents loss restoration industry.
5. The topic needs to be researched (library, internet, interviews, etc.) and sources need to be cited.
6. The information should be reported in an orderly fashion with a summary provided at the end.
7. A 100-word abstract (or synopsis) of the report must be submitted with the Research Paper and placed at the very beginning of the paper as an introductory piece.

Research Paper content should include the following:

- Abstract/Introduction
- Bibliography or resource references listed and annotated as appropriate at the end of the Paper
- Professional credentials, short biography about the Candidate
- Pages numbered



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FORMAL REPORT & RESEARCH PAPER TOPIC AND APPLICATION

Please complete the following information including the section of your topic and return to the CLS Course Facilitator/Instructor during the CLS Certification Prep course. Retain one copy for your records and reference.

Formal Report Topic: _____

Research Paper Topic: _____

Name: _____

Company: _____

Address: _____

Phone: _____ **Email:** _____

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

Candidate Signature: _____

Date: _____

To be completed by RIA approved representative

Date of Approval: _____

Approval Name: _____

Approval Signature: _____