



**Alliance of Information & Referral Systems (AIRS) Certification Application  
For New Examinees, Retake Examinees & Recertification (TAX ID: 23-7235032)**

**Choose One:**    New Examinee    Retake Examinee    Applying for Recertification  
(if retaking within one year of 1<sup>st</sup> attempt)

**Indicate Certification/Recertification Applying For:**

- Certified Information and Referral Specialist (CIRS)
- Certified Information & Referral Specialist – Aging/Disability (CIRS-A/D)
- Certified Resource Specialist (CRS)

**This Box is to be completed by New and Retake Examinees ONLY:**

A listing of current exam sites/dates is available at [www.airs.org/ExamDates](http://www.airs.org/ExamDates). Please note that (a) this completed application, (b) the supporting degree/diploma paperwork (not required for Retakes), **AND** (c) payment **MUST ALL** be received at least **30 days prior to the exam date** for which you apply. \*\*\***Failure to do so will result in delayed testing.** (Note that a retake must be taken within 12 months of the first examination.)

Exam City/State Applying For (Required): \_\_\_\_\_

Exam Date (Required): \_\_\_\_\_

Exam Time (Required): \_\_\_\_\_

**ProctorU Online Proctoring Option: via Webcam and High-Speed Internet Connection**

- Please check here if you want to choose this option. (keep in mind there will be an additional \$25 fee payable directly to ProctorU via credit card)

ProctorU Exam Date Requested (Required): \_\_\_\_\_ (must be at least 30 days from the date we receive your application)

ProctorU Exam Time Requested (Required): \_\_\_\_\_ (Please provide a window of at least 2 hours)

\* **IMPORTANT INFO for ProctorU applicants: Approximately 10-14 days prior to their exam date, examinees will receive an email confirmation from AIRS, with instructions on setting up their ProctorU account, scheduling their exam date with ProctorU and paying the \$25 fee. (ProctorU charges an additional \$25 fee, which is paid directly to them). This email will contain specific instructions including screens shots of the screens encountered while doing this. DO NOT attempt to make an appointment with ProctorU before you have received the email from AIRS, as referenced above.**

**Address & Contact Information:** Unless told otherwise all communications will be mailed to the work address. All fields are required so we can ensure timely communication.

Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Last First Middle Int.

Home Address \_\_\_\_\_  
Street City, State/Province Zip/Postal Code

Organization \_\_\_\_\_ Work Phone \_\_\_\_\_

Work Address \_\_\_\_\_  
Street City, State/Province Zip/Postal Code

Fax Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Member ID\* \_\_\_\_\_ Non-Member \_\_\_\_\_

**\*If you are a member, your Membership ID # is required or your application will be returned to you.**

AIRS will make public a list of all those who hold an AIRS certification. This information will include your full name, organization, city and state/province. If you choose not to be included on this list please check here: \_\_

## Application Fees and Payment

Choose Payment Method:

Check (made payable to: AIRS)

Credit Card:

VISA    MasterCard    AMEX

**\*NO PURCHASE ORDERS\***

**Mark Appropriate Fee Amount:**

<b>New Certification:</b>		
Premium member	\$72	
Standard member	\$90	
Basic member	\$90	
Non-AIRS member	\$250	
<b>Exam Retake: (Note that an exam retake must be completed within 12 months of first attempt in order to qualify for special pricing. Otherwise it will be charged as a “new” Certification)</b>		
Member (same price for all members)	\$40	
Non-AIRS member	\$75	
<b>Recertification:</b>		
Premium member	\$44	
Standard member	\$55	
Basic member	\$55	
Non-AIRS member	\$200	
<b>AIRS/InformCanada Certification</b>		
<b>Please Download Separate Canadian Application for Certification or for Recertification from InformCanada Website:</b>		
<a href="http://www.informcanada.ca">www.informcanada.ca</a>		

Credit Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

Cardholder’s Name on Credit Card: \_\_\_\_\_ Signature: \_\_\_\_\_

**Proof of College Degree, H.S. Diploma, or GED: This Box Applies to New Examinees ONLY:**

Attach a copy of your degree/diploma, or an educational transcript. If you already have earned an AIRS certification in the past or sat for an AIRS exam in the past you do not need to submit a degree/diploma. Check here \_\_\_\_\_ if either of these circumstances applies to you.

Insufficient time to obtain a copy of your degree/diploma or transcript is not an acceptable reason and will result in application denial.

**Work Related Experience (Mandatory for All Applicants \*Note-if this is for recertification please list your current or most recent employment or volunteer position). Use Additional Paper if Necessary:**

List your past three places of I&R related employment or volunteer positions, beginning with the most recent. Do not submit a standard resume.

Full Name and Address of Organization _____ _____ _____ Phone Number (_____) _____ Major Responsibilities:	Job Title _____ Start Month/Year _____ End Month/Year _____ Supervisor Name _____ OR Total # of Volunteer Hours _____
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Full Name and Address of Organization _____ _____ _____ Phone Number (_____) _____ Major Responsibilities:	Job Title _____ Start Month/Year _____ End Month/Year _____ Supervisor Name _____ OR Total # of Volunteer Hours _____

**The following paragraphs & the spreadsheet on page 4 apply to Recertification Applicants ONLY:**

List any specific I&R related training programs, workshops and seminars completed in the last two years. Ten hours of training (not necessarily Continuing Education Units or CEUs, although these would also be eligible) within the last 2 years are required for Recertification.

I&R specific training includes any material specific to your job in I&R that enhances your skills or knowledge of I&R. The *AIRS Performance-Based Competencies* available at [www.airs.org/StudySuggestions](http://www.airs.org/StudySuggestions) will assist you in determining applicability.

Examples of specifically I&R-related training topics:

- Specific I&R-related workshops offered at conferences provided by AIRS or an AIRS affiliate.
- Topics enhancing your knowledge base of your community resources, such as mental health, domestic violence, financial and food security, disabilities, special populations, etc.
- Topics enhancing your skills in I&R, such as dealing with difficult people, providing advocacy, crisis intervention, confidentiality, diversity training, assessment, documentation, etc.

In general, training **not accepted** are those related to skills and positions not involved in I&R, such as management/administration or non-I&R software training. **Remember**, recertification does **not** require the same 30-day receipt of application that applies to initial certification. However, applications should be received in the AIRS office prior to expiration of the current certification.

Month/Year	# of Hours	Program Title (include description of training content/objectives and relevance to I&R)	Location (City, State/Prov)	Training Provider (include name/contact info)

\* Training hours listed are subject to audit

**US Applicants:** Submit this application & payment together to the address below.

Application, proof of education and payment must be received together **no later than 30 days prior** to the exam date or will result your application not being processed. It is suggested that the application be sent by certified mail so there will be proof of delivery.

Proof of AIRS membership is required to get the member rate.

AIRS Certification, 11240 Waples Mill Rd., Suite 200, Fairfax, VA 22030

Phone: 703-218-2477 ext.201 Fax: 703-359-7562 Web: [www.airs.org](http://www.airs.org) Email: [certification@airs.org](mailto:certification@airs.org)

**Disclaimer for all Applicants (New, Retake and Recertification):**

- The undersigned understands that the AIRS Certification Program is voluntary and subject to a proctored examination, and participation in or completion of this process will not guarantee certification.
- It is understood that the full certification fee is non-refundable and non-transferable.
- The AIRS Certification Program will provide written notification to those candidates who do not meet the eligibility requirements or do not pass the examination. The results of the eligibility assessment review and the examination itself are confidential and the undersigned agrees that neither AIRS, its officers, members nor other persons involved in the AIRS Certification Program shall be held liable for the failure of any candidate to receive Certification.
- A list of recommended study materials is available on the AIRS Web site ([www.airs.org/StudySuggestions](http://www.airs.org/StudySuggestions)) for review. Some study resources are available as free downloads (such as the AIRS Standards, the professional competencies and selected articles) while others (such as the ABCs of I&R and AIRS online training) are available for purchase. These materials and the tests themselves are available only in English.
- In order to be eligible to take the examination, AIRS requires at least 1 full year of employment in I&R for applicants with a Bachelors or higher degree, 2 years of employment in I&R for applicants with an Associates degree, and 3 years of employment in I&R for applicants with a High School diploma or GED. Applicants who lack the academic qualifications listed, require 5 full years of I&R employment. Acceptable related experience entails work in the field of human services which may include positions in social work, discharge planning, consumer credit counseling, community health nursing, independent living skills instruction, education counseling; or employment in a homeless or domestic abuse shelter, food bank, group home or other similar settings. A copy of your degree/diploma or an educational transcript is required in order to take the examination according to the above timetable. Insufficient time to obtain a copy of your degree/diploma or transcript is not an acceptable reason and will result in denial of your application.
- AIRS complies with the Americans with Disabilities Act (ADA) and other applicable legislation by offering candidates with documented disabilities the opportunity to request necessary aids and services that do not fundamentally alter the assessment process. Please contact the AIRS office to request assistance. Applications for accommodations must be submitted at least 45 days prior to your scheduled examination date.
- Part-time staff and volunteers are required to have at least 1,000 hours of service to be equivalent to one year of employment (i.e., an individual with a Bachelor’s degree would require 1,000 hours of volunteer or part-time hours while an individual with no academic qualifications would require 5,000 hours of volunteer or part-time experience).
- Information and referral practitioners are eligible for certification only for the jobs they actually perform. Information and referral specialist are eligible for the CIRS certification and resource specialists for CRS certification. Only practitioners who are responsible for both functions within their agency may apply for both CIRS and CRS exams. **It is not the intent of AIRS for Certification to be used as a sole condition of employment.**
- You will receive an exam communication email and letter approximately 10-14 days before your exam date. If you do not receive this communication, call or email [certification@airs.org](mailto:certification@airs.org) the AIRS National Office immediately.
- Recertification is required every 2 years. In order to qualify, the certified individual must document the fact that they have received at least 10 hours of training and professional development in the field of information and referral. A second examination is not required for recertification unless the individual has allowed their certification to lapse beyond the expiration date noted on their certificate.

**SIGNATURE OF APPLICANT:** I have read and understood the above “Disclaimer” and by my signature as the applicant, I certify that the information I have provided is true and accurate and understand that the penalty for intentional misrepresentation is immediate revocation of AIRS certification; and am aware of the recommended “Study Materials” found on the AIRS Web site at ([www.airs.org/StudySuggestions](http://www.airs.org/StudySuggestions)) including the AIRS Standards and The ABCs of I&R.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_