



## CEDIA's Registered Outreach Instructor (ROI) Program Guidelines and Details

*"The Right Person Delivering the Right Message!"*

### **What is the mission of the Registered Outreach Instructor (ROI) Program?**

The ROI program was developed to raise the awareness of our industry and CEDIA within residential building channels by empowering our members to deliver a consistent message through relevant high quality education, while upholding the highest standards.

### **What are the requirements to become an ROI?**

1. Your company must be a CEDIA member.
2. You must successfully complete the "Train the Trainer" class and pass the peer-evaluated presentation portion of the training.

### **What are the terms of the ROI program?**

The ROI program requires that an instructor present a minimum of two registered classes per year and maintain a minimum instructor evaluation rating from participants and/ or participate in skills refresher courses offered face-to-face and online.

### **What is the cost for the ROI "Train the Trainer" program?**

The ROI "Train the Trainer" course and exam has a \$250 (USD) registration fee. There is no cost for CEDIA-developed courseware—this is provided free of charge upon passing the ROI "Train the Trainer" class.

### **How long is the "Train the Trainer" class?**

The "Train the Trainer" class will be one full business day, although the class may be split into two half-days depending on the location.

### **Is there pre-work or prerequisites required before taking the "Train the Trainer" class?**

Pre-work, which is provided upon registration, is REQUIRED and should be reviewed and prepared prior to arrival. The pre-work information is extremely important, as it contains an abbreviated PowerPoint presentation which you will be expected to modify and present during the peer evaluation. This peer evaluation will be the determining factor as to whether or not a participant passes or fails the class.

### **Why should I become an ROI?**

This valuable member benefit program enables instructors to provide continuing education to their local design and build industry partners.

### **Are there educational benefits to becoming an ROI?**

Successful completion of the ROI "Train the Trainer" course allows participants to earn four CEUs toward a current CEDIA certification.

### **What about the courseware that ROIs are able to present?**

At this time there are 15 courses\* available for ROIs to offer their local design and build industry partners. These informative courses can be delivered to any organization and currently, members of the following associations receive continuing education credit for their attendance:

American Institute of Architects (AIA)	Architects' Association of New Brunswick (AANB)
American Institute of Building Design (AIBD)	Architectural Institute of British Columbia (AIBC)
American Society of Interior Designer, (ASID)	The Alberta Association of Architects (AAA)
Interior Design Educators Council (IDEC)	Saskatchewan Association of Architects (SAA)
International Interior Design Association (IIDA)	Manitoba Association of Architects (MAA)
Interior Designers of Canada (IDC)	Nova Scotia Association of Architects (NSAA)
National Association of Home Builders (NAHB)	Architects' Association of Prince Edward Island (AAPEI)
National Association of the Remodeling Industry (NARI)	Newfoundland and Labrador Association of Architects (NAA)
Ontario Association of Architects (OAA)	Northwest Territories Association of Architects (NWTAA)

In conjunction with CEDIA staff, the Education and Content Action Team is continuously working to develop additional courses for ROI use.

**\*Please note, at present the courseware is provided in Microsoft PowerPoint format and is password protected, which means no alterations of the presentations can be made. Additionally, CEDIA will not be providing unprotected files for those users who utilize Mac computers. It is advised that participants research the best methods for accessing these protected presentations and install the appropriate software needed in order to successfully utilize the courseware.**

### **As an ROI, would I charge my industry partners for classes?**

The classes are designed to provide industry partners with free education and help ROIs establish mutually-beneficial relationships with those businesses and organizations. ROIs are not allowed to charge industry partners for their participation in these classes.

### **What if I have additional questions?**

For additional information contact Industry Outreach at [industryoutreach@cedia.org](mailto:industryoutreach@cedia.org), or by phone at (317) 328-4336.