



ISWP Wheelchair Service Provider (WSP) Certification

Introduction

The ISWP WSP Certification will protect consumers. It ensures that service personnel have mastery of seating and mobility skills, do no harm, and keep up to date with evidence-based practice. Candidates for certification may be students, volunteers and medical professionals. By definition, a certificate (such as the ISWP basic test certificate) is awarded after passing an assessment instrument, while a certification is the voluntary process by which a non-governmental entity grants a time-limited recognition and use of a credential to an individual after verifying that he or she has met predetermined and standardized criteria.

To obtain certification, one must complete the following in ISWP's Wheelchair International Network (WIN):

1. [Complete an online training module in Ethics & Professionalism](#)
2. [Pass the ISWP Wheelchair Service Provision-Basic Test in English or Spanish](#). If an applicant fails the exam, he/she must wait 14 days to retake the exam.
3. Submit an online application, including uploading a letter from a supervisor or instructor that verifies sufficient training in wheelchair service provision, approximate dates of training, and how long the referrer has known the applicant
 - a. The applicant should be prepared to supply evidence of training including: training certificate, name of training or courses completed, transcript on official letterhead if applicable, and/or licenses and certifications. There will be recurring audits, so these items should be on-hand.

Optional activities in WIN to prepare for certification include:

1. [Online quiz to determine exam readiness](#)
2. [Online preparatory course including presentations, case studies, and selected readings that cover all testing domains](#)
3. Self-study of materials and/or websites provided on the [ISWP Training Resources page](#)

To obtain re-certification after 2 years, one must complete the following in WIN:

1. Submit an online application including uploading a letter from a supervisor or instructor that verifies:
 - a. Documentation of 9 seating assessments
 - b. Completion of 10 hours of continuing education including self-study
 - i. The applicant should be prepared to supply evidence of training including: training certificate, name of training or courses completed,



transcript on official letterhead if applicable, and/or licenses and certifications. If self-study is described in the letter, the applicant should be prepared to demonstrate documentation of measurable learning objectives with corresponding learning outcomes. There will be recurring audits, so these items should be on-hand.

If the candidate’s certification has lapsed after a 30 day grace period, in addition to the recertification requirements, there will be a process for reinstatement that requires completion of a new application, passing the test, and additional education requirements.

To appeal certification or re-certification denied status, one must complete the following in WIN:

1. Submit an online application **within 14 days** after the result confirmation date; appeals received after this time will not be accepted. The appeal must include a detailed written explanation that specifically states the reason(s) for the appeal, and why the appeal should be granted. Denial of the certification alone is not sufficient grounds for an appeal.

Pricing

In order to cover operational costs, there is a fee for the certification; the fee is based on a person's professional status and resource setting. ISWP also offers bundle pricing for groups of 5 or more. There is also a fee associated with re-certification.

INCOME SETTINGS	CATEGORIZATION OF APPLICATIONS	PRICE IN USD
HIGH	Post-professional	\$125
	Pre-professional (proof of student status required)	\$85
MEDIUM	Post-professional	\$65
	Pre-professional (proof of student status required)	\$40
LOW	Post-professional	\$30
	Pre-professional (proof of student status required)	\$15

Notes:

Pre-professional: A person who is preparing for the practice of a profession or a specialized field of study; someone who is training for a profession.

Post-professional: A person who has successfully completed his/her professional (entry-level) education and has met the academic requirements for licensure or accreditation.





For more information on the countries classified via income settings, please refer here <https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-world-bank-country-and-lending-groups>

Bundle Pricing

Income settings	Categorization of applications	Bundle 1 Pricing (for 5 people) USD	Bundle 2 Pricing (for 10 people) USD	Bundle 3 Pricing (for 50 people) USD	Bundle 4 Pricing (for 100 people) USD
High	Post-professional	\$500	\$930	\$4060	\$7500
	Pre-professional (proof of student status required)	\$340	\$630	\$2760	\$5100
Medium	Post-professional	\$260	\$480	\$2110	\$3900
	Pre-professional (proof of student status required)	\$160	\$300	\$1300	\$2400
Low	Post-professional	\$120	\$225.00	\$975	\$1800
	Pre-professional (proof of student status required)	\$60	\$110.00	\$480	\$900

Note:

- We are happy to accommodate requests for bundle pricing for more than 100, please directly contact Krithika Kandavel at krithikak@pitt.edu

Re-certification Cost

Income settings	Categorization of applications	Price in USD
High	Post-professional	\$90
	Pre-professional (proof of student status required)	\$55
Medium	Post-professional	\$60
	Pre-professional (proof of student status required)	\$40





Low	Post-professional	\$15
	Pre-professional (proof of student status required)	\$7

Other Fees

If an applicant fails the [ISWP Wheelchair Service Provision-Basic Test](#) in English or Spanish, they cannot move forward with their application and must wait 14 days to retake the test.

Applicants who need to retake the test will be charged an additional certification fee. If the test is retaken within 1 year, the applicant is eligible for a 50% discount on certification fee.

February 8th 2019