

# International Indoor Air Quality Institute (IIAQI) Accredited Professionals (AP) Course Handbook

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# Training With IIAQI – Course Content

## List of Abbreviations / Acronyms

### Module 1 Welcome

- 1.1 Welcome to the Institute
- 1.2 About the International Indoor Air Quality Institute
- 1.3 Why International Indoor Air Quality Institute

### Module 2 Indoor Air Quality

- 2.1 Introduction to Indoor Air Quality
- 2.2 Pollutants and Health Impact
- 2.3 Indoor Air POLLutants and Sources
  - 2.3.1 PMs
  - 2.3.2 CO<sub>2</sub>
  - 2.3.3 CO
  - 2.3.4 VOCs
  - 2.3.5 HCHO
  - 2.3.6 NO<sub>2</sub>
  - 2.3.7 O<sub>3</sub>
  - 2.3.8 Mould + Allergens
  - 2.3.9 Radon
- 2.4 HOMEChem (Research Videos)

### Module 3 Indoor Air Quality Solutions

- 3.1 Balancing Solutions
- 3.2 HVAC
- 3.3 Ventilation

### Module 4 Professional IAQ Assessments & Standards

- 4.1 Indoor Air Quality Guidelines
- 4.2 Indoor Air Quality Assessments

## Module 5 Marketing

### 5.1 Sales / Marketing

## Module 6 Website Navigation

### 6.1 International Indoor Air Quality Website Navigation

## Module 7 Health and Safety

### 7.1 Your Health and Safety

## End of Course Test

## Farewell

# Course Enrolment

Our professional IAQ course is designed for those who want to start their career in IAQ or take their skills to the next level. The course covers all aspects of IAQ, including Healthy IAQ Certificate assessment and standards.

**Flexible** online study.

Students can complete this course within 4 weeks. However, students can take the course at their own pace and complete it in a shorter or longer period of time, depending on their schedule and learning style.

Students can start it at any time of the year that is convenient.

## Eligibility

The course is designed for professionals who want to advance their knowledge and skills in the field of indoor air quality, including, but not limited to:

- Energy Assessors
- HVAC Technicians/Engineers
- Surveyors
- Health and Safety Professionals
- Facility Managers
- Operations & maintenance personnel
- Environmental Consultants
- Real estate professionals
- Architects
- Civil engineers
- Building Engineers

- Mechanical Engineers
- Anyone who wants to learn more about indoor air quality

## Requirements

There are **no prerequisites** for the IIAQI Assessor AP course.

The course requires a computer with internet access and an intermediate level of **English**.

# Assessment

## Exam

As you progress, you will also encounter a comprehensive final assessment. This assessment is a two-hour examination that thoroughly evaluates your knowledge and skills in indoor air quality assessment and management. The exam is meticulously crafted to cover all the topics you have studied, ensuring that you have a well-rounded understanding of the subject matter.

The final **exam** is composed of multiple-choice questions, which test your ability to recall and apply information, as well as true/false questions, which assess your understanding of key concepts. This combination of question types is designed to challenge you in different ways and provide a complete picture of your proficiency.

It's crucial to understand that the final exam is the sole determinant of your score for this course. Your performance on this exam will be used to calculate your final grade, and it is the only assessment that will contribute to your ability to pass the course. Therefore, it's essential to prepare thoroughly and approach the exam with confidence in your knowledge and abilities.

Good luck with your studies! 📚✨

## Exam Language

The course is designed to be accessible to a wide audience, and as such, all course materials are provided in **English**. This includes the website content, which serves as the primary platform for accessing course information and resources. The website is thoughtfully structured to guide

you through the various aspects of the course, ensuring that you can easily navigate and find what you need.

In addition to the website, you will have access to a wealth of research materials. These may include scholarly articles, case studies, and other academic papers that delve into the intricacies of indoor air quality assessment and management. These resources are invaluable for deepening your understanding of the subject and providing you with a comprehensive view of current research trends.

Videos are another key component of the course materials. They offer visual and auditory learning experiences that can help clarify complex concepts and demonstrate practical applications. Whether it's a tutorial on how to conduct an air quality test or an overview of the latest technologies in air purification, these videos are designed to enhance your learning journey.

Finally, the **exam** is a culmination of all that you have learned. It is a rigorous assessment that evaluates your ability to apply your knowledge in a practical setting. The exam is conducted in **English** and is the final step in demonstrating your mastery of indoor air quality assessment and management.

By using **English** as the language for all course materials, we aim to provide a consistent and cohesive learning experience that is accessible to students from diverse backgrounds. We encourage you to immerse yourself in these materials and take full advantage of the resources available to you.

[Are You Ready?](#)

Preparing for the IAQ exam can be a comprehensive process, but with the right approach, you can enhance your readiness and confidence. Here's a detailed guide to help you get ready:

**Understand the Exam Format and Content:** Start by familiarising yourself with the structure of the IAQ exam. Knowing what types of questions to expect, such as multiple-choice or true/false, will help you tailor your study plan. Review the syllabus thoroughly to understand the scope of topics covered.

**Create a Study Schedule:** Organise your study time effectively. Allocate specific hours each day for different topics, ensuring you cover all areas of indoor air quality assessment and management. Stick to your schedule to maintain a consistent study rhythm.

**Gather Study Materials:** Collect all necessary study materials, including textbooks, research articles, videos. These resources will provide a solid foundation for your learning and practice.

**Take Notes and Summarise Information:** As you study, take detailed notes and summarise key concepts. This will help reinforce your understanding and make it easier to review later.

**Use Mind Maps or Flow Charts:** Visual aids like mind maps or flow charts can be incredibly helpful in connecting related concepts and understanding complex information.

**Identify Weak Areas:** After each practice session, identify areas where you need improvement. Focus on these weak spots in your subsequent study sessions.

**Join Study Groups or Forums:** Engage with peers or join online forums to discuss topics and share knowledge. This collaborative approach can provide new perspectives and enhance your learning experience.

**Stay Healthy:** Maintain a healthy lifestyle with proper nutrition, exercise, and adequate sleep. A healthy body supports a sharp mind, which is crucial for exam preparation.

**Manage Stress:** Prepare mentally for the exam by practicing relaxation techniques such as deep breathing or meditation. Managing stress is key to performing well on test day.

By following these steps, you'll be well-prepared to tackle the IAQ exam with confidence. Remember, consistent effort and a positive mindset are your best allies in achieving success. Good luck! 🍀

## Passing the Exam

### Understanding the Passing Score for the IAQ Exam

The Institute sets a standard passing score for its exams to ensure that candidates have a sufficient level of knowledge and understanding of the subject matter. The passing score is an important benchmark that candidates must achieve to demonstrate their competence and readiness to practise as IAQ professionals.

For the exam, the passing score is set at **70%**. This means that candidates must correctly answer at least thirty five (35) of the fifty (50) questions on the exam to pass. It's important to note that while this is the minimum requirement, aiming for a higher score is always beneficial as it reflects a deeper understanding of the material and can be advantageous in professional settings.

The 70% threshold is designed to be challenging yet attainable, encouraging candidates to study thoroughly and prepare adequately for their exam. It also ensures that those who pass have met a consistent standard of knowledge across all candidates.

In summary, achieving a passing score of 70% on the exam is a significant accomplishment that opens the door to a rewarding career in the field of Indoor Air Quality (IAQ).

## After The Exam

### **Continuous Professional Development (CPD) Requirements for IAQ Institute Members**

Upon successfully passing the Indoor Air Quality (IAQ) exam and becoming a member of the International Indoor Air Quality Institute (IIAQI), candidates are required to engage in **Continuous Professional Development (CPD)** to maintain their professional competence and stay updated with the latest industry standards and practices.

The Institute mandates that all its members complete 20 annual hours of CPD. This requirement ensures that members continue to develop their skills and knowledge throughout their careers.

Members can choose from a range of topics, including but not limited to, advanced IAQ assessment techniques, emerging pollutants, innovative control measures, and more.

It is important for members to document their CPD activities and submit them to the IAQ Institute for review. The institute provides guidelines on how to record and report CPD hours effectively.

In summary, the commitment to 20 annual hours of CPD is a testament to the Institute's dedication to excellence in the field of indoor air quality. By fulfilling this requirement, members demonstrate their ongoing dedication to professional growth and their contribution to the advancement of IAQ standards.

## Client Portfolio

As a member of the International Indoor Air Quality Institute, you have the opportunity to build a diverse and extensive client portfolio. Here's an elaboration on the potential client segments:

### **Expanding Your Client Portfolio with IAQ Expertise**

Membership in the International Indoor Air Quality Institute opens doors to a wide array of potential clients across various sectors. Your expertise in indoor air quality can be a valuable asset to numerous organisations and institutions, each with unique needs and challenges.

**Commercial Corporations and Multinational Organisations:** Large businesses and global companies are increasingly aware of the importance of indoor air quality for employee health and productivity. They seek professionals who can ensure their work environments meet the highest standards.

**Small to Medium Companies:** Smaller enterprises may not have dedicated resources for IAQ management. As an IAQ expert, you can offer tailored solutions that fit their budget while improving their indoor environment.

**Co-working Spaces (Business Hubs):** With the rise of co-working spaces, there's a growing demand for IAQ services to create healthy and inviting atmospheres for freelancers and startups.

**Educational Institutions and Hospitality:** Schools, daycares, hotels, and other hospitality venues prioritise the well-being of students, guests, and staff. Your services can help maintain a safe and comfortable environment.

**Energy Upgrade Companies:** These companies are focused on improving energy efficiency, which often goes hand-in-hand with enhancing indoor air quality.

**Manufacturers:** Industries that produce goods may require specialised IAQ services to protect workers from airborne contaminants.

**Medical Centers:** Healthcare facilities need to maintain pristine air quality to prevent infections and ensure patient safety.

**Retirement Homes:** Providing a healthy living environment is crucial for the elderly population, making IAQ services highly relevant.

**Yoga and Meditation Studios:** These spaces emphasise wellness and relaxation, making IAQ an integral part of their offerings.

**Residential Sector:** From new constructions to energy retrofits, residential properties benefit from IAQ assessments to ensure a healthy home environment.

By leveraging your IAQ expertise, you can cater to these diverse sectors, offering solutions that enhance indoor air quality and contribute to the overall health and satisfaction of occupants.

# Career Satisfaction

## **Career Satisfaction in the Field of Indoor Air Quality**

Choosing a career as an Indoor Air Quality (IAQ) professional is not only about contributing to public health and safety but also about finding personal fulfilment and satisfaction in one's work. Here are some reasons why IAQ professionals often report high levels of career satisfaction:

**Making a Difference:** IAQ professionals play a crucial role in improving the health and well-being of individuals by ensuring that indoor environments are safe and free from harmful pollutants. Knowing that their work has a direct positive impact on people's lives can be incredibly rewarding.

**Continuous Learning:** The field of IAQ is dynamic, with ongoing research and advancements in technology. Professionals in this field have the opportunity to continuously learn and stay updated with the latest developments, which can be intellectually stimulating and satisfying.

**Diverse Work Environments:** IAQ professionals work in a variety of settings, from residential homes to large commercial buildings, schools, hospitals, and more. This diversity keeps the job interesting and allows professionals to apply their skills in different contexts.

**Problem-Solving:** Every IAQ project presents unique challenges that require creative problem-solving. The ability to diagnose issues, develop solutions, and see tangible results can be highly satisfying for those who enjoy analytical work.

**Professional Recognition:** As IAQ becomes more recognised as a critical aspect of building design and maintenance, professionals in this field are

increasingly valued for their expertise. This recognition can lead to career advancement opportunities and a sense of accomplishment.

**Positive Work Environment:** Many IAQ professionals report that they enjoy working with clients who are proactive about their health and the environment. Collaborating with like-minded individuals can create a positive and supportive work atmosphere.

In summary, a career as an IAQ professional offers the chance to make a meaningful difference, engage in lifelong learning, work in diverse environments, solve complex problems, gain professional recognition, and enjoy a positive work culture. These factors contribute to high levels of career satisfaction among those who choose this path.

# Contact Information

International Indoor Air Quality Institute (IIAQI)

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