**Personal References and Teaching Assessments**

To obtain the personal references and teaching assessments needed for approval as an RW Training Representative or Certified Instructor, please send one of the following emails (see templates below and on following page) to at least three people (we suggest four or five, in case someone fails to respond), including an official leader from your church (pastor, elder, deacon, etc.).

You may have the same three or four people give both a personal references and a teaching appraisal, or you may request the references from three people and the assessments from three different people.

**Email Templates**

**Option 1:** Use this email template to request **both** a **Personal Reference** and **Teaching Assessment** from the same person (copy this text into an email, modifying text and adding appropriate names)

Dear RECIPIENT'S NAME,

I am applying to be approved as a [[Relational Wisdom Presenter](https://rw360.org/training-options/) /or/ [Certified Relational Wisdom Instructor](https://rw360.org/training-options/)]. If you visit [www.rw360.org](http://www.rw360.org), you’ll see why I’m excited about teaching this life-changing material.

As part of the application process, I’m required to provide personal references and teaching assessments from three people who know me well. I would deeply appreciate you taking the time to provide these assessments on my behalf.

The assessments take only a few minutes to complete. If you are willing to do this, you can access them at the following links:

* [www.rw360.org/personal-reference](http://www.rw360.org/personal-reference)
* [www.rw360.org/teaching-assessment](http://www.rw360.org/teaching-assessment)

Thank you for investing some of your valuable time to help me complete the application process. I look forward to sharing with you what I’m learning through this training.

Sincerely,

 **Option 2, requesting references from different people, is on next page.**

**Option 2**: Use the following two email templates to request **Personal References** and **Teaching Assessments** from different people (copy this text into an email, adding appropriate names)

**Personal Reference Request**

Dear RECIPIENT'S NAME,

I am applying to be approved as a [[Relational Wisdom Presenter](https://rw360.org/training-options/) /or/ [Certified Relational Wisdom Instructor](https://rw360.org/training-options/)]. If you visit [www.rw360.org](http://www.rw360.org), you’ll see why I’m excited about teaching this life-changing material..

As part of the application process, I’m required to provide personal references from three people who know me well. I would deeply appreciate you taking the time to provide one of these references.

The assessment takes only a few minutes to complete. If you are willing to do this, you can access it at the following link:

* [www.rw360.org/personal-reference](http://www.rw360.org/personal-reference)

Thank you for investing some of your valuable time to help me complete the application process. I look forward to sharing with you what I’m learning through this training.

Sincerely,

**Teaching Assessment Request**

Dear RECIPIENT'S NAME,

I am applying to be approved as a [[Relational Wisdom Presenter](https://rw360.org/training-options/) /or/ [Certified Relational Wisdom Instructor](https://rw360.org/training-options/)]. If you visit [www.rw360.org](http://www.rw360.org), you’ll see why I’m excited about teaching this life-changing material. As part of the application process, I’m required to provide assessments from three people who have observed my teaching abilities. I would deeply appreciate you taking the time to provide one of these assessments.

The assessment takes only a few minutes to complete. If you are willing to do this, you can access it at the following link:

* [www.rw360.org/teaching-assessment](http://www.rw360.org/teaching-assessment)

Thank you for investing some of your valuable time to help me complete the application process. I look forward to sharing with you what I’m learning through this training.

Sincerely,