



# **International Right of Way Association**

## **R/W-RAC**

### **Right of Way Relocation Assistance Certification Program**

#### **Program Guide and Application**



**The Professional Standard of Excellence**

**2009-2010**

**Effective 07.01.09**



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## **Welcome to the IRWA Certification Program!**

IRWA Certification is both a journey and a destination. For experienced and skilled right of way professionals like yourself, your certification validates your skills and demonstrates your proficiency in your chosen discipline. The IRWA Certification Program R/W-RAC is a structured process designed to provide you with the knowledge and tools that will help you advance in your profession.

### **Stay Ahead of the Curve**

Today's marketplace is crowded and complex, and individuals and businesses that don't stay ahead of the curve often risk being left behind. To develop a solid, competitive advantage—and to remain ahead of that curve—you can rely on an IRWA Certification to prepare you and your company for whatever lies ahead.

### **The Only Name That Counts**

IRWA stands for the highest standard of excellence. As such, an IRWA Certification is a rigorous process that will work to differentiate you from other professionals. Our high standards have enabled us to create a distinction that is universally respected by customers, businesses and colleagues across most disciplines.

### **The Right Stuff**

Companies with employees that are IRWA certified report impressive results. Certification can often win business in competitive situations. Perhaps that's because customers prefer doing business with IRWA -certified staff rather than those without the stamp of Certification. Certified professionals often make better employees. They tend to exhibit higher productivity, reduced learning curves, increased technical competencies, lower error rate, and a higher level of job satisfaction.

### **Individual Benefits**

In addition to gaining new skills, enhancing your knowledge base and adding to your list of credentials, employees can expect to attain a wide range of workplace benefits. These may be in the form of peer recognition or demonstrated financially through a promotion, pay raise or additional perks.

### **Benefits to Employer**

Employers who support continuing education for their staff can expect significant benefits! They will be rewarded with higher employee retention, increased productivity and a boost in employee morale and confidence. Retaining experienced staff is an enormous competitive advantage for any employer.

### **Overview: How the Program Works and Purpose of this Guidebook**

This handbook is designed to serve as a reference tool to help simplify the various requirements. Many of the forms you will need along the way are included. Some can be used directly from the handbook and are linked to the Handbook Webpage.

To get started, we encourage you to read the requirements outlined in this program guidebook and application packet. If your experience appears to qualify, submit your candidacy declaration to IRWA World Headquarters. If you are uncertain about any of this process, please contact your local Professional Development Committee Chair (PDC Chair). They can answer any questions you have as you progress through the program. Once you have filled out your completion application, simply submit it to your PDC Chair.

**We congratulate you on your decision to pursue an IRWA Certification.**



## Glossary of Terms

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**CAPSTONE EXAM:** Final Examination, available in single discipline or comprehensive

**CEU:** Continuing Education Unit, used in recertification

**IEC:** International Executive Committee

**IPDC:** International Professional Development Committee

**IRWA:** International Right of Way Association

**PDC CHAIR:** Professional Development Committee Chair (Chapter Level)

**QEU:** Qualifying Education Unit, used in initial certification

**R/W-RAC:** Right of Way Relocation Assistance Certification

**R/W:** Right of Way

**USD:** U.S. Dollars

**WHO:** World Headquarters



## International Right of Way Association Code of Ethics

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RECOGNIZING the responsibility of our profession to the people and business of our country, and believing that we should encourage and foster high ethical standards in our profession, we do hereby adopt the following CODE OF ETHICS for our constant guidance and inspiration predicated upon the basic principles of truth, justice and fair play.

**To show faith** in the worthiness of our profession by industry, honesty and courtesy, in order to merit a reputation for high quality of service and fair dealing.

**To add to the knowledge** of our profession by constant study and to share the lessons of our experience with our fellow members.

**To build an ever increasing confidence and good will** with the public and our employers by poise, self-restraint and constructive cooperation.

**To ascertain and weigh all of the facts** relative to real properties in making an appraisal thereof, using the best and most approved methods of determining the just and fair market value.

**To conduct ourselves in the most ethical and competent manner** when testifying as an expert witness in court as to the market value of the real properties, thus meriting confidence in our knowledge and integrity.

**To accept our full share of responsibility** in constructive public service to community, state and nation.

**To strive to attain and to express a sincerity of character** that shall enrich our human contacts, ever aiming toward that ideal -- "The Practice of the Golden Rule."



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## Application Process and Fee Schedule

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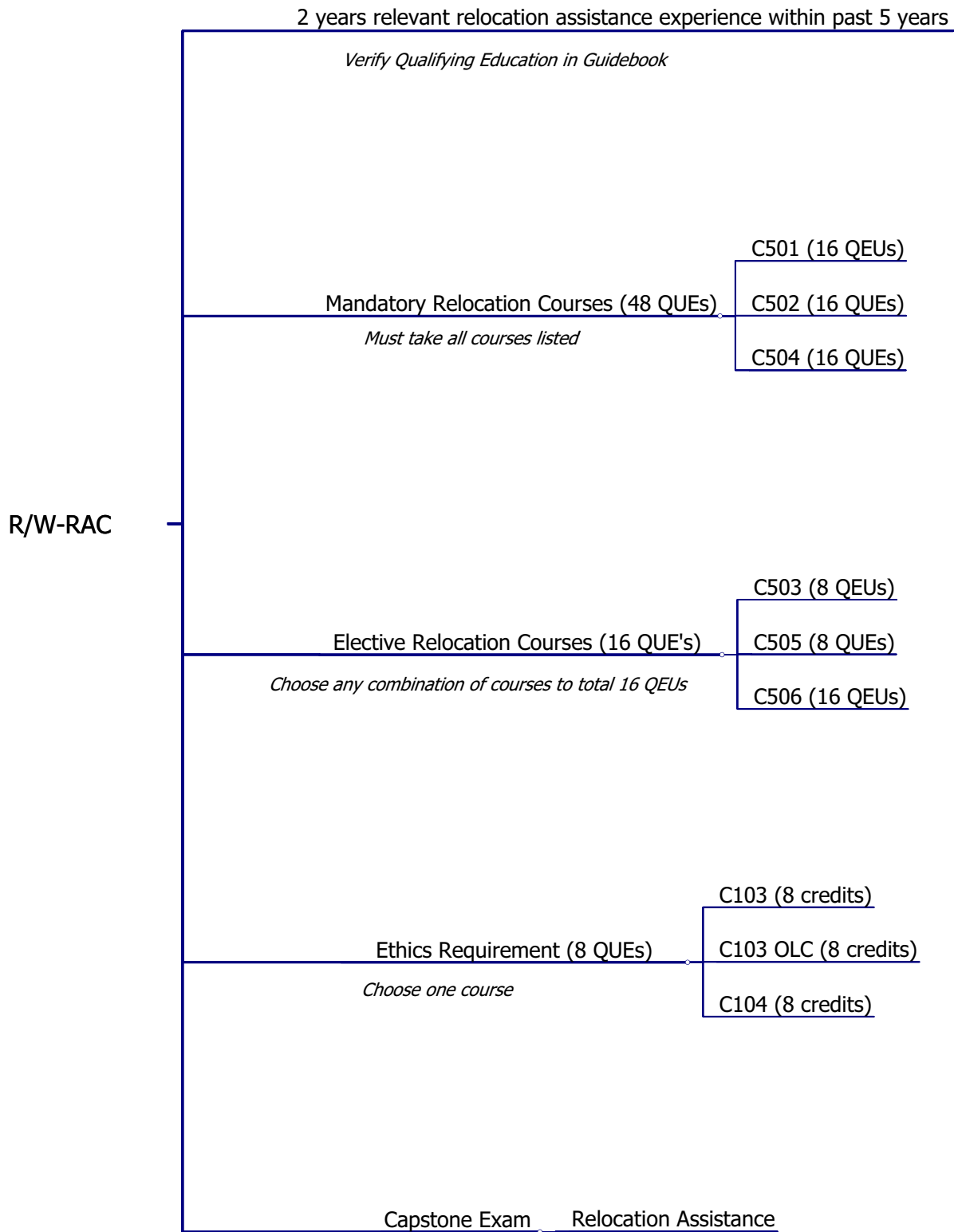
### Right of Way (R/W) - Certification Application Process

- Member in good standing with the IRWA
- Read through program brochure and description
- Declare Candidacy to IRWA World Headquarters
- Complete Experience, IRWA Coursework and Examination requirements
- Complete application and submit, with payment to local Chapter's PDC Chair
- PDC Chair will review and if approved, will forward to World Headquarters
- Notification will be sent by World Headquarters of receipt/approval of application

### Right of Way (R/W) - Certification Fee Schedule

- **R/W Certification Application Fee**
    - Candidacy Declaration - \$25 USD per discipline
    - Program Application - \$50 USD per discipline
  - **R/W Certification Lapsed Status Reinstatement Fee**
    - \$50 USD
  - **R/W Certification Inactive Status Processing Fee**
    - \$10 USD per discipline
  - **R/W Certification Inactive Status Maintenance Fee**
    - \$50 USD annually
  - **R/W Certification Inactive Status Reinstatement Fee**
    - \$50 USD per discipline
  - **R/W Recertification Application Fee**
    - \$50 USD per discipline
  - **R/W Certification Reinstatement Fee**
    - \$50 USD per discipline
  - **Capstone Exam Request Fee**  
Capstone Individual Discipline Exam
    - \$50 USD per discipline
  - **Course Challenge Request Fee**  
Fee is determined based upon a \$50 USD fee per day of class
    - C-200 \$100 USD
    - C-400 \$100 USD
    - C-800 \$100 USD
    - C-900 \$100 USD
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# R/W-RAC Relocation Assistance Certification Program At a Glance





## **International Right of Way (R/W) Certification Program**

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### **What is a Right of Way Certification?**

The Right of Way (R/W) Certification is granted to IRWA members who have achieved professional status through experience, education and examination in a single right of way discipline.

Earning this certification demonstrates an unparalleled achievement in a single discipline and reinforces a standard of excellence. The International Right of Way Association offers certification in the following 5 disciplines\*:

<b>Discipline</b>	<b>R/W Certification</b>
Appraisal	R/W-AC
Asset Management	R/W-AMC
Environmental	R/W-EC
Negotiation/Acquisition	R/W-NAC
Relocation Assistance	R/W-RAC

*\*Members can only become certified in 2 disciplines until the SR/WA designation is earned.*

### **What are the prerequisites for the R/W Certification?**

Any member involved in one of these 5 right of way professional disciplines is eligible. Applicant must be a member of the IRWA in good standing, have a minimum of 2 years of relevant ROW professional experience within the last 5 years, and meet the coursework and exam requirements.

### **How do you pursue the R/W Certification?**

The application process is easy:

- Obtain a R/W Application form from local chapter *or* [online](#)
- Complete experience, coursework and exam requirements
- Submit completion Application Form, along with certification fee, to PDC Chair
- Wait for approval notification from IRWA World Headquarters

### **What happens after the R/W Certification is earned?**

The R/W Certification expands employment opportunities, increases salary potential, boosts chances for career advancement and demonstrates professional commitment.

Employers benefit from the R/W Certification too. Most employers recognize the roles that professional development and continuing education play and encourage their staff to pursue such things. The R/W Certification helps employers to identify and reward employees with proven initiative, dedication and knowledge. It helps to create a strong professional foundation and training ladder. The Certification enhances employee skills through multidiscipline training and examination. It also assures continuous educational updates through recertification.

**Please contact Credentialing Staff for any questions about the Certification program. 310.538.0233 X 138 or X 123 [or education@irwaonline.org](mailto:education@irwaonline.org)**



## **International Right of Way (R/W) Certification Program**

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### **Right of Way Professional Experience, Course and Exam Requirements**

**Candidate must have a minimum of 2 years of relevant Right of Way professional experience in the discipline they are applying for within the last 5 years.**

#### **Relocation Assistance Experience:**

Principal practice in professional relocation assistance services including experience in:

1. Relocating and re-establishing persons, businesses, farm operations and nonprofit organizations
2. Making replacement housing computations when such services involve an interpretation of real estate valuation principles
3. Conducting studies and analyses for the development of a relocation program plan

#### **IRWA Coursework Requirements**

To obtain the R/W Certification, the candidate must successfully complete a coursework requirement that consists of both core courses and elective courses. The coursework requirement is different for each of the 5 disciplines.

#### **Challenging a Course**

If the candidate feels that they have sufficient professional experience and knowledge in a certain discipline, they can challenge a core course. To do this, they must fill out and submit the Course Challenge Request form, along with the challenge fee, and then successfully complete the exam for that course. If the candidate does not pass the exam, the candidate **may not** challenge the course again and must attend the class and successfully pass the exam to receive credit.

The following core courses may be challenged:

**\*\* NO COURSES MAY BE CHALLENGED FOR THIS DISCIPLINE \*\***

#### **Capstone Examination Requirements**

The candidate must fulfill the capstone examination requirement for the discipline they are applying for.

An approved candidate can take the capstone examination anytime within their 5 year candidacy period.

To take an exam, the candidate must fill out and submit, along with the appropriate exam fee(s), the Exam Request form.



## **International Right of Way (R/W) Certification Program**

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### **R/W Recertification**

Members holding a R/W Certification *must* recertify every 5 years. To recertify, a member must accumulate the required credit within a 5 year period from the date of receipt of the Certification or from the date of the previous recertification. Failure to recertify will result in the loss of the member's certification.

### **Recertification Requirements**

30 CEUs must be earned through attending or facilitating courses or seminars approved for recertification credit by the IRWA. Of these 30 CEUs, a minimum of 8 must be earned by attendance as a participant or facilitator in a course in that certification discipline and 8 CEUs must be earned through meeting the Ethics Course requirement. \*

R/W Certification designees can receive up to 16 CEUs of recertification credit for paid attendance at IRWA's Annual International Education Conference.

Additionally, R/W-AC members must successfully complete IRWA's C-406B, 7-hour USPAP, or The Standards (Canadian) in each 5 year recertification period.

\*R/W certified members taking class for recertification credit are not required to take the course exam. However, participants taking an IRWA course for CE or other type of credit, for license renewal or other purposes are required to take the course exam.

### **R/W Certification Inactive Status (Parked Status)**

R/W Certified members can retain their right to the R/W Certification during an inactive period, when they are not employed in or otherwise involved with the right of way profession. A R/W Certified member may request the inactive status as follows:

1. Submit a letter, along with the processing fee requesting the R/W Certification be held in an inactive status and acknowledge that during such period, the R/W Certification may not be used\*
2. During each year the R/W certification is maintained in an inactive status, an annual fee shall be assessed for maintenance of the R/W Certification. The Annual fee shall entitle the member to receive the IRWA magazine.

\*To apply for inactive status, certification must be current. Inactive status may not be applied for if recertification has expired.



## **International Right of Way (R/W) Certification Program**

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### **R/W Certification Inactive Status (Reinstatement)**

When the member is ready to re-establish their active status, the process is as follows:

1. Submit a letter requesting to re-establish the active status of the R/W Certification, including a reinstatement fee.
2. Complete current recertification requirements for the R/W Certification. (Recertification must be completed within what remains of the original R/W Certification 5 year period from the time the inactive status was entered into.)
3. Comply with any current recertification or other requirements as may be established by the IPDC

### **Applying for Award of Credit for a Non-IRWA Course**

In order to be awarded R/W recertification credit, the subject matter of a non-IRWA course must be consistent with current Right of Way principles and practices, and enhance the Right of Way disciplines of:

1. Appraisal,
2. Communication/Negotiations,
3. Engineering,
4. Environment,
5. Management/Supervision,
6. Property Management and
7. Real Estate Law

Course content must cover a minimum of 70% of IRWA subject matter to be awarded R/W Certification Program recertification credit.

### **Appeals**

In the event that recertification credit is not granted for a non-IRWA course, you may consider the following appeal process:

1. Applicant forwards a Letter of Appeal to WHQ within 30 days of receipt of notification
2. WHQ will forward request form to the IPDC for full review
3. IPDC review and then advises WHQ of approval/disapproval
4. WHQ will notify applicant of final decision



**International Right of Way Association**  
**R/W-RAC**  
**Right of Way Relocation Assistance**  
**Certification Program**  
**Application**



## Application Process and Helpful Hints

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### Right of Way (R/W) - Certification Application Process

- Member in good standing with the IRWA
- Read through program brochure and description
- Declare Candidacy to IRWA World Headquarters
- Complete Experience, IRWA Coursework and Examination requirements
- Complete application and submit, with payment to local Chapter's PDC Chair
- PDC Chair will review and if approved, will forward to World Headquarters
- Notification will be sent by World Headquarters of receipt/approval of application

DO NOT SUBMIT APPLICATION UNTIL ALL REQUIREMENTS HAVE BEEN MET.

ALL INCOMPLETE APPLICATIONS RECEIVED BY PDC CHAIR WILL BE RETURNED TO CANDIDATE

INCOMPLETE APPLICATIONS RECEIVED AT WORLD HEADQUARTERS WILL BE RETURNED TO THE PDC CHAIR.

Applications will be processed in order of receipt.

Processing of completion applications **takes approximately 6 weeks**

Instructions for completing this application:

- Fill in COMPLETELY
- Be as accurate as possible with regard to dates
- Type or print clearly and legibly
- Be careful to not duplicate information
- Use extra sheets as necessary
- Attach supporting documentation where indicated
- Submit payment information
- Submit completed application to:

**Chapter PDC Chair**



## R/W- RAC Relocation Assistance Certification Program Declaration of Candidacy

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Complete and return this declaration along with your **non-refundable** candidacy fee to IRWA World Headquarters.

- Check enclosed (made payable to IRWA)      -or-  
 Visa     MasterCard     American Express

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_ Amount \$ \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

### **Applicant Information**

Name \_\_\_\_\_ Member # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Chapter # \_\_\_\_\_

City, State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

**By signature below, I acknowledge that I have thoroughly reviewed the Professional Experience Summary Page, and have personally verified with my Chapter Professional Development Committee Chair that my work experience qualifies as right of way experience.**

**I hereby certify that all of the information provided on this form is, to the best of my knowledge, true and correct. I will be in a violation of the Ethical Policy if I knowingly misrepresent myself.**

Applicant's Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**For any questions regarding the Professional Experience Requirements,  
contact your Chapter Professional Development Committee Chair**



**R/W- RAC Relocation Assistance Certification Program  
Completion Application  
Applicant Information Page**

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Complete and return this application along with your **non-refundable** application fee and all requested supporting materials to your PDC Chair for review after all requirements have been completed.

**Only complete applications will be processed. All incomplete applications will be returned to the PDC Chair.**

- Check enclosed (made payable to IRWA)      -or-
- Visa       MasterCard       American Express

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_ Amount \$ \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

**Applicant Information**

Name \_\_\_\_\_ Member # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Chapter # \_\_\_\_\_

City, State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

**Agency or Company** \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

**For any questions regarding the Professional Experience Requirements, contact your  
Chapter Professional Development Committee Chair**



## **R/W- RAC Relocation Assistance Certification Program Completion Application Professional Experience Page**

This section must detail the applicant's required 2 years minimum of relevant Right of Way professional experience within the past 5 years. Fill form in completely. Attach additional sheets as necessary. *Please note: Use a separate page for each employer and each job title.*

### **Relocation Assistance Experience:**

Principal practice in professional relocation assistance services including experience in:

1. Relocating and re-establishing persons, businesses, farm operations and nonprofit organizations
2. Making replacement housing computations when such services involve an interpretation of real estate valuation principles
3. Conducting studies and analyses for the development of a relocation program plan

### **Company or Agency Details**

From (mm/dd/yyyy) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ To (mm/dd/yyyy) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Total Number of Months \_\_\_\_\_ Agency Title \_\_\_\_\_

Company or Agency Address \_\_\_\_\_  
Street City

State/Province Zip/Postal Code

Position or Job Title \_\_\_\_\_

Description of Duties (resume can be attached as supporting document only)  
\_\_\_\_\_  
\_\_\_\_\_

### **Verification: (Current Supervisor or someone with personal knowledge of your work\*)**

\*If you are self employed, a professional associate familiar with your work who is NOT a member of your immediate family.

Name \_\_\_\_\_

Title \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

**I have examined the above statement and hereby certify that to the best of my knowledge, it is true and correct.**

Signature \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_



## R/W- RAC Relocation Assistance Certification Program Completion Application Course Work and Examination Requirement

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To obtain the R/W Certification, the candidate must successfully complete a coursework requirement that consists of both core courses and elective courses.

### IRWA Coursework Checklist:

*Complete the following and attach copies of certificates of completion*

<input type="checkbox"/> C-501	Residential Relocation Assistance – 16 QEU
<input type="checkbox"/> C-502	Business Relocation – 16 QEU
<input type="checkbox"/> C-504	Computing Replacement Housing Payments – 16 QEU
<input type="checkbox"/> 2 of the following:  C-503  C-505  C-506	Mobile Home Relocation – 8 QEU  Advanced Residential Relocation Assistance – 8 QEU  Advanced Business Relocation Assistance – 16 QEU
<input type="checkbox"/> C-103 or  C-104	Ethics and the Right of Way Profession – 8 QEU  Standards of Practice for the Right of Way Professional – 8 QEU

### Exam Checklist:

*Complete the following and attach Pass letter*

<input type="checkbox"/> Relocation Assistance Capstone Exam
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**R/W-RAC Relocation Assistance Certification Program  
Completion Application  
International Right of Way Association  
Code of Ethics  
Applicant Signature Page**

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**Answer the following questions**

Have you ever been convicted of fraud, misrepresentation or misappropriation of funds or property? *If yes, attach a detailed explanation.*  Yes  No

Have you ever been subject to disciplinary action by any professional organization? *If yes, attach a detailed explanation.*  Yes  No

**Signature**

By signing below, I agree to abide by the IRWA Code of Ethics and to be subject to disciplinary action as adopted by the International Executive Committee (IEC). All of the information provided by me is complete and correct to the best of my knowledge and belief. If I made or at any time make statements with knowledge of the statements falseness, I understand that it shall be cause for denial or revocation of the designation.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Agency or Company Name \_\_\_\_\_

Printed Name & Signature of an Officer of that Agency or Company  
\_\_\_\_\_

Acknowledged before me on this day:

Notary Signature & Date \_\_\_\_\_

Notary Commission Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_



## R/W- RAC Relocation Assistance Certification Program Completion Application Agreement Page

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Applicant Name \_\_\_\_\_

In completing this application, I hereby consent to the following terms:

- 1 I subscribe to the aims and purposes and agree to abide by the Code of Ethics of the International Right of Way Association.
- 2 I hereby irrevocably waive any claim or right of action at law or in equity that I might have any time hereafter against the International Right of Way Association, its governing officers, committee members, or other officials, either as a group or as individuals, for any official act in connection with the business of the Certification Program and particularly as to its or their acts in admitting or failing to admit me to Certification status; or, disciplining me as a member for any reason whatsoever.
- 3 I hereby authorize the IRWA to verify all information contained herein and further to make all investigations in any manner it deems necessary.
- 4 I hereby certify that all statements made in this application are true to the best of my knowledge, and I agree and understand that any misstatements of material facts herein will cause forfeiture on my part of all rights to Certification status with no refund of my application fee(s).
- 5 Attached hereto is my application fee (payable to IRWA), per discipline.
- 6 If I become certified as a Certified Member of the IRWA, I agree that I will comply with any future requirements the International Executive Committee of the IRWA, or its appointed oversight committee, decides are appropriate for me to retain my registration as an Certified Member of the IRWA.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### For Chapter PDC Chair Use Only

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PDC Name \_\_\_\_\_ SR/WA # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Chapter # \_\_\_\_\_

City, State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

PDC Signature \_\_\_\_\_



**R/W- RAC Relocation Assistance Certification Program  
Course Challenge Exam Request Form**

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**Challenging a Course**

**\*\* NO COURSES MAY BE CHALLENGED  
FOR THIS DISCIPLINE \*\***



## R/W- RAC Relocation Assistance Certification Program Capstone Examination Request Form

An approved candidate can take the capstone examination anytime within their 5 year candidacy period.

To take an exam, the candidate must fill out and submit, along with the appropriate exam fee(s), the Exam Request form.

Request to take the following Capstone Exam:

Relocation Assistance Capstone Exam

See fee schedule to determine current exam fee.

Name \_\_\_\_\_ Member # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Chapter # \_\_\_\_\_

City, State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_

- Check Enclosed (made payable to IRWA)
- Visa     MasterCard     American Express

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_ Amount \$ \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

### For Chapter PDC Chair Use Only

Proctor Name \_\_\_\_\_ SR/WA # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Chapter # \_\_\_\_\_

City, State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

PDC Signature \_\_\_\_\_



## Right of Way Certification Program R/W-RAC Relocation Assistance Certification Recertification

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### International Right of Way Certification (R/W) Recertification

#### Why do R/W's need to recertify?

The International Right of Way Association believes that all professionals holding the R/W Certification must continue their personal and professional development through a combination of continued work experience and continuing education. Therefore, the IRWA requires all R/W members to recertify every 5 years to maintain their professional certification.

#### What is required to recertify?

The R/W recertification requirements consist of earning 30 CEUs by attending or facilitating courses or seminars which have been approved for credit by the IPDC. Of these 30 CEUs, a minimum of 8 must be earned by course attendance as a participant or facilitator at a course in that certification discipline and 8 CEUs must be earned through meeting the Ethics Course requirement. Additionally, R/W-AC members must successfully complete IRWA's C-406B, 7 hour USPAP or The Standards (Canadian) within each 5 year recertification period.

R/W Certification designees may receive up to 16 CEUs for paid attendance at IRWA's International Educational Conference.

IRWA Chapter seminars, meetings, regional forums and any non-IRWA program *must* be submitted to the IPDC for recertification credit approval. It is advisable that approval is obtained *before* the presentation or at the very least, before recertification is due.

Approval letters and proof attendance/completion must be kept in designee's records and *must only* be submitted to World Headquarters as supporting documentation along with the recertification application.

The recertification period is 5 years from the initial certification and applications will be accepted by Headquarters up to 1 year before the due date.

R/W Certification designees taking an IRWA course for recertification credit are not required to take the course exam.\* However, participants taking an IRWA course for CE or other type of credit, for license renewal or other purposes are required to take the course exam.

\* Exams **must** be taken for any online course or seminar to obtain recertification credit.



## **Right of Way Certification Program R/W-RAC Relocation Assistance Certification Recertification**

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### **Applying for Award of Credit for a Non-IRWA Course**

In order to be awarded R/W recertification credit, the subject matter of a non-IRWA course must be consistent with current Right of Way principles and practices, and enhance the Right of Way disciplines of:

- Appraisal,
- Communication/Negotiations,
- Engineering,
- Environment,
- Management/Supervision,
- Property Management and
- Real Estate Law

Course content must cover a minimum of 70% of IRWA subject matter to be awarded R/W Certification Program recertification credit.

### **Appeals**

In the event that recertification credit is not granted for a non-IRWA course, you may consider the following appeal process:

- Applicant forwards a Letter of Appeal to WHQ within 30 days of receipt of notification
- WHQ will forward request form to the IPDC for full review
- IPDC review and then advises WHQ of approval/disapproval
- WHQ will notify applicant of final decision



## **R/W-RAC Relocation Assistance Certification Program Recertification Application Process and Helpful Hints**

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### **Right of Way (R/W) - Certification Recertification Application Process**

- Complete IRWA Coursework
- Complete Continuing Education Requirements
- Complete recertification application
- Submit application, supporting documents and payment to IRWA World Headquarters
- Notification will be sent by World Headquarters of receipt/approval of application

DO NOT SUBMIT APPLICATION UNTIL ALL REQUIREMENTS FOR THE R/W RECERTIFICATION HAVE BEEN MET. ALL INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED AND WILL BE RETURNED TO THE PDC CHAIR.

Applications will be processed in order of receipt. Processing of recertification applications **takes approximately 6 weeks**

Instructions for filling in application:

- Fill in COMPLETELY
- Fill out a separate application for each discipline
- Be as accurate as possible with regard to dates
- Type or print clearly and legibly
- Be careful to not duplicate information
- Use extra sheets as necessary
- Attach supporting documents where indicated
- Attach appropriate fee and payment information
- Submit completed application to:

**Credentialing Staff  
IRWA World Headquarters  
19750 S. Vermont Ave., Suite 220  
Torrance, CA 90502-1144**



**R/W-RAC Relocation Assistance Certification Program  
Recertification Application  
Applicant Information Page**

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Please complete and return this application, along with any requested supporting documentation to IRWA World Headquarters, care of Credentialing Staff.

**Only complete applications will be processed. All incomplete applications will be returned to the PDC Chair. Processing of recertification applications takes approximately 6 weeks.**

**R/W Recertification Applicant  
Information Page**

**Applicant Information**

Name \_\_\_\_\_

Membership Number \_\_\_\_\_ Chapter \_\_\_\_\_

Home Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

**Agency or Company** \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_



**R/W-RAC Relocation Assistance Certification Program  
Recertification Application  
CEU Summary Page**

**Attach additional sheets as necessary.** Provide documentation of approval and completion.

**IRWA Courses attended or facilitated (attach copy of course history)**

Course Number & Name	Date/Number of CEUs

**Approved Non-IRWA Courses (attach documentation)**

Course/Program Name	Date/Number of CEUs

**Conference Education Session/Chapter Educational Seminars (fill in completely)**

Event Name	Date/Number of CEUs

**Total CEUs** \_\_\_\_\_

**I certify that the information presented above and the accompanying materials are, to the best of my knowledge, true and correct.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Recertification Fee (see current fee schedule)**

- Check Enclosed (made payable to IRWA)
- Visa     MasterCard     American Express

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_ Amount \$ \_\_\_\_\_

Name as it appears on card \_\_\_\_\_



**R/W-RAC Relocation Assistance Certification Program  
Recertification Application**

**International Right of Way Association  
Code of Ethics  
Applicant Signature Page**

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**Answer the following questions**

Have you ever been convicted of fraud, misrepresentation or misappropriation of funds or property?  Yes  No  
*If yes, attach a detailed explanation.*

Have you ever been subject to disciplinary action by any professional organization?  Yes  No  
*If yes, attach a detailed explanation.*

**Signature**

By signing below, I agree to abide by the IRWA Code of Ethics and to be subject to disciplinary action as adopted by the International Executive Committee (IEC). All of the information provided by me is complete and correct to the best of my knowledge and belief. If I made or at any time make statements with knowledge of the statements falseness, I understand that it shall be cause for denial or revocation of the designation.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Agency or Company Name \_\_\_\_\_

Printed Name & Signature of an Officer of that Agency or Company  
\_\_\_\_\_

Acknowledged before me on this day:

Notary Signature & Date \_\_\_\_\_

Notary Commission Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_



**R/W-RAC Relocation Assistance Certification Program  
Request Form for Award of Credit  
For a Non-IRWA Course for purpose of recertification**

Applicant's Name _____		Chapter # _____	
Company or Agency Name _____			
Mailing Address _____			
Street	City	State/Province	Zip/Postal Code
Business Phone (____) _____		Fax (____) _____	
Course Name _____			
Course Location _____		Course Date ____/____/____	
Facilitator Name _____			
#of CEU _____			

- A course outline showing the timeline spent for each specific topic and the completion certificate **MUST** accompany this application.
- Course material and final exam must **ONLY** be submitted upon request by the IPDC.

Course Subject Area

- |                                                  |                                                |
|--------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Appraisal               | <input type="checkbox"/> Asset Management      |
| <input type="checkbox"/> Negotiation/Acquisition | <input type="checkbox"/> Law                   |
| <input type="checkbox"/> Engineering             | <input type="checkbox"/> Relocation Assistance |
| <input type="checkbox"/> Environment             |                                                |

Is this course approved by or sponsored in part by any of the following: (if yes, please specify)

- Allied Association: \_\_\_\_\_
- University/College/Technical Institute: \_\_\_\_\_
- Company Training: \_\_\_\_\_
- Other: \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



## R/W-RAC Relocation Assistance Certification Program Request Form for Award of Credit For a Non-IRWA Course for purpose of recertification

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**Instructions:**

1. Locate the subject area that course or seminar addresses (e.g., Appraisal, Law, etc.).
2. Place an x in the checkboxes provided to indicate all right of way related topics which are addressed in the course or seminar.
3. Provide a best estimate of the total number of hours spent addressing right of way topics.

**APPRAISAL**

- Appraisal and Value Concepts
- Appraisal Process
- Area Analysis
- Data Analysis
- Site and Building Analysis
- Highest and Best Use
- Site Valuation Sales Comparison Approach
- Income and Expense Analysis
- Reconciliation
- Appraisal Reports
- Just Compensation
- Partial Acquisition
- Easement Valuation
- Ethics and Standards of Professional

\_\_\_\_\_ Total hours spent addressing appraisal R/W topics

**COMMUNICATION/NEGOTIATIONS**

- Historical Perspective
- Skills and Attitudes
- Communication Skills
- Negotiation Process
- Role of Power
- Bargaining Negotiations
- Building Trust
- Motivation and Problem Solving
- Funnel Technique
- Property Management
- Relocation Assistance
- Environmental Considerations
- Professional Ethics

\_\_\_\_\_ Total hours spent addressing communication/negotiations R/W topics

**ENGINEERING**

- Computing/Calculations
- Computing/Calculations Problems
- General Engineering
- Legal Descriptions
- Legal Descriptions Problems
- Plan Reading
- Professional Ethics
- Topographical Features
- Units of Measurement

\_\_\_\_\_ Total hours spent addressing engineering R/W topics



## **R/W-RAC Relocation Assistance Certification Program Request Form for Award of Credit For a Non-IRWA Course for purpose of recertification**

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### **ENVIRONMENT**

- Ecological Considerations
- The Earth's Biosphere
- Ecosystems: Components and Dynamics
- Social and Economic Considerations
- Environmental Law
- Review of Federal Legislation
- Development of Environmental Standards
- Responsibilities of US Government Agencies
- Trends in State & Local Legislation
- Steps in Environmental Impact Assessments
- Public Participation in Environmental Decisions
- Environmental Standards
- Right of Way Planning and Use

\_\_\_\_\_ Total hours spent addressing environment R/W topics

### **LAW**

- Definition of Real Property
- Property Descriptions
- Eminent Domain
- Police Power
- Estates in Land
- Types of Ownership
- Transfer of Title
- Contracts
- Deeds and Mortgages
- Appurtenant Rights
- Covenants, Conditions/Reservations
- Adverse Possession
- Recording Statutes
- Professional Ethics

\_\_\_\_\_ Total hours spent addressing law R/W topics

### **MANAGEMENT/LEADERSHIP**

- The Skills and Attitudes of a Successful Leader
- Models of Leadership
- Power vs. Leadership
- Positional vs. Emergent Leaders
- Characteristics of Effective Leaders
- Leadership Skills Development
- Communication Skills
- Advisory Skills
- Giving and Receiving Feedback Advisory Skills
- Self-Assessment of Leadership Style
- Why People Follow
- Planning and Goal Setting Skills and Attitudes
- Developing Skills and Attitudes
- Critique and Coaching-Tools for Developing Followers
- Team Building
- Why Teams Win
- Self-Assessment: You as Part of the Team

\_\_\_\_\_ Total hours spent addressing management/leadership R/W topics



## **R/W- RAC Relocation Assistance Certification Program Request Form for Award of Credit For a Non-IRWA Course for purpose of recertification**

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### **PROPERTY MANAGEMENT**

- Establish, Classify, and Maintain a Property Inventory
- Develop Simplified Management Policies and Procedures
- Identify and Evaluate Risks, Hazards and Liabilities
- Establish Ownership Monitoring Schedules to Control Encroachments & Other Unauthorized Uses
- Decide if Property Should be Leased, Sold or Held
- Recognize Advantages and Pitfalls of Joint Use Agreements
- Effectively Repair and Maintain Improved Properties Not Moved
- Profitably Dispose of Excess Lands or Property Rights
- Project Inception
- Feasibility Analysis
- Lease Options
- Leasehold Marketing
- Leasehold Development
- Leasehold Administration

\_\_\_\_\_ Total hours spent addressing property management R/W topics

### **RELOCATION ASSISTANCE**

- Relocation Assistance Overview
- Comparable Replacement Dwelling
- Computations of Replacement Housing Payments for Owners and Tenants
- Mobile Homes
- Last Resort Housing
- Advisory Assistance
- Moving Entitlements
- Claim Filing and Appeals
- General Eligibility Requirements
- The Survey Method
- The Search Process
- The Movement of Personal Property
- Calculating Payments for Property not moved
- Substitute Equipment
- Storage Expenses and Eligibility
- Fixed Payments for Businesses
- Appeals Process
- Advisory Assistance to Business

\_\_\_\_\_ Total hours spent addressing relocation assistance R/W topics



**INTERNATIONAL RIGHT OF WAY ASSOCIATION**

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