NEW Professional Right of Way Certification

Program Guide

IRWA
BUILDING A BETTER WORLD TOGETHER.

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Professional Right of Way Certification Program – Component Definitions

Right of Way Agent Certification (RWA) – Is the first of the IRWA's three-level Professional Right of Way Certification Program, which culminates with the SR/WA designation. The RWA is designed for those who are just beginning their careers within the right of way profession. The required coursework is intended to provide a high-level overview of all the major disciplines within the right of way profession, which includes the following: negotiation and acquisition, appraisal, relocation assistance, environment, asset (property) management, real estate law, and surveying and engineering. The RWA certification reflects evidence of basic professional accomplishment in the right of way profession.

Right of Way Professional Certification (RWP) – Is the second of the IRWA's three-level professional Right of Way Certification Program, which culminates with the SR/WA designation. The RWP is designed for those who are mid-level right of way professionals. The required coursework is intended to provide some high-level information and introduce intermediate and advanced level topics within all the major disciplines of the right of way profession. The RWP certification reflects evidence of intermediate professional accomplishment in the right of way profession.

Senior Right of Way Professional Designation (SR/WA) – Is the most prestigious professional designation granted to those right of way professionals who have achieved the highest professional status through experience, education and examination. The SR/WA is designed for those who are the most seasoned right of way professionals. The required coursework is intended to provide advanced-level information within all the major disciplines of the right of way profession. The SR/WA designation reflects evidence of the most advanced professional accomplishment in the right of way profession.

Qualifying Right of Way Experience: Provides the details of qualifying experience that can be applied towards IRWA's Professional Right of Way Certification Program. It illustrates the qualifying right of way and related infrastructure real estate experience requirements necessary to pursue candidacy. **Additional experience required in lieu of a degree options need not be industry-specific.**

Stay Ahead of the Curve

Today's marketplace is crowded and complex. 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 who are IRWA certified report impressive results. An IRWA certification can often win business in competitive situations. 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

Earning the SR/WA designation will help boost opportunities and salary potential. The SR/WA designation expands employment opportunities, increases salary potential, boosts chances for career advancement and demonstrates professional commitment.

Research shows that professionals who have earned the SR/WA designation earn more throughout their career than those without it.

Benefits to Employer

Employers benefit from the SR/WA designation, too. They will be rewarded with higher employee retention, increased productivity and a boost in employee morale and confidence. The designation enhances employee skills through multi-discipline training and examination. Retaining experienced staff is an enormous competitive advantage for any employer.

We congratulate you on your decision to pursue the SR/WA designation.

Glossary of Terms

- SR/WA: Senior Right of Way Professional Designation
- RWP: Right of Way Professional Certification
- RWA: Right of Way Agent Certification
- IEC: International Executive Committee
- IPEC-CS: International Professional Education Committee - Credentialing Subcommittee
- PDC CHAIR: Professional Development Committee Chair (Chapter Level)
- HQ: IRWA Headquarters Office
- IRWA: International Right of Way Association
- AAPL: American Association of Professional Landmen
- CAPL: Canadian Association of Petroleum Landmen
- CAPSTONE EXAM: The SR/WA Capstone is a final examination, available in a comprehensive format
- Credit Units: number of course credit hours granted for initial certification or for recertification
- ROW: Right of Way

IRWA Code of Ethics

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."

Steps to earning your certification:

1. Read through program guide and description
2. Determine if prerequisites are met
3. Determine education and right of way experience eligibility
4. Verify formal education and qualifying experience through the Credentialing Concierge by uploading a copy college diploma/transcript or directly to the Chapter PDC Chair by sending the documents via email
5. Submit Declaration of Candidacy Form through the Credentialing Concierge or directly to the Chapter PDC Chair
6. Complete IRWA coursework and meet the ethics requirement
7. Complete capstone examination requirement
8. Submit Completion Application through the Credentialing Concierge or directly to local Chapter's PDC Chair via email.

Application Process and Fee Schedule:

Certification Fee Schedule for Members
Applicable tax based on country's tax laws to be added to the fees below.

- **Application Fees**
  - Candidacy Declaration - $25 USD for RWA & RWP
  - Candidacy Declaration - $50 USD for SR/WA
  - Completion Application - $50 USD for RWA & RWP
  - Completion Application - $175 USD for SR/WA
- **Change to Inactive Status Processing Fee**
  - $20 USD per discipline
- **Inactive Status Maintenance Fee**
  - $50 USD annually
- **Reinstatement to Active Status Fee**
  - $50 USD per discipline
- **Recertification Application Fee**
  - $100 USD per discipline
- **Reinstatement/Lapsed Recertification Fee**
  - $175 USD
- **Capstone Exam Fees**
  - $50 USD per discipline (Currently 6 disciplines) (Optional to take 4 discipline-specific exams instead of the comprehensive exam. Please refer to Page 16 for more details).
  - $100 USD for comprehensive
- **Course Challenge Exam Fee**

- $50 USD for 8 credit units
- $100 USD for 16 credit units

Certification Fee Schedule for Non-Members
Applicable tax based on country's tax laws is added to the fees below.

- **Application Fee**
  - Candidacy Declaration - $35 USD for RWA & RWP
  - Candidacy Declaration - $70 USD for SR/WA
  - Completion Application - $70 USD for RWA & RWP
  - Completion Application - $245 USD for SR/WA
- **Annual Non-Member Certification Maintenance Fee***
  - $135 USD
- **Change to Inactive Status Processing Fee**
  - $28 USD
- **Inactive Annual Maintenance Fee**
  - $70 USD annually
- **Reinstatement to Active Status Fee**
  - $70 USD
- **Recertification Application Fee**
  - $140 USD every 5 years
- **Reinstatement/Lapsed Recertification Fee**
  - $245 USD
- **Capstone Exam Fees**
  - $70 USD per discipline (Currently 6 disciplines) (Optional to take 4 discipline-specific exams instead of the comprehensive exam. Please refer to Page 16 for more details).
  - $140 USD for comprehensive exam
- **Course Challenge Exam Fee**
  - $70 USD for 8 credit units
  - $140 USD for 16 credit units

*Annual non-member certification maintenance fee of $135 will be billed for non-members who obtained the certification starting on the first anniversary of approval date.

Prerequisites:

RWA Certification: no prerequisite

RWP Certification: Candidates must have achieved the RWA certification or met qualifications of the RWA. This requires meeting formal education requirements, qualifying experience and completing the required coursework for RWA and RWP certifications.

SR/WA Designation: Candidates must have achieved the RWA and RWP certifications or have met qualifications of the RWA & RWP. This requires meeting formal education requirements, qualifying experience and completing the required coursework for the RWA, RWP and SR/WA.

Eligibility:

Anyone involved in the right of way profession, such as those serving in appraisal, asset/property management, law, engineering, environmental, negotiation/acquisition, relocation assistance, surveying and title examination is eligible. Membership is not a requirement.

Non-members who obtained the SR/WA designation pay an annual maintenance fee of $135 starting from the first anniversary of the designation approval date.

RWA and RWP Formal Education & Qualifying Right of Way Experience:

Candidates for the RWA must:

- Hold a 2-year degree (US) or a diploma (CDN) or the international equivalent; the degree must be earned prior to submitting a completion application.

Or in lieu of a degree, complete any of these additional requirements:

- Additional two (2) years of qualifying ROW experience (in addition to one (1) year qualifying experience).
- Additional 128 IRWA approved credit units, or
- AAPL or CAPL Certification

Qualifying & Current Right of Way Experience:

- One (1) year within the last five (5) years. RWP formal education & qualifying right of way experience:

Candidates for the RWP must:

- Hold a 2-year degree (US) or a diploma (CDN) or the international equivalent; the degree must be earned prior to submitting completion application.

Or in lieu of a degree, complete any of these additional requirements:

- Additional two (2) years of qualifying ROW experience (in addition to three (3) years qualifying experience).
- Additional 128 IRWA approved credit units, or
- AAPL or CAPL Certification

Qualifying & Current Right of Way Experience:

- Three (3) years within the last seven (7) years.

SR/WA Formal Education & Qualifying Right of Way Experience:

Candidates for the SR/WA must:

- Hold a bachelor's degree (BA/BS in US or university degree (CDN), or the international equivalent. The degree must be earned prior to submitting a completion application.

In-lieu of a degree options:

A. 2-year degree/diploma + additional 2-year degree/diploma

B. 2-year degree/diploma + AAPL/CAPL Landman Certification

C. 2-year degree/diploma + two (2) years ROW experience (in addition to five (5) years qualifying ROW experience)

D. 2-year degree/diploma + 128 additional IRWA education units

E. AAPL/CAPL Landman Certification + two (2) years ROW experience

F. AAPL/CAPL Landman Certification + 128 additional IRWA education units

G. Four (4) years ROW experience (in addition to five (5) years qualifying ROW experience)

H. Two (2) years ROW experience + 128 additional IRWA education units

I. 256 additional IRWA education units

Qualifying & Current Right of Way Experience:

- Five (5) years within the last ten (10) years.

  Qualifying Right of Way Experience:

What qualifies as professional right of way and/or infrastructure real estate experience?

For each professional right of way level, (RWA, RWP, SR/WA), you need to demonstrate professional ROW (right of way) and/or infrastructure real estate experience from more than one bullet in one or more of the following categories, not one bullet from each category (e.g., Basic ROW, Appraisal, Relocation, Meetings, Property Management, Asset Management, Project Management, Administration). **The well-qualified professional candidate will likely have experience in multiple bullet points from multiple categories, but this is not a requirement.**

Demonstrating ROW experience from more than one bullet will fulfill (upon evaluation) the qualifying ROW and/or related infrastructure real estate experience requirements necessary for a professional career path option (RWA, RWP, SR/WA).

What Qualifies as "ROW" &/or "Infrastructure-Real Estate" Experience	RWA RWP SRWA
BASIC EXPERIENCE	
Completes project land planning	X
Assesses and selects alternate routes/alignments/sites	X
Designs project	X
Meets with agency representatives	X
Demonstrates a working knowledge of legislation and regulation	X
Provides public notification/consultation	X
Prepares/reviews/publishes public notices in compliance w/ regulatory requirements - (e.g., radio, television, newspaper)	X
Coordinates/participates in project information sessions, project open houses, public meetings and town halls	X
Coordinates/leads discussions about rights in relation to access, overlapping issues of right of way and road use, environmental issues	X
Interprets maps and construction plans	X
Explains and interprets appraisals or explains the appraisal process to the property owner, depending on the Governmental regulation	X
Conducts due service (US); substituted service (CAN)	X
Executes/completes acquisition documents	X
Negotiation or condemnation/expropriation activities required in connection with the acquisition of interest in property	X
Negotiation activities for the sale or lease of interests in property	X
Drafts regulatory applications	X
Drafts and responds to information requests	X
Attends/participates in hearings	X
Coordinates / prepares expert witnesses and hearing testimony	X
Prepares/participates in condemnation (U.S.); expropriation (CAN) regulatory processes	X
Participates in post-construction activities (e.g., property inspections and field activities)	X
Prepares and/or review environment assessments, statements and studies	X
Collects and analyses data leading to recommendations or conclusion related to right of way activities/projects	X
Identifies and recommends mitigation and remediation of environmental impacts	X
Leads or participates in audit functions (e.g., compliance, engineering, environmental, financial)	X
Relocates and re-establishes persons, businesses, farm operations and non-profit organizations	X
Analyzes comparable housing and computes replacement housing payments and/or classifies relocation payments and/or prepares relocations plans	X
Prepares relocation/adjustments of existing facilities	X
Applies for abandonment of existing facilities and infrastructure	X
Prepares emergency response planning for specific ROW projects	X
Conducts negotiations for the acquisition or disposal of an interest in real property, including licenses, leases and settlement of property damage claims related to right of way and or real estate infrastructure activities.	X
Interpretation and explanation of real estate valuation principles and appraisal	X
Provision of semi-legal or paralegal work in preparation and/or review of documents	X
Understanding of real property law	X
Interpretation and explanation of survey maps and construction plans	X
Documentation of consultation/negotiation, negotiation/acquisition transaction and negotiated agreements for right of way projects	X

What Qualifies as "ROW" &/or related "Infrastructure-Real Estate" Experience	RWA RWP SRWA GN

APPRAISAL EXPERIENCE

Assists the appraiser of record at onsite right of way property inspections	X
Creates property sketches and assists in preparing exhibits for the right of way appraisal report	X
Prepares appraisals for right of way purposes	X
Experience as the signed Appraiser of record primarily responsible for the written appraisal report, in compliance with the applicable jurisdiction's regulatory requirements, in the appraisal of whole takings or partial takings involving severance or consequential damages or injurious affection and working knowledge of expropriation or eminent domain law and procedures.	X
Professional services developing economic analyses or feasibility studies when such services involve licensed appraisers in the interpretation of real estate valuation principles related to the potential impacts to the real property of proposed or actual right of way projects.	X
Experience as the signed Review Appraiser performing a Technical Appraisal Review, responsible for the written review report and responsible for the approved value as defined by the appropriate jurisdiction.	X

What Qualifies as "ROW" &/or related "Infrastructure-Real Estate" Experience	RWA RWP SRWA GN

RELOCATION EXPERIENCE

Relocating and re-establishing persons, businesses, farm operations and non-profit organizations	X
Making replacement housing computations when such services involve a replacement housing study and an interpretation of real estate valuation principles for relocation	X
Conducting studies and analyses for the development of a relocation program plan	X
Direct and field ROW relocation assistance activities	X
Professional relocation assistance services including experience in relocating and re-establishing individuals, businesses, farm operations and nonprofit organizations.	X
Computing monetary relocation assistance benefits for persons displaced from their residence, business, farm operation or nonprofit organization	X
Providing advisory assistance to persons displaced from their residence, business, farm operation or nonprofit organization	X

Conducting studies and/or analyses for the development of a relocation program plan and/or providing direct supervision, review or oversight management of relocation tasks including approval of housing studies, relocation claims, and relocation notices prepared by a relocation agent for a right of way project	**X**

What Qualifies as "ROW" &/or "Infrastructure-Real Estate" Experience	**RWA RWP SRWA**

PROJECT MANAGEMENT

Prepares or supervises survey engineering drawings and documents	**X**
Reviews, approves, and certifies technical requirements and drawings	**X**
Researches or supervises, identifies and stakes right of way	**X**
Manages schedule, budget, and estimate	**X**
Provides subject matter expertise	**X**
Coordinates quality assurance/quality control	**X**
Manages right of way projects	**X**

What Qualifies as "ROW" &/or "Infrastructure-Real Estate" Experience	**RWA RWP SRWA**

ADMINISTRATIVE EXPERIENCE

Prepares acquisition documents for a project after NEPA/CEAA and or Governmental environmental regulatory clearances have been met	**RWA only**
Preparing information needed (e.g., surveys, preliminary title reports)	"
Conducts title searches: existing easements, rights of way, identify property owners	"
Reviews final acquisition documents	"
Records final acquisition documents	"
Prepare contracts (e.g., hiring contractor)	"

What Qualifies as "ROW" &/or "Infrastructure-Real Estate" Experience	**RWA RWP SRWA**

PROPERTY MANAGEMENT EXPERIENCE

Tenant Management	**RWA**
Manage revenue	**RWA**
Assess repairs/oversee repairs	**RWA**
Contract management	**RWA**
Lease negotiations	**RWA**

ASSET MANAGEMENT EXPERIENCE

Professional asset management services must comply with the applicable jurisdiction's regulatory requirements. The asset management of right of way related activities must involve interpretation of real estate valuation principles, semi-legal work in preparation or review of documents, and an understanding of real property law.	X
Acquisition of a leasehold interest in real property	X
Negotiations for leasehold interests covering public or company owned real property	X
Negotiation for sale or exchange of public or company owned real property	X
Acquisition or disposal of joint-use property rights	X
Management of properties (e.g., house or building sales) and contract supervision prior to demolition or clearance of right of way projects	X
WHAT DOES NOT QUALIFY AS "ROW" &/or "INFRASTRUCTURE-REAL ESTATE" EXPERIENCE	**RWA RWP SRWA**

THE FOLLOWING ACTIVITIES **DO NOT** COUNT AS QUALIFYING EXPERIENCE FOR ANY OF THE THREE LEVELS: RWA, RWP, SRWA:

Real Estate Valuation for a general [non-right of way] development/project/property	
Tax assessment	
Real Estate (Licensed) Negotiations (buy/sell)	
Negotiate or acquire property for a general [non-right of way] development/project	
Broker price opinion (BPO)	
Project management (non-right of way projects)	
Administration (data book preparation; collect comparable sales information)	
Lender Appraisals	
Relocation from real estate point of view (e.g., employee relocation)	
Move estimator (moving company)	
Managing apartment complexes and/or commercial complexes	
Completing relocation administrative duties (e.g., assembling relocation packets)	
Collecting relocation plan data	
General supervision of projects with relocation activities	
Completing general administrative activities (e.g., answering the telephone, filing, mailing)	

Candidacy:

Submit Declaration of Candidacy Form once you have requested verification of your qualifying experience through the Credentialing Concierge or directly with your Chapter Professional Development Committee (PDC) Chair. Incomplete applications will be returned to the candidate. Applications will be processed in order of receipt and may take up to four (4) weeks.

RWA Coursework Requirements

To obtain the RWA certification, the candidate must successfully complete the following courses:

Course 100 [16 Credit Units] Principles of Land Acquisition
Course 102 [8 Credit Units] Elevating Your Ethical Awareness • *This course will only apply towards the ethics requirement and is good for 5 years from the date of completion.*
Course 200 [16 Credit Units] Principles of Real Estate Negotiation
Course 600/600C [8 Credit Units] Environmental Awareness
Course 800/800C [16 Credit Units] Principles of Real Estate Law
Course 900/900C [16 Credit Units] Principles of Real Estate Engineering

RWP Coursework Requirements

To obtain the RWP certification, the candidate must successfully complete the following courses:

One of the following courses: Course 203 [16 Credit Units] Alternative Dispute Resolution, **or** Course 205 [16 Credit Units] Bargaining Negotiations, **or** Course 303 [16 Credit Units] Managing the Consultant Process
Course 219 [16 Credit Units] Introduction to Presentation, Instruction and Facilitation
Course 400/400C [16 Credit Units] Principles of Real Estate Appraisal
Course 700 [16 Credit Units] Introduction to Property and Asset Management
Course 801/801C [16 Credit Units] U.S./Canadian Land Titles
Course 901 [8 Credit Units] Engineering Plan Development and Application
Course 105 [8 Credit Units] The Uniform Act Executive Summary*
One of the following courses: Course 501 [16 Credit Units] Residential Relocation Assistance, **or**

Course 502 [16 Credit Units] Nonresidential Relocation Assistance*

In lieu of 105 and 501 or 502, candidates outside of the U.S. may complete 24 credit hours from other intermediate or advanced level IRWA courses.

SR/WA Coursework Requirements

To obtain the SR/WA designation, the candidate must successfully complete the following courses:

One of the following courses: Course 207 [16 Credit Units] Practical Negotiations for U.S. Federal Funded Land Acquisitions, **or** Course 209 [16 Credit Units] Negotiating Effectively with a Diverse Clientele
Course 215 [16 Credit Units] Right of Way Acquisition for Pipeline Projects
Course 802 or 802C [8 credit units] Legal Aspects of Easements (U.S. or Canadian)
Course 902 [8 credit units] Property Descriptions
One of the following courses: Course 504 [16 Credit Units] Computing Replacement Housing Payments, **or** Course 506 [16 Credit Units] Advanced Business Relocation Assistance, **or** Course 803/803C [16 Credit Units] Eminent Domain/Expropriation Law Basics for ROW Professionals, **or** Course 421 [32 Credit Units] The Valuation of Partial Acquisitions*
Additional 16 credit units of any intermediate or advanced courses of your choice.

Additional 16 credit unit requirement is satisfied if Course 421/421C is successfully completed.

RWP and SR/WA coursework must be completed within 10 years from date the first required course for RWP and/or SR/WA was completed. For RWA, there is no time limit or expiration for the required coursework except for the ethics course (102), which expires within 5 years from the date of completion. Please see Course Expiration FAQ's.

Ethics:

A candidate must successfully complete IRWA Course 102 – Elevating Your Ethical Awareness. This course is required for the RWA level. This ethics course must be recent to be valid (no more than five (5) years prior to date of submission of completion application). Only IRWA ethics can be used toward initial certification and designation.

SR/WA Capstone Examinations:

A candidate can take the **SR/WA Comprehensive Examination** or **Four Separate Discipline-Specific Exams (i.e., Appraisal, Engineering, Law, Relocation Assistance,**

Asset Management, Negotiation and Acquisition) any time within their 5-year candidacy period. The SR/WA Review Study Session is currently available to take prior to the comprehensive exam.

Comprehensive exams are valid for 5 years from the pass date.

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

Completion Application:

Submit completion application for the RWA or RWP or SR/WA through the Credentialing Concierge or directly to your Chapter PDC Chair once all requirements have been met. Incomplete applications received by the PDC Chair will be returned to the candidate.

Applications will be processed in order of receipt and may take up to six (6) weeks.

Non-members who obtained the SR/WA designation pay an annual maintenance fee of $135 starting from the first anniversary of the designation approval date.

Recertification Requirements:

RWA Recertification:

Currently not required.

RWP Recertification:

Maintaining the RWP certification requires recertification every five (5) years. To recertify, the required credits must be accumulated within a period of no more than five (5) years from the date of initial certification approval or five (5) years from the date of the previous recertification. Failure to recertify will result in the loss of the certification.

48 Credit Units must be earned through attending (in-person, online or virtual) or facilitating courses or seminars approved for recertification credit by the IRWA. Of these 48 Credit Units, a minimum of 16 must be earned by attendance as a participant (in-person, online or virtual) or facilitator in an IRWA course; and 8 Credit Units must be earned through meeting the ethics course requirement (in-person, online or virtual); the remaining 24 Credit Units may be earned through additional IRWA courses or conferences or local chapter/region educational events or non-IRWA approved courses, conferences and/or seminars.

RWPs taking a class in-person or virtually for recertification credit are not required to take the course exam, however, taking the exam is strongly encouraged to allow the course credit to be applied for the SR/WA. If a class was attended for recertification and the exam was not taken at the time of the class, the exam cannot be challenged at a future date.

SR/WA Recertification:

Maintaining the SR/WA designation requires recertification every five (5) years. To recertify, the required Credit Units must be accumulated within a period of no more than five (5) years from the date of initial designation approval or five (5) years from the date of the previous recertification. Failure to recertify will result in the loss of the designation.

72 Credit Units must be earned through attending (in-person, online or virtual) or facilitating courses or seminars approved for recertification credit by the IRWA. Of these 72 Credit Units, a minimum of 16 must be earned by attendance as a participant (in-person, online or virtual setting) or facilitator in an IRWA course; and 8 Credit Units must be earned through meeting the ethics course requirement; the remaining 48 Credit Units may be earned through IRWA courses or conferences or local chapter/region educational events or up to a maximum of 24 Credit Units only for non-IRWA approved courses, conferences and/or seminars.

SR/WAs taking a 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 may require to take the course exam. Exams must be taken with all online courses to earn recertification credit.

SR/WAs can receive up to 24 Credit Units of recertification credit for paid in-person attendance at each IRWA's Annual International Education Conference (which can be applied towards 48 Credit Units) and up to an additional 24 Credit Units by watching additional education sessions on demand (maximum 48 Credit Units total).

For paid virtual attendance, SR/WAs can receive up to 48 Credit Units by watching live and on-demand educational sessions.

Recertification Application:

Submit recertification application for the RWP or SR/WA once all requirements for recertification have been met. Incomplete applications will be returned. Applications will be processed in order of receipt and may take up to 8 weeks.

Credit for Non-IRWA Courses

Certified individuals can earn up to a maximum of 24 Credit Units of non-IRWA right of way related courses/conferences/seminars accepted by IRWA.

Non-IRWA right of way-related events no longer need approval from IRWA or the Credentialing Subcommittee. It is now up to certified individuals to decide what non-IRWA education events they choose to attend and submit as part of their recertification application.

Each certified individual must submit Credit Units that are related to the right of way profession, including infrastructure industry work. The certification holder shall be mindful of their ethical commitment in selecting appropriate continuing education. Certified individuals should refer to the individual requirements contained in the application for recertification for their specific IRWA recertification.

Listed below are examples of acceptable non-IRWA Credit Unit coursework:

- Classroom or web-based courses that cover IRWA certification topics such as:

o Appraisal
o Asset (Property Management)
o Engineering
o Environment
o Law
o Negotiations/Acquisitions
o Relocation Assistance
o Surveying
o Title Examination

- Real estate coursework attended to obtain or recertify a license issued by a governmental agency
- Appraisal coursework attended to obtain or recertify a license issued by a governmental agency
- Management courses if your right of way position includes management of people or projects

Completion certificates must include at a minimum:

- Name of the attendee
- Name of the course or event
- Date(s) of the course or event
- Number of Credit Units

Courses should have a minimum of 1 Credit Unit

IRWA may require a brief description of the event or additional information about the event based on the attendance certificate or proof of attendance that was submitted to ensure that the event qualifies for IRWA Credit Units.

Inactive Status

Parking

During an inactive period, (when not employed in) an SR/WA may request the inactive status as follows:

1. Submit a letter, along with the $20 USD processing fee requesting the SR/WA designation be held in an inactive status and acknowledging that during such period, the SR/WA designation may not be used.
2. Pay an annual $50 USD maintenance fee for members and a $70 USD maintenance fee for non-members during inactive status.

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

Reinstatement

To re-establish to active status:

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