

## Transportation Certification/Designation Program Completion Application

### Transportation Completion Application – All Levels (RWA, RWP & SR/WA)

#### **Instructions on how to fill out the application:**

1. For RWA Certification, complete pages 1, 2, 3, 4, 5, 8 and 9. Skip pages 6 and 7.
2. For RWP Certification, complete pages 1, 2, 3, 4, 5, 6, 8 & 9. Skip page 7.
3. For SR/WA Designation, complete all pages.
4. Page 2: Professional Right of Way Experience
  - a. For RWA, provide at least 1 year of qualifying experience within the last 5 years.
  - b. For RWP, provide at least 3 years of qualifying experience within the last 7 years. 2 years out of 3 years experience must be in the Transportation Industry.
  - c. For SR/WA, provide at least 5 years of qualifying experience within the last 10 years. 4 years out of 5 years experience must be in the Transportation Industry.
  - d. Use separate page for each job title and each employer. As additional supporting document, **attach a resume or work experience history with list of infrastructure projects you were involved with** for each job title showing the start date and end date.
5. Page 3: Reference Page – provide two references (references must hold the SR/WA Designation).
6. Page 4: Education Requirements Checklist – check the appropriate box to show the degree completed or in-lieu of a degree completed. Provide a copy of diploma or documents to show in-lieu of a degree was completed.
7. Page 5: RWA Coursework Requirements Checklist – check the boxes for completed courses if applying for RWA, RWP or SR/WA. Provide copy of course history or completion certificates.
8. Page 6: RWP Coursework Requirements Checklist – check the boxes for completed courses if applying for RWP or SR/WA. Provide copy of course history or completion certificates. Skip this page if applying for RWA only.
9. Page 7: SR/WA Coursework & Capstone Exam Requirements Checklist – check the boxes for completed courses and capstone exam if applying for SR/WA. Provide copy of course history or completion certificates and capstone exam pass notification letter. Skip this page if applying for RWA or RWP only.
10. Page 8: Applicant Signature Page – answer questions, print name, sign and date.
11. Page 9: Agreement Page – print name, sign and date. Application must be reviewed and signed by Chapter PDC Chair.

## Transportation Certification/Designation Program Completion Application

### Applicant Information Page

Once all requirements are met, complete and submit this application along with your **non-refundable** application fee, including all supporting documents to your local Chapter Professional Development Chair (PDC Chair) for review and verification.

#### Credentialing Level: Check the level being applied for

- RWA, Right of Way Agent Certification [\$50 USD for member, \$70 USD for non-member]
- RWP, Right of Way Professional Certification [\$50 USD for member, \$70 USD for non-member]
- SR/WA, Senior Right of Way Professional [\$175 USD for member, \$245 USD for non-member]

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

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

Card Number Check # 1235 Exp. Date / /

Signature \_\_\_\_\_ Amount \$ 175.

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

#### Applicant's Information

Name John Dough Member # 715 5533

Street/Unit # 2021 Marcell Ave. #340 Chapter # 68

City, State/Province Long Beach, CA

Zip/Postal Code 90711 Phone (562) 226-9315

Email jdough@yahoo.com

#### Employer's Information

Company Name Northwest Land Services, Ltd.

Street/Unit # 209 South Avenue, Suite 200

City, State/Province Northridge, CA

Zip/Postal Code 91325 Phone (818) 225-3515

Email john.dough@nwland.gov

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

**Transportation Certification/Designation Program Completion Application**

**Professional Right of Way Experience Page**

Detail the required minimum year(s) of qualifying Right of Way professional experience in the appropriate section below; attach additional sheets as necessary. Please use a separate page for each employer and each job title.

- RWA - 1 year ROW experience within the last 5 years
- RWP - 3 years ROW experience within the last 7 years. 2 out of 3 years experience must be in the Transportation Industry
- SR/WA - 5 years ROW experience within the last 10 years. 4 out of 5 years experience must be in the Transportation Industry.

**Company/Experience Information**

From (mm/dd/yyyy) 06 / / 09 To (mm/dd/yyyy) Present

Total Number of Months \_\_\_\_\_ Company Name Northwest Land Services

Company Address (Street/Unit #) 209 South Avenue, Suite 200

Northridge, CA 91325

City, State/Province Zip/Postal Code

Position or Job Title Right of Way Specialist

Describe duties below (attach résumé or work experience history with list of infrastructure projects involved with as additional supporting document) Right of Way Agent - MMV Resources 2009-2012  
See attached resume

**Industry Experience Declaration:** I hereby certify that information provided on this page, on the resume or work experience history is true to the best of my knowledge; I agree and understand that any false statements herein will cause the forfeiture on my part of all the rights to the certification/designation status.

Candidate's Signature John Dough Date 10 / 10 / 15

**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 Jim Smith

Title Right of Way Manager

Phone (818) 225 - 3514 Fax (818) 225 - 3528

Email Address Jim.smith@nwland.gov

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

Supervisor's Signature: \_\_\_\_\_ Date 10 / 11 / 15

## Transportation Certification/Designation Program Completion Application

### Applicant Reference Page

List two (2) references: (References must hold the SR/WA Designation)

Reference #1				
Name	<u>Lisa</u>	<u>A.</u>	<u>Deed, SRWA</u>	Membership Number <u>7150889</u>
	First	M.I.	Last	
Mailing Address	<u>209 South Avenue, Suite 200</u>			
	Street	City	State/Province	Zip/Postal Code
Present Employer	<u>Northwest Land Services, Ltd</u>			
Business Phone	<u>(818) 225-3445</u>	Fax	<u>(818) 225-3518</u>	
Email Address	<u>lisa.deed@nwland.gov</u>			

Reference #2				
Name	<u>[REDACTED]</u>			Membership Number _____
	First	M.I.	Last	
Mailing Address	_____			
	Street	City	State/Province	Zip/Postal Code
Present Employer	_____			
Business Phone ( )	_____	Fax ( )	_____	
Email Address	_____			

## Transportation Certification/Designation Program Completion Application

### Education Requirements Checklist – All Levels

#### **RWA & RWP Education Checklist: check ONE of the following:**

2 Year College Degree (US) or 2 Year Diploma (CDN) *Attach copy of diploma*

*or*

**RWA** - 2 Years of additional qualifying ROW Experience (in addition to 1 year ROW experience requirement)

**RWP** - 2 Years of additional qualifying ROW Experience (in addition to 3 year ROW experience requirement)

*or*

128 additional Credit Units of IRWA approved coursework

*or*

AAPL or CAPL Certification. *Attach copy of certificate*

#### **SR/WA Education Checklist: check ONE of the following**

##### **Bachelor's Degree (BA/BS or International Equivalent)**

Bachelor's Degree or International Equivalent - *Attach copy of diploma*

##### **In-lieu of degree options**

**A:**  2-year Degree/Diploma + additional 2-year Degree/Diploma - Attached copy of diploma, **or**

**B:**  2-year Degree/Diploma + AAPL/CAPL Landman Certification), attached copy of diploma/certificate, **or**

**C:**  2-year Degree/Diploma + 2 years additional R/W experience, **or**

**D:**  2-year Degree/Diploma + 128 additional IRWA education units, **or**

**E:**  AAPL/CAPL Landman Certification + 2 years additional R/W experience, **or**

**F:**  AAPL/CAPL Landman Certification + 128 additional IRWA education units, **or**

**G:**  4 years R/W experience (in addition to 5 years qualifying R/W experience, **or**

**H:**  2 years R/W experience + 128 additional IRWA education units, **or**

**I:**  256 additional IRWA education units

## Transportation Certification/Designation Completion Application

### RWA Coursework Requirement's Checklists

Complete this page if applying for RWA, RWP or SR/WA

#### **RWA Coursework Checklist: IRWA Approved Credit Units:**

***Please check the boxes to indicate that the required courses are completed.***

**Choose one:**

- 103 [8 Credit Units] Ethics and the Right of Way Profession, **or**  
 104 [8 Credit Units] Standards of Practice for the Right of Way Professional

*\*Ethics courses will only apply towards the Ethics Requirement.*

**Choose one:**

- 200 [16 Credit Units] Principles of Real Estate Negotiation, **or**  
 201 [16 Credit Units] Communications in Real Estate Acquisition

**Complete all:**

- 100 [ 16 Credit Units or  32 Credit Units] Principles of Land Acquisition  
 213 [8 Credit Units] Conflict Management

*Attached a printout of your course history or completion certificates*

## Transportation Certification/Designation Completion Application

### RWP Coursework Requirement's Checklists

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- Skip this page if applying for RWA Certification only
- Complete this page if applying for RWP or SR/WA

Have achieved RWA Certification or met qualification of RWA

#### **RWP Coursework Checklist: IRWA Approved Credit Units**

**Please check the boxes to indicate that the required courses are completed.**

**Choose one:**

- 105 [8 Credit Units] The Uniform Act Executive Summary, **or**  
 604 [16 Credit Units] Environmental Due Dillgence and Llablity

**Choose one:**

- 501 [16 Credit Units] Residential Relocation Assistance, **or**  
 801 [16 Credit Units] Land Titles

**Complete all:**

- 400 [16 Credit Units] Principles of Real Estate Appraisal  
 600 [8 Credit Units] Environmental Awareness  
 800 [16 Credit Units] Principles of Real Estate Law  
 900[16 Credit Units] Principles of Real Estate Engineering

*Attached a printout of your course history or completion certificates*

## Transportation Certification/Designation Completion Application

### SR/WA Coursework & Capstone Exam Requirement's Checklists

- Skip this page if applying for RWA or RWP Certification only
- Complete this page if applying for SR/WA

- |  |
|--|
| <input checked="" type="checkbox"/> Have achieved RWA Certification or met qualification of RWA<br><input checked="" type="checkbox"/> Have achieved RWP Certification or met qualification of RWP |
|--|

#### **SR/WA Coursework Checklist: IRWA Approved Credit Units**

***Please check the boxes to indicate that the required courses are completed.***

**Choose one:**

- |  |
|--|
| <input type="checkbox"/> 219 [16 Credit Units] Introduction to Presentation, Instruction and Facilitation, <b>or</b><br><input checked="" type="checkbox"/> 225 [8 Credit Units] Social Ecology, <b>or</b><br><input type="checkbox"/> 603 [8 Credit Units] Understanding Environmental Contamination in Real Estate |
|--|

**Choose one:**

- |   |
|---|
| <input checked="" type="checkbox"/> 502 [16 Credit Units] Non-Residential Relocation Assistance, <b>or</b><br><input type="checkbox"/> 902 [8 Credit Units] Property Descriptions |
|---|

**Complete all:**

- |  |
|--|
| <input checked="" type="checkbox"/> 203 [16 Credit Units] Alternative Dispute Resolution<br><input checked="" type="checkbox"/> 421 [32 Credit Units] The Valuation of Partial Acquisitions<br><input checked="" type="checkbox"/> 700 [16 Credit Units] Introduction to Property Management<br><input checked="" type="checkbox"/> 803 [16 Credit Units] Eminent Domain Law Basics for the Right of Way Professionals |
|--|

*Attached a printout of your course history or completion certificates*

**Transportation Capstone Exam:** Attach a copy of the pass notification letter

*Capstone exam is valid for 5 years from the pass date*

- |  |
|--|
| <input checked="" type="checkbox"/> Transportation Capstone Exam |
|--|



**Transportation Certification/Designation Program Completion Application**

**IRWA 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 certification.

Printed Name John Dough

Signature John Dough

Date: (mm/dd/yyyy) 10 / 10 / 15

## Transportation Certification/Designation Program Completion Application

### Agreement Page

Applicant Name John Dough

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 IRWA.
- 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 IRWA, its governing officers, committee members, staff members or any 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 their acts in admitting or failing to admit me to Certification status; or, disciplining me for any violation of the IRWA's Code of Ethics or any inaccuracy in the information provided in my application.
- 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 misstatements of any material facts herein may cause forfeiture of all rights to Certification status with no refund of my application fee(s).
- 5 Attached hereto is my application fee (payable to IRWA).
- 6 If I become certified by 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 retaining my registration as a Certified Right Of Way Professional of the IRWA.

Applicants Signature John Dough Date 10 / 10 / 15

#### For local Chapter PDC Chair Use Only

PDC Name Brian Sims  
Mailing Address 35 Glendora Street Chapter # 68  
City, State/Province Lakewood, CA  
Zip/Postal Code 90717 Phone (562) 376-9615  
Email bsims@gmail.com Date 11 / 20 / 2015  
PDC Signature Brian Sims

**John Dough**

2021 Marcell Avenue, #340  
Long Beach, CA 90711

**Professional Experience:**

**Northwest Land Services, Ltd.**

2012 - Present

Northridge, CA

Right of Way Specialist

- **Project planning and review**
- Involved in negotiations to acquire properties for ROW projects
- Provides relocation assistance services
- Implementation of relocation assistance policies & procedures

**MMV Resources, Inc.**

2009 - 2012

Los Angeles, CA

Right of Way Agent

- **Compliance to all Federal and State Laws**
- Implementation of acquisition policies and procedures
- Title document review and deed preparation
- Proficient in reading legal descriptions

**Education:**

1998 Pasadena City College - Pasadena, CA  
Bachelor of Science Degree

2003 Polytechnic High School - Long Beach, CA  
High School Diploma

**References:** available upon request