

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 4438 2100 0001 2636 Exp. Date 12/2018

Signature Jay Sample Amount \$175

Name as it appears on the card Jay Sample

Applicant's Information

Name Jay Sample Member # 7855542

Street/Unit # 2141 Saint Paul Street Chapter # 20

City, State/Province Bloomington, MN

Zip/Postal Code 55102 Phone (651) 236-5111

Email jss@yahoo.com

Employer's Information

Company Name JSS & Associates

Street/Unit # 488 Alexandria Street, Suite 104

City, State/Province St. Paul, MN

Zip/Postal Code 55103 Phone (651) 304-8455

Email jsample@jss.com

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) 07 / 26 / 2014 To (mm/dd/yyyy) 04 / 28 / 2015

Total Number of Months 9 Company Name JSS and Associates, Inc.

Company Address (Street/Unit #) 101 Dalia Avenue, Suite 200

Bloomington, MN 22415
 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**)

Met with property owners to acquire property through easements, fee simple and total takes. Negotiated settlements and assisted in eminent domain proceedings. Provided relocation services to residential, businesses and tenants per Uniform Act. (see work experience history for more details)

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 Jay Sample Date 04 / 27 / 2015

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 Patty Smith

Title Right of Way Manager

Phone (763) 331-4667 Fax (763) 541-1500

Email Address psmith@jss.com

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

Supervisor's Signature: Patty Smith Date 04 / 28 / 2015

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.**

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Company/Experience Information

From (mm/dd/yyyy) 03 / 27 / 2012 To (mm/dd/yyyy) 07 / 13 / 2014

Total Number of Months 28 Company Name Land Staff, Inc.

Company Address (Street/Unit #) 2458 Carrington Drive, South

Plymouth, MN 55126
 City, State/Province Zip/Postal Code

Position or Job Title Senior Right of Way Agent

Describe duties below (attach résumé or work experience history with list of infrastructure projects involved with as additional supporting document)

Met with property owners to acquire property through easements, fee simple and total takes. Negotiated settlements and assisted in eminent domain proceedings. Provided relocation services to residential, businesses and tenants per Uniform Act. (see work experience history for more details)

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 Jay Sample Date 04 / 15 / 2015

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 Lori Bachman

Title Right of Way Manager

Phone (651) 222-1276 Fax (651) 541-1505

Email Address psmith@jss.com

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

Supervisor's Signature: J Bachman Date 04 / 17 / 2015

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.**

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Company/Experience Information

From (mm/dd/yyyy) 10 / 01 / 2009 To (mm/dd/yyyy) 03 / 25 / 2012

Total Number of Months 29 Company Name Louis Coone & Associates, Inc.

Company Address (Street/Unit #) 817 Second Avenue South

St. Paul, MN 55903
 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)

Negotiated acquisitions of residential, commercial, agricultural & industrial types of properties. Provided
Project management for acquisition/relocation projects. Provided relocation services per the Uniform Act and
negotiated settlements & assisted in eminent domain proceedings. (see work experience history for more details)

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 Jay Sample Date 04 / 18 / 2015

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 Reggie Anderson

Title Right of Way Project Manager

Phone (763) 232-3969 Fax (763) 232-3968

Email Address reg.anderson@juno.com

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

Supervisor's Signature: [Signature] Date 04 / 19 / 2015

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>Bachman</u> , SR/WA Membership Number	<u>7455515</u>
First	M.I.	Last	
Mailing Address	<u>160 John Street North, Suite 400</u>	<u>St. Paul, MN</u>	<u>55101</u>
Street	City	State/Province	Zip/Postal Code
Present Employer	<u>KSP Engineering</u>		
Business Phone	<u>(651) 221-3176</u>	Fax	<u>(651) 222-3177</u>
Email Address	<u>lisa.bachman@kspeng.com</u>		

Reference #2			
Name	<u>Bryan</u>	<u>Silk</u> , SR/WA	Membership Number
First	M.I.	Last	<u>7164489</u>
Mailing Address	<u>160 John Street North, Suite 400</u>	<u>St. Paul, MN</u>	<u>55101</u>
Street	City	State/Province	Zip/Postal Code
Present Employer	<u>KSP Engineering</u>		
Business Phone	<u>(651) 221-3177</u>	Fax	<u>(651) 222-3177</u>
Email Address	<u>bryan.silk@kspeng.com</u>		

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

- 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 Diligence and Liability

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

- Have achieved RWA Certification or met qualification of RWA
- 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:

- 219 [16 Credit Units] Introduction to Presentation, Instruction and Facilitation, **or**
- 225 [8 Credit Units] Social Ecology, **or**
- 603 [8 Credit Units] Understanding Environmental Contamination in Real Estate

Choose one:

- 502 [16 Credit Units] Non-Residential Relocation Assistance, **or**
- 902 [8 Credit Units] Property Descriptions

Complete all:

- 203 [16 Credit Units] Alternative Dispute Resolution
- 421 [32 Credit Units] The Valuation of Partial Acquisitions
- 700 [16 Credit Units] Introduction to Property Management
- 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

- Transportation Capstone Exam

Transportation Certification/Designation Program Completion Application

IRWA Association Code of Ethics Applicant Signature Page

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 _____ *Jay Sample* _____

Signature _____ *Jay Sample* _____

Date: (mm/dd/yyyy) 04 / 28 / 2015

Transportation Certification/Designation Program Completion Application

Agreement Page

Applicant Name Jay Sample

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 Jay Sample Date 04 / 28 / 2015

For local Chapter PDC Chair Use Only

PDC Name Arnold B. Anderson, SR/WA

Mailing Address 3835 Second Street, #405 Chapter # 20

City, State/Province Minneapolis, MN

Zip/Postal Code 56602 Phone (320) 451-2553

Email abanderson@state.gov Date 05 / 05 / 2015

PDC Signature Arnold B. Anderson

PROFESSIONAL EXPERIENCE HISTORY

Jay Sample

JSS & Associates

Bloomington, MN

Right of Way Specialist

July 26, 2014 to present

- Completed relocation services in compliance with the Uniform Relocation Act. Tasks included advisory services, referrals, determination of eligible benefits, relocation claims, move estimates and maintaining project status spreadsheets for clients.
- Negotiated complex acquisition and relocation issues to the satisfaction of the property owners, tenants and the clients.
- Prepared settlements and assisted with condemnation services.
- Provided right of way acquisition and project management coordination on projects with involving commercial, industrial, and residential properties.
- Supervised and completed right of way services including field title reports, market data reports, review of title work and ownership issues, document preparation and project status reports.
- Provided input and support to clients at public involvement meetings, hearings and open houses.
- Prepared administrative settlements and attended MnDOT Right of Certificate # 1 audits.

Transportation Projects included:

City of Lino Lakes, MN – Birch Street Reconstruction Project – Acquisition services (9-2013 to 8/2014)

City of Brooklyn Park, MN – Shinglecreek Trail Connection Project – Acquisition services (1/2014 to 1/2015)

Scott County, MN – CSAH 8 Reconstruction Project – Acquisition services (1-2012 to 3/2015)

Dakota County, MN – CSAH 70 Trail Project – Acquisition Services – (2/2011 to 10/2015)

Land Staff, Inc.

Plymouth, MN

Senior Right of Way Agent

March 27, 2012-July 13, 2014

- Completed relocation services in compliance with the Uniform Relocation Act. Tasks included advisory services, referrals, determination of eligible benefits, relocation claims, move estimates and maintaining project status spreadsheets for clients.
- Negotiated complex acquisition and relocation issues to the satisfaction of the property owners, tenants and the clients.
- Prepared settlements and assisted with condemnation services.
- Provided right of way acquisition and project management coordination on projects with involving commercial, industrial, residential properties.
- Supervised and completed right of way services including field title reports, market data reports, review of title work and ownership issues, document preparation and project status reports.
- Provided input and support to clients at public involvement meetings, hearings and open houses.
- Prepared administrative settlements and attended MnDOT Right of Certificate # 1 audits.

Transportation Projects included:

MnDOT District 6 in Rochester, MN – TH 43 Bridge Project, Winona, MN – Acquisition and relocation services

Anoka County – University Avenue, Blaine, MN – Relocation services (2/2011 to 10/2015)

Ramsey County – Maryland Avenue Project, St. Paul, MN – Acquisition and relocation services (9/2010 to 8/2011)

Ramsey County – Lexington Avenue Project, Arden Hills, MN – Acquisition services (3/2013 to 3/2015)

Chisago County – CSAH 8 Project, Rush City, MN – Acquisition services (2/2010 to 8/2013)

Chisago County – CSAH 11 Project, Rush City, MN – Acquisition services (1/2011 to 7/2014)

Chisago County – CSAH 9 Project, Rush City, MN – Acquisition services (1/2010 to 5/2012)

City of Minneapolis – Nicollet Ave Reconstruction Project – Acquisition services (8/2012 to 8/2013)

City of Minneapolis – 133rd Street Reconstruction Project – Acquisition services (2/2011 to 7/2014)

City of Minneapolis – Riverside Ave Reconstruction Project – Acquisition services (3/2012 to 6/2015)

Metropolitan Council – MCES #808020 Seneca 2 – Acquisition services (2/2010 – 12/2012)

Louis Coone Associates

St. Paul, MN

Right of Way Specialist

October 1, 2009-March 25, 2012

- Completed field title reports, reviewed title work, negotiated acquisitions for residential commercial, agricultural and industrial types of properties.
- Provided project management for acquisition and relocation projects. Attended public involvement meetings, when requested, and managed staff and provided updates of project status to our clients.
- Completed relocation services in compliance with the Uniform Relocation Act. Tasks included advisory services, referrals, determination of eligible benefits, relocation claims, move estimates and maintaining project status spreadsheets for clients.
- Prepared administrative settlements and attended MnDOT Right of Certificate # 1 audits.

Transportation Projects included:

MnDOT District 2 in Bemidji, MN -

TH 11 Project – Baudette to Pelland, MN – Acquisition services (10/2008 to 9/2010)

TH 11 Project – International Falls to Loman, MN – Acquisition services (2/2009 to 4/2012)

Winona County – CSAH 7 Project – Acquisition services (10/2009 to 03/2012)

Winona County – CSAH 12 Project – Acquisition services (6/2010 to 9/2011)

Ramsey County – TH 36/Rice Street Project, St. Paul, MN – Acquisition and relocation services (8/2010 to 3/2012)