

**Right Of Way Professional Career Path  
Request Form for Award of Recertification Credit  
For a Non-IRWA Course**

**Only for courses in a classroom setting**

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

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

Address/City \_\_\_\_\_

State/Province, Zip/Postal Code \_\_\_\_\_

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

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

Course Name \_\_\_\_\_

Course Location \_\_\_\_\_ Course Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Facilitator Name \_\_\_\_\_

#of CEU \_\_\_\_\_

**A course outline (not material\*) showing the timeline spent for each specific topic, brief description of each topic, speaker/instructor bio and the completion certificate MUST accompany application.** \*Course material and/or final exam may be requested by the Credentialing Committee.

Course Subject Area

- |   |  |
|---|--|
| <input type="checkbox"/> Appraisal                | <input type="checkbox"/> Asset/Property Management |
| <input type="checkbox"/> Negotiations/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 \_\_\_\_/\_\_\_\_/\_\_\_\_

# Right Of Way Professional Career Path Request Form for Award of Recertification Credit For a Non-IRWA Course

---

**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

**Right Of Way Professional Career Path  
Request Form for Award of Recertification Credit  
For a Non-IRWA Course**

---

**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

**Right Of Way Professional Career Path  
Request Form for Award of Recertification Credit  
For a Non-IRWA Course**

---

**ASSET/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