

## **International Right of Way Association**

### **Right of Way Appraisal Cross Certification Program (R/W-AC)**

### **Cross Certification Program Guide and Application**



**The Professional Standard of Excellence**

Topics below are hyperlinked to corresponding page.

## Contents

<b>INTERNATIONAL RIGHT OF WAY ASSOCIATION</b>	<b>1</b>
<b>THE PROFESSIONAL STANDARD OF EXCELLENCE</b>	<b>1</b>
<b>WELCOME TO IRWA’S RIGHT OF WAY APPRAISAL CERTIFICATION (R/W-AC) PROGRAM SPECIFICALLY DESIGNED FOR VALUATION PROFESSIONALS SEEKING CROSS CERTIFICATION</b>	<b>3</b>
What is the IRWA’s R/W-AC Right of Way Appraisal Cross Certification?	3
<b>IRWA CODE OF ETHICS</b>	<b>4</b>
<b>STEPS TO EARNING THE RIGHT OF WAY APPRAISAL CERTIFICATION (R/W-AC) THROUGH CROSS CERTIFICATION</b>	<b>5</b>
<b>GLOSSARY OF TERMS</b>	<b>5</b>
<b>ELIGIBILITY</b>	<b>6</b>
<b>QUALIFYING EXPERIENCE:</b>	
Path 1: Appraisal Foundation Sponsor member or Appraisal Institute member:	6
Path 2: Appraisal Foundation International Sponsor member or Appraisal Institute of Canada member or CREVA Senior member:	6
Path 3: IRWA affiliate organization member:	6
<b>COURSEWORK:</b>	<b>6</b>
Path 1: Appraisal Foundation Sponsor member or Appraisal Institute member:	6
Path 2: Appraisal Foundation International Sponsor member or Appraisal Institute of Canada member or CREVA Senior member:	7
Path 3: IRWA affiliate organization member:	7
<b>ETHICS:</b>	<b>7</b>
<b>CAPSTONE EXAMINATION:</b>	<b>8</b>
Path 1: Appraisal Foundation Sponsor member or Appraisal Institute member:	8
Path 2: Appraisal Foundation International Sponsor member or Appraisal Institute of Canada member or CREVA Senior member:	8
Path 3: IRWA affiliate organization member:	8
<b>COMPLETION:</b>	<b>8</b>
<b>RECERTIFICATION:</b>	<b>8</b>
Requirements:	8
Path 1: Appraisal Foundation Sponsor member or Appraisal Institute member:	8
Path 2: Appraisal Foundation International Sponsor member or Appraisal Institute of Canada member or CREVA Senior member:	9
Path 3: IRWA affiliate organization member:	9
Application	10
Credit for Non-IRWA Courses	10
Appeals	10
<b>INACTIVE STATUS</b>	<b>10</b>
Reinstatement	10
<b>COMPLETION APPLICATION</b>	<b>11-19</b>
<b>CAPSTONE EXAM REQUEST FORM</b>	<b>20</b>
<b>RECERTIFICATION APPLICATION</b>	<b>21-25</b>

## **Welcome to IRWA's Right of Way Appraisal Certification (R/W-AC) Program specifically designed for valuation professionals seeking Cross Certification.**

### **What is the IRWA's R/W-AC Right of Way Appraisal Cross Certification?**

The IRWA's Right of Way Appraisal Cross Certification is for experienced and skilled valuation professionals like you. Right of Way Appraisal Cross Certification allows you to benefit from the time, effort and resources that you have already invested in your career.

The IRWA stands for the highest standard of excellence in the right of way field. As such, a Right of Way Appraisal Certification (R/W-AC) will help to differentiate you from other appraisal professionals. Our standards have enabled us to create a distinction that is respected by customers, businesses and colleagues. The IRWA's Right of Way Appraisal Certification can often help win business in competitive right of way situations.

**We congratulate you on your decision to apply for the IRWA's Right of Way Appraisal Certification (R/W-AC) through the Cross Certification Program.**

[Back to table of contents](#)

## 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."

[Back to table of contents](#)

## Steps to earning the Right of Way Appraisal Certification (R/W-AC) through Cross Certification

1. Read the Cross Certification Program Guide
2. Determine eligibility
3. Determine if prerequisites met
4. Submit application form and non-refundable fee of \$50 USD (\$70 USD for non-member\*) to IRWA Headquarters Office. Applicable tax based on country's tax laws to be added to the fee above.

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

[Back to table of contents](#)

## Glossary of Terms

1. **Credit Units:** number of course credit hours granted for initial certification or for recertification
2. HQ: IRWA Headquarters Office
3. IEC: International Executive Committee
4. Credentialing Committee: provides structure & oversight to IRWA's Credentialing Programs
5. IRWA: International Right of Way Association
6. R/W-AC: Right of Way Appraisal Certification

## Eligibility

### Qualifying Experience:

An applicant for the International Right of Way Association's Right of Way Appraisal Certification (R/W-AC) Cross Certification must:

#### **Path 1: Appraisal Foundation Sponsor member or Appraisal Institute member:**

1. Hold the Senior Real Property Appraisal Designation in any of The Appraisal Foundation Appraisal Sponsor Organizations, or
2. Hold a Senior Designation (i.e., MAI, SRPA) in the Appraisal Institute, and
3. Be a State Certified General Real Estate Appraiser.

#### **Path 2: Appraisal Foundation International Sponsor member or Appraisal Institute of Canada member or China Real Estate Valuers Association:**

1. Hold the Senior Real Property Appraisal Designation from one of The Appraisal Foundation Appraisal Sponsor organizations, or
2. Hold the Senior Designation (i.e., AACI) in the Appraisal Institute of Canada or China Real Estate Valuers Association (CREVA) Senior Member, and
3. If required by law or regulation, be a jurisdictionally Licensed/Certified Real Estate Appraiser and comply with the applicable jurisdiction/association's regulatory requirements.

#### **Path 3: IRWA affiliate organization member:**

1. Be a member of an IRWA affiliate member organization, and
2. Have three thousand verifiable credit units of real property appraisal experience obtained during no fewer than thirty months. One thousand five hundred credit units (of the three thousand credit units) must be in non-residential real property appraisal work, and
3. If granted, hold the Senior Designation in the IRWA affiliate member organization, and
4. If required by law or regulation, be a jurisdictionally Licensed/Certified Real Estate Appraiser and comply with the applicable jurisdiction/association's regulatory requirements.

[Back to table of contents](#)

## Coursework:

#### **Path 1: Appraisal Foundation Sponsor member or Appraisal Institute member:**

An applicant for the International Right of Way Association's Right of Way Appraisal Certification (R/W-AC) through Cross Certification must successfully complete the IRWA's valuation of partial acquisitions course and examination. No examination challenge is allowed.

- Course 401, The Valuation of Partial Acquisitions or
- Course 401C, The Valuation of Partial Acquisitions (Canadian) or
- Course 421, The Valuation of Partial Acquisitions or
- Course 421C, The Valuation of Partial Acquisitions (Canadian), and
- Course 431, Problems in the Valuation of Partial Acquisitions

## **Path 2: Appraisal Foundation International Sponsor Member or Appraisal Institute of Canada Member or China Real Estate Valuers Association:**

An applicant for the International Right of Way Association's Right of Way Appraisal Certification (R/W-AC) through Cross Certification must successfully complete the IRWA's valuation of partial acquisitions course and examination. No examination challenge is allowed.

- Course 401, The Valuation of Partial Acquisitions or
- Course 401C, The Valuation of Partial Acquisitions (Canadian) or
- Course 421, The Valuation of Partial Acquisitions or
- Course 421C, The Valuation of Partial Acquisitions (Canadian), and
- Course 431, Problems in the Valuation of Partial Acquisitions

## **Path 3: IRWA affiliate organization member:**

An applicant for the International Right of Way Association's Right of Way Appraisal Certification (R/W-AC) through Cross Certification must:

1. Hold a university degree or in lieu of a university degree have completed successfully thirty credit units of university courses in economics, finance, statistics, business law, real estate law, real estate, accounting, and business management, and
2. Complete three hundred class credit units of real property appraisal educational offerings as listed in The Appraisal Foundation's Appraiser Qualification Board's Real Property Appraiser Qualification Criteria for a Certified General Real Estate Appraiser. In lieu of the 15-Hour national USPAP Course or its equivalent, the applicant may substitute a similar course offering, and
3. Successfully complete the IRWA's valuation of partial acquisitions course and examination. No examination challenge is allowed.
  - Course 401, The Valuation of Partial Acquisitions or
  - Course 401C, The Valuation of Partial Acquisitions (Canadian) or
  - Course 421, The Valuation of Partial Acquisitions or
  - Course 421C, The Valuation of Partial Acquisitions (Canadian), and
  - Course 431, Problems in the Valuation of Partial Acquisitions

[Back to table of contents](#)

## **Ethics:**

Regardless of Path chosen, an applicant for the International Right of Way Association's Right of Way Appraisal Certification (R/W-AC) through Cross Certification must successfully complete 8 Qualifying Units in an IRWA ethics course. The ethics course must be recent to be valid (no more than 5 years prior to date of submission of the completed application). Only IRWA ethics can be used toward initial certification.

- Course 102, Elevating Your Ethical Awareness
- Course 103, Ethics and the Right of Way Profession
- Course 104, Standards of Practice for the Right of Way Profession

*Ethics courses will only apply towards ethics requirement. Good only for 5 years from the completion date.*

## Capstone Examination:

### Path 1: Appraisal Foundation Sponsor member or Appraisal Institute member:

No capstone examination required.

### Path 2: Appraisal Foundation International Sponsor member or Appraisal Institute of Canada member or China Real Estate Valuers Association:

No capstone examination required.

### Path 3: IRWA affiliate organization member:

Must successfully complete the IRWA's Appraisal Capstone Examination.

[Back to table of contents](#)

## Completion:

Once all requirements have been met, submit application form and fee to IRWA Headquarters Office. Incomplete applications received will be returned.

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

[Back to table of contents](#)

## Recertification:

Maintaining the Right of Way Appraisal Certification (R/W-AC) requires recertification every 5 years. To recertify, the required credits must be accumulated within a period of no more than 5 years from the date of initial Certification approval or 5 years from the date of the previous recertification. Failure to recertify will result in the loss of the Certification.

## Requirements

### Path 1: Appraisal Foundation Sponsor member or Appraisal Institute member:

1. Meet the continuing education requirements of the State Certified General Real Estate Appraiser's license and of The Appraisal Foundation Appraisal Sponsor organization or of the Appraisal Institute, and
2. Successfully complete an IRWA ethics course
3. Successfully complete a minimum of 7 Credit Units in any IRWA appraisal course (400 series)\*

\*Individual education credit may be granted for participation, other than as a student in appraisal educational processes or programs. Examples of activities for which credit may be granted are teaching, program development, textbook authorship, or similar activities, which are determined to be equivalent to obtaining continuing education. Teaching of a course with the same, or substantially the same subject content, may be claimed only once for credit during the renewal cycle.



## **Path 2: Appraisal Foundation International Sponsor member or Appraisal Institute of Canada member or China Real Estate Valuers Association:**

1. Meet the continuing education requirements of The Appraisal Foundation International Sponsor organizations or of the Appraisal Institute of Canada, and
2. Meet the continuing education requirements of jurisdiction (if required by law or regulation) for licensed/certified real estate appraiser, and
3. Successfully complete an IRWA ethics course
4. Successfully complete a minimum of 7 Credit Units in any IRWA appraisal course (400 series)\*

\*Individual education credit may be granted for participation, other than as a student in appraisal educational processes or programs. Examples of activities for which credit may be granted are teaching, program development, textbook authorship, or similar activities, which are determined to be equivalent to obtaining continuing education. Teaching of a course with the same, or substantially the same subject content, may be claimed only once for credit during the renewal cycle.

## **Path 3: IRWA affiliate organization member:**

1. Successfully complete 75 Credit Units in appraisal topics, as approved by the IRWA, and
2. Successfully complete an IRWA ethics course
3. Successfully complete a minimum of 7 Credit Units in any IRWA appraisal course (400 series)\*

\*Individual education credit may be granted for participation, other than as a student in appraisal educational processes or programs. Examples of activities for which credit may be granted are teaching, program development, textbook authorship, or similar activities, which are determined to be equivalent to obtaining continuing education. Teaching of a course with the same, or substantially the same subject content, may be claimed only once for credit during the renewal cycle.

[Back to table of contents](#)

R/W-ACs attending a class for recertification credit are not required to complete the course examination; however, taking the examination is strongly encouraged to allow the course credit to be applied for any other credentialing program which may require examination. If a class was attended for recertification and the examination was not taken at the time of the class, the examination cannot be challenged at a future date.

Participants taking an IRWA course for continuing education (CE) or other type of credit, for license renewal or other purposes may be required to take the course examination. Examinations must be taken with all online courses to earn recertification credit.

R/W-ACs may receive up to 24 Credit Units of recertification credit for paid attendance at an IRWA Annual International Education Conference.

[Back to table of contents](#)

## Application

Once all recertification requirements have been met submit recertification application form and fee to IRWA Headquarters Office. Incomplete recertification applications received will be returned.

Recertification applications will be processed in order of receipt and may take up to 8 weeks.

### Credit for Non-IRWA Courses – no longer required effective July 1, 2017

In order to be awarded recertification credit, the subject matter of a non-IRWA course must be consistent with current right of way principles and practices, and enhance the practitioner's appraisal knowledge.

[Back to table of contents](#)

## Appeals

To appeal a denial of recertification credit for a non-IRWA course, the applicant must forward a letter of appeal to IRWA Headquarters Office within 30 days of receipt of notification. IRWA Headquarters Office will undertake a review and advise the applicant of its final approval/disapproval.

[Back to table of contents](#)

## Inactive Status

During an inactive period, (when not employed in or otherwise involved with the right of way profession) a R/W-AC may request an inactive status:

1. Submit a letter, along with the processing fee requesting the R/W-AC Right of Way Appraisal Certification be held in an inactive status and acknowledging that during such period, the R/W-AC Right of Way Appraisal Certification may not be used.
2. Pay an annual maintenance fee during inactive status.

To apply for inactive status, Right of Way Appraisal Certification must be current. Inactive status may not be applied for if recertification has expired.

[Back to table of contents](#)

## Reinstatement

To re-establish to active status:

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

[Back to table of contents](#)

## **R/W-AC Appraisal Certification Program Cross Certification Application Applicant Information Page**

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Complete and return this application along with your **non-refundable** application fee of \$50 USD for IRWA members and \$70 non-IRWA members, and all requested supporting materials once all requirements have been met. Applicable tax based on country's tax laws to be added to the fee above.

**Only complete applications will be processed. All incomplete applications will be returned**

- ☐ Pay online      -or-  
☐ 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 \_\_\_\_\_ IRWA Member # \_\_\_\_\_

Job Title \_\_\_\_\_

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

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

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

Email \_\_\_\_\_

**\*Name of Affiliated Organization** \_\_\_\_\_

Address \_\_\_\_\_

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

Zip/Postal Code \_\_\_\_\_ Phone \_\_\_\_\_

Contact name \_\_\_\_\_

Email \_\_\_\_\_

☐ **Copy of membership card must attached**

**For any questions regarding the Professional Experience Requirements, contact IRWA HQ**

## R/W-AC Appraisal Certification Program Cross Certification Application Path 1 Qualification

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Please indicate below, which qualifications you meet for each category. Copy of documentation must be submitted at time of application.

☐ **Path 1: Appraisal Foundation Sponsor member or Appraisal Institute member:**

<input type="checkbox"/> Designation*	Hold the Senior real property designation in any of The Appraisal Foundation Appraisal Sponsor organizations
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- Or-

<input type="checkbox"/> Designation*	Hold a Senior Designation (i.e., MAI, SRPA) in the Appraisal Institute
---------------------------------------	--

- And-

<input type="checkbox"/> Certification*	Be a State Certified General Real Estate Appraiser
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*\*Copy of documentation must be submitted: proof of designation, license, certification etc.*

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

### IRWA Use Only Below this line

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

Name of reviewer: \_\_\_\_\_

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

## R/W-AC Appraisal Certification Program Cross Certification Application Path 2 Qualification

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Please indicate below, which qualifications you meet for each category. Copy of documentation must be submitted at time of application.

☐ **Path 2: Appraisal Foundation International Sponsor member or Appraisal Institute of Canada member**

<input type="checkbox"/> Designation*	Hold the Senior real property designation in any of The Appraisal Foundation Appraisal International Sponsor organizations
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- Or-

<input type="checkbox"/> Designation *	Hold a Senior Designation (AACI) in the Appraisal Institute of Canada or China Real Estate Valuers Association (CREVA) Senior Member.
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- And-

<input type="checkbox"/> Certification*	If required by law or regulation, be a jurisdictionally licensed real estate appraiser
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*\*Copy of documentation must be submitted: proof of designation, license, certification etc.*

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### IRWA Use Only Below this line

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

Name of reviewer: \_\_\_\_\_

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

## R/W-AC Appraisal Certification Program Cross Certification Application Path 3 Qualification

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Please indicate below, which qualifications you meet for each category. Copy of documentation must be submitted at time of application.

☐ **Path 3: IRWA affiliate organization member**

<input type="checkbox"/> Affiliate member*	Be a member of an IRWA affiliate member organization
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- And-

<input type="checkbox"/> Qualifying hours of experience*	Have three thousand verifiable hours of real property appraisal experience obtained during no fewer than thirty months. One thousand five hundred hours (of the three thousand hours) must be in non-residential real property appraisal work
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- And-

<input type="checkbox"/> Designation*	If granted, hold the Senior designation in the IRWA affiliate member organization
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- And-

<input type="checkbox"/> License*	If required by law or regulation, be a jurisdictionally licensed real estate appraiser
-----------------------------------	--

*\*Copy of documentation must be submitted: proof of designation, license, certification etc.*

### IRWA Use Only Below this line

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

Name of reviewer: \_\_\_\_\_

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

## **R/W-AC Appraisal Certification Program Cross Certification Application**

### **Course Work and Ethics Checklists**

#### **PATH 1 and PATH 2**

**Appraisal Foundation Sponsor member or Appraisal Institute member**

**Appraisal Foundation International Sponsor member**

**Appraisal Institute of Canada member**

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To obtain the R/W Certification, the applicant must successfully complete a coursework requirement that consists of IRWA courses and IRWA ethics.

#### **IRWA Coursework Checklist**

*Complete the following and attach copies of certificates of completion or copy of course history*

<input type="checkbox"/> C-401 or	The Appraisal of Partial Acquisitions – 40 credit units
<input type="checkbox"/> C-401C or	The Appraisal of Partial Acquisitions (Canadian)– 40 credit units
<input type="checkbox"/> C-421 or	The Appraisal of Partial Acquisitions – 32 credit units
<input type="checkbox"/> C-421C, and	The Appraisal of Partial Acquisitions (Canadian)– 32 credit units
<input type="checkbox"/> C-431	Problems in the Valuation of Partial Acquisitions – 8 credit units

#### **IRWA Ethics Checklist**

*Choose one from below and attach copies of certificates of completion or copy of course history*

<input type="checkbox"/> C-102	Elevating Your Ethical Awareness – 8 credit units
<input type="checkbox"/> C-103	Ethics and the Right of Way Profession – 8 credit units
<input type="checkbox"/> C-104	Standards of Practice for the Right of Way Professional – 8 credit units

*Ethics courses will only apply towards ethics requirement. Good only for 5 years from the completion date.*

**R/W-AC Appraisal Certification Program Cross Certification Application**  
**Formal Education and Course Work Checklists**  
**PATH 3**  
**IRWA Affiliate organization member**

To obtain the R/W Certification, the applicant must successfully complete formal education and IRWA courses.

**Formal Education Checklist**

*Complete the following and attach copies of diploma or degree*

<input type="checkbox"/> Degree	Hold a University Degree
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- Or-

*Complete all below and attach copies of transcripts or certification of completion*

<input type="checkbox"/> 30 hours of university courses	University Courses in economics, finance, statistics, business law, real estate law, real estate, accounting, and business management
<input type="checkbox"/> 300 hours of real property education	As listed in the Appraisal Foundation's Appraiser Qualification Board's Real Property Appraiser Qualification Criteria for a Certified General Real Estate Appraiser.
Above 300 hours must include:	<input type="checkbox"/> 15- Hour national USPAP Course  <input type="checkbox"/> In lieu of the 15- Hour national USPAP Course: substitute equivalent or a similar course offering.

**IRWA Coursework Checklist**

*Complete the following and attach copies of certificates of completion or copy of course history*

<input type="checkbox"/> C-401 or	The Appraisal of Partial Acquisitions – 40 credit units
<input type="checkbox"/> C-401C or	The Appraisal of Partial Acquisitions (Canadian)– 40 credit units
<input type="checkbox"/> C-421 or	The Appraisal of Partial Acquisitions – 32 credit units
<input type="checkbox"/> C-421C, and	The Appraisal of Partial Acquisitions (Canadian)– 32 credit units
<input type="checkbox"/> C-431	Problems in the Valuation of Partial Acquisition – 8 credit units



**R/W-AC Appraisal Certification Program Cross Certification Application**  
**Ethics and Exam Checklists**  
**PATH 3**  
**IRWA Affiliate organization member**

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To obtain the R/W Certification, the applicant must successfully complete a capstone exam.

**IRWA Ethics Checklist**

*Choose one from below and attach copies of certificates of completion or copy of course history*

<input type="checkbox"/> C-102	Elevating Your Ethical Awareness – 8 credit units
<input type="checkbox"/> C-103	Ethics and the Right of Way Profession – 8 credit units
<input type="checkbox"/> C-104	Standards of Practice for the Right of Way Professional – 8 credit units

*Ethics courses will only apply towards ethics requirement. Good only for 5 years from the completion date.*

*Complete the following and attach Pass letter\**

<input type="checkbox"/> Appraisal Capstone Exam
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*\* Capstone exam is valid for 5 years from the pass date*

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**R/W-AC Appraisal Certification Program Cross Certification 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 \_\_\_\_\_

## **R/W-AC Appraisal Certification Program Cross Certification Application Agreement Page**

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 \_\_\_\_/\_\_\_\_/\_\_\_\_

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### **IRWA Use Only Below this line**

Reviewer Name \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

Reviewer Signature \_\_\_\_\_

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[Back to table of contents](#)

## R/W-AC Appraisal Certification Program Cross Certification Application Capstone Examination Request Form Path 3

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Exams are valid 5 years from the pass date.

To take an exam, the candidate must fill out form and submit, along with the **non-refundable** exam fee(s) of \$50 USD for members and \$70 USD for non-members. Applicable tax based on country's tax laws to be added to the fee above.

Request to take the following Capstone Exam(s):

☐ Appraisal Capstone Exam

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

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

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

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

Email \_\_\_\_\_

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

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

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

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

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### IRWA Use Only Below this line

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

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

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

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

Email \_\_\_\_\_

Valuation Committee Representative Signature \_\_\_\_\_

Application Approval Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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[Back to table of contents](#)

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## Recertification Application Applicant Information Page

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Please complete and return this application, along with any requested supporting documentation and non-refundable \$50 USD (\$70 USD for non-member) recertification fee to IRWA Headquarters. Applicable tax based on country's tax laws to be added to the fee above.

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

### Applicant Information

**Recertification Due Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ (MM/DD/YY)

**Name** \_\_\_\_\_

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

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

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

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

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

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

Address \_\_\_\_\_

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

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

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

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

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

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

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

Date Received: \_\_\_\_\_

HQ Approved: \_\_\_\_\_

**R/W-AC Appraisal Cross Certification Program  
Recertification Application – Path 1  
Completion Summary Page**

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

**1. Meet the continuing education requirements of the State Certified General Real Estate Appraiser's license and of The Appraisal Foundation Appraisal Sponsor Organization or of the Appraisal Institute.**

☐ Submit copy of current real estate appraiser's license

**2. Meet the continuing education requirements of The Appraisal Foundation's Appraisal Sponsor Organization or of the Appraisal Institute (e.g. MAI, ASA, IFAA, etc.)**

☐ Submit proof of current Senior Designation

**3. Successfully complete an IRWA Ethics Course – choose one**

- ☐ Course 102 – submit copy of course completion certificate, **or**
- ☐ Course 103 - submit copy of course completion certificate, **or**
- ☐ Course 104 – submit copy of course completion certificate

**4. Successfully complete a minimum of 7 continuing education units (CEUs) in any IRWA Appraisal course (400 course series)**

☐ Submit copy of course completion certificate

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

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

**R/W-AC Appraisal Cross Certification Program  
Recertification Application – Path 2  
Completion Summary Page**

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

**1. Meet the continuing education requirements of The Appraisal Foundation International Sponsor Organization or of the Appraisal Institute of Canada or China Real Estate Valuers Association.**

☐ Submit proof of your current membership to the organization above and proof of completion of continuing education requirements.

**2. Meet the continuing education requirements of jurisdiction (if required by law or regulation).**

☐ Submit proof of completion of continuing education requirements for licensed/certified real estate appraiser.

**3. Successfully complete an IRWA Ethics Course – choose one**

- ☐ Course 102 – submit copy of course completion certificate, **or**
- ☐ Course 103 - submit copy of course completion certificate, **or**
- ☐ Course 104 – submit copy of course completion certificate

**4. Successfully complete a minimum of 7 continuing education units (CEUs) in any IRWA Appraisal course (400 course series)**

☐ Submit copy of course completion certificate

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

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

**R/W-AC Appraisal Cross Certification Program  
Recertification Application – Path 3  
Completion Summary Page**

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

**1. Successfully complete 75 credit units of appraisal topics as approved by the IRWA**

☐ Submit proof of completion of 75 credit units of appraisal topics.

**2. Successfully complete an IRWA Ethics Course – choose one**

☐ Course 102 – submit copy of course completion certificate, **or**

☐ Course 103 - submit copy of course completion certificate, **or**

☐ Course 104 – submit copy of course completion certificate

**3. Successfully complete a minimum of 7 continuing education units (CEUs) in any IRWA Appraisal course (400 course series)**

☐ Submit copy of course completion certificate

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

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



## **R/W-AC Appraisal Cross 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 \_\_\_\_\_

[Back to table of contents](#)