International Right of Way Association

Right of Way Relocation Assistance Certification Program (R/W-RAC)

Program Guide and Application

The Professional Standard of Excellence

Revised: 07/2016

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Welcome to the IRWA Certification Program!

IRWA Certification is a journey and a destination. For a right-of-way professional like yourself, your certification validates your skills and demonstrates your proficiency in your chosen discipline. The IRWA Certification Program R/W-AMC is a structured process designed to provide you with the knowledge and tools that will help you advance in your profession.

Stay Ahead of the Curve
Today's marketplace is complex and constantly changing. Therefore, individuals and businesses must stay ahead of the curve to be marketable and proficient in the right of way business. You can rely on IRWA Certification to develop a solid, competitive advantage so you and your company for whatever lies ahead can remain ahead of that curve.

The Only Name That Counts
IRWA supports high quality adult education and a professional standard of excellence. An IRWA Certification includes a rigorous qualifying process that will work to differentiate you from other right-of-way professionals. The IRWA's high academic standards are internationally recognized and respected by customers, businesses and colleagues across the right of way disciplines.

The Right Stuff
Companies whose employees are IRWA certified report impressive performance results and have often won business in competitive situations. Companies have also indicated their certified professionals often make better employees because these individuals exhibited higher productivity, reduced learning curves, increased technical competencies, limited error rate, and elevated job satisfaction.

Individual Benefits
In addition to gaining new skills, enhancing your knowledge base and adding to your list of credentials, you can expect to attain a wide range of workplace benefits. These benefits may be in the form of peer recognition or demonstrated financially through a promotion, pay raise or other performance benefits.

Benefits to Employer
Employers who support staff continuing education can expect significant benefits, including: higher employee retention, increased productivity and a boost in employee morale and confidence. Retaining experienced staff is an enormous competitive advantage for any employer.

Overview: How the Program Works and Purpose of this Guidebook
This guidebook is your simplified reference guide, which identifies your education requirements to attain your certification. Many of the forms as well as links to the forms on the Handbook Webpage you will need along the way are included in this guidebook.

To get started, please read the requirements outlined in this program guidebook and application packet. If your experience appears to qualify, submit your candidacy declaration to IRWA Headquarters. If you are uncertain about any of this process, please contact your local Professional Development Committee Chair (PDC Chair). Your local Chapter PDC Chair can answer any questions you have as you progress through the program. Once you have filled out your completion application, please submit it to your local Chapter PDC Chair.

We congratulate you on your decision to pursue an IRWA Certification.

Glossary of Terms

CAPSTONE EXAM: Final Examination, available in single discipline or comprehensive

Credit Units: number of course credit hours granted for initial certification or for recertification

HQ: IRWA Headquarters

IEC: International Executive Committee

Credentialing Committee: provides structure & oversight for IRWA's Credentialing Programs

IRWA: International Right of Way Association

PDC CHAIR: Professional Development Committee Chair (Chapter Level)

R/W-RAC: Right of Way Relocation Assistance Certification

R/W: Right of Way

USD: U.S. Dollars

International Right of Way Association
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."

Application Process and Fee Schedule

Right of Way (R/W) - Certification Application Process

- Read through program brochure and description
- Submit Declaration of Candidacy form to IRWA Headquarters after local Chapter PDC Chair's verification of qualifying experience
- Complete Experience, IRWA Coursework and Examination requirements
- Submit Completion Application form to local Chapter's PDC Chair
- Local Chapter PDC Chair will review and if approved, will forward to IRWA HQ
- Notification will be sent by IRWA HQ of receipt/approval of application

Right of Way (R/W) - Certification Fee Schedule for Members

Applicable tax based on country's tax laws is added to the fees below.

- **R/W Certification Application Fee**
  - Candidacy Declaration - $25 USD per discipline
  - Completion Application - $50 USD per discipline
- **R/W Certification Change to Inactive Status Processing Fee**
  - $20 USD per discipline
- **R/W Certification Inactive Status Maintenance Fee**
  - $25 USD annually
- **R/W Certification Reinstatement to Active Status Fee**
  - $50 USD per discipline
- **R/W Certification Recertification Application Fee**
  - $50 USD per discipline
- **R/W Certification Reinstatement/Lapsed Status Fee**
  - $50 USD
- **R/W Certification Capstone Individual Discipline Exam Fee**
  - $50 USD per discipline
- **R/W Certification Course Challenge Exam Fee**
  - $50 USD per 8 credit units (per course day)

Right of Way (R/W) - Certification Fee Schedule for Non-Members

Applicable tax based on country's applicable tax laws is added to the fees below.

- **R/W Certification Application Fee**
  - Candidacy Declaration - $35 USD per discipline
  - Completion Application - $70 USD per discipline
- **R/W Certification Active Status Annual Maintenance Fee***
  - $135 USD
- **R/W Certification Change to Inactive Status Processing Fee**
  - $28 USD
- **R/W Certification Inactive Annual Maintenance Fee**
  - $35 USD per discipline
- **R/W Certification Reinstatement to Active Status Fee**
  - $70 USD annually
- **R/W Certification Recertification Application Fee**
  - $70 USD per discipline
- **R/W Certification Reinstatement/Lapsed Status Fee**
  - $70 USD per discipline
- **R/W Certification Capstone Individual Capstone Exam Fee**
  - $70 USD per discipline
- **R/W Certification Course Challenge Exam Fee**
  - $70 USD per 8 credit units (per course day)

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

R/W-RAC - Relocation Assistance Certification Program at a Glance

Experience	• 2 years minimum relevant relocation assistance experience within the past 5 years
Mandatory Relocation Courses – 48 credit units	**Complete all of the following courses:** • C-501 – 16 credit units • C-502 – 16 credit units • C-504 – 16 credit units
Elective Relocation Courses – 16 credit units	**Choose from the following:** • C-503 – 8 credit units • C-505 – 8 credit units • C-506 – 16 credit units
IRWA Ethics Requirement – 8 credit units	**Choose one:** • C-102 – 8 credit units • C-103 – 8 credit units • C-104 – 8 credit units *Ethics courses will only apply towards ethics requirement. Good only for 5 years from the completion date.*
Capstone Exam	• Relocation Assistance

International Right of Way (R/W) Certification Program

What is a Right of Way Certification?

The Right of Way (R/W) Certification is granted to IRWA candidates who have achieved professional status through experience, education and examination in a single right of way discipline.

Earning this certification demonstrates an unparalleled achievement in a single discipline and reinforces a standard of excellence. The International Right of Way Association offers certification in the following 5 disciplines*:

Discipline	R/W Certification
Appraisal	R/W-AC
Asset Management	R/W-AMC
Negotiation/Acquisition	R/W-NAC
Relocation Assistance	R/W-RAC
Uniform Act	R/W-URAC

**Candidates can only become certified in 2 disciplines until the SR/WA designation is earned.*

What are the prerequisites for the R/W Certification?

Any candidate involved in one of these 5 right of way professional disciplines is eligible. A candidate must have a minimum of 2 years of relevant ROW professional experience within the last 5 years, and meet the coursework and exam requirements.

What happens after the R/W Certification is earned?

The R/W Certification expands employment opportunities, increases salary potential, boosts chances for career advancement and demonstrates professional commitment.

Employers benefit from the R/W Certification too. Most employers recognize the roles that professional development and continuing education play and encourage their staff to pursue such things. The R/W Certification helps employers to identify and reward employees with proven initiative, dedication and knowledge. It helps to create a strong professional foundation and training ladder. The Certification enhances employee skills through multidiscipline training and examination. It also assures continuous educational updates through recertification.

Please contact Credentialing Staff for any questions about the Certification program. 310.538.0233, Ext. 123 or education@irwaonline.org

International Right of Way (R/W) Certification Program

Right of Way Professional Experience, Course and Exam Requirements

Candidate must have a minimum of 2 years of relevant Right of Way professional experience conducted in compliance with the applicable jurisdiction's regulatory requirements in the discipline they are applying for within the last 5 years.

Relocation Assistance Experience:

Principal practice in professional relocation assistance services including experience in relocating and re-establishing individuals, businesses, farm operations and nonprofit organizations. Qualifying experience includes:

1. Computing monetary relocation assistance benefits for persons displaced from their residence, business, farm operation or nonprofit organization and/or

2. Providing advisory assistance to persons displaced from their residence, business, farm operation or nonprofit organization and/or

3. 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. To receive qualifying experience credit under this category, the relocation program plan preparer, supervisor, reviewer or oversight manager must be an acknowledged and experienced relocation subject matter expert.

IRWA Coursework Requirements

To obtain the R/W Certification, the candidate must successfully complete a coursework requirement that consists of both core courses and elective courses. The coursework requirement is different for each of the 6 disciplines.

Challenging a Course

If the candidates feel that they have sufficient professional experience and knowledge in a certain discipline, they can challenge a core course. To do this, they must complete and submit the Course Challenge Request form, along with the challenge fee, and then successfully complete the exam for that course. If the candidate does not pass the exam, the candidate **may not** challenge the course again and must attend the class and successfully pass the exam to receive credit.

The following core courses may be challenged:

** NO COURSES MAY BE CHALLENGED FOR THIS DISCIPLINE **

Capstone Examination Requirements

The candidate must fulfill the capstone examination* requirement for the applied-for discipline certification.
An approved candidate can take the capstone examination anytime within their 5 year candidacy period.
To take an exam, the candidate must complete and submit, along with the appropriate exam fee(s), the Exam Request form.

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

International Right of Way (R/W) Certification Program

R/W Recertification

Certified individuals holding a R/W Certification *must* recertify every 5 years. To recertify, a certified individual must accumulate the required credit within a 5-year period from the date of receipt of the Certification or from the date of the previous recertification. Failure to recertify will result in the loss of the certified individual's certification.

Recertification Requirements

30 credit units must be earned through attending (classroom or online) or instructing courses or seminars with right of way and real estate related topics. Of these 30 credit units, a minimum of 8 must be earned by attendance as a participant or instructor in any 500 course series and 8 credit units must be earned through meeting the Ethics Course requirement. *

R/W Certification designees can receive up to 16 credit units of recertification credit for paid attendance at IRWA's Annual International Education Conference.

**R/W certified individuals taking 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 are required to take the course exam. Exams must be taken with all online courses to earn recertification credit.*

R/W Certification Inactive Status (Parked Status)

R/W Certified individuals can retain their right to the R/W Certification during an inactive period, when they are not employed in or otherwise involved with the right of way profession. A R/W Certified individual may request the inactive status as follows:

1. Submit a letter, along with the processing fee requesting the R/W Certification be held in an inactive status and acknowledge that during such period, the R/W Certification may not be used*
2. During each year the R/W certification is maintained in an inactive status, an annual fee shall be assessed for maintenance of the R/W Certification. The Annual fee shall entitle the certified individual to receive the IRWA magazine.

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

International Right of Way (R/W) Certification Program

R/W Certification Inactive Status (Reinstatement)

When the certified individual is ready to re-establish their active status, the process is as follows:

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

Applying for Award of Recertification Credit for a Non-IRWA Course – no longer required effective July 1, 2017

In order to be awarded R/W recertification credit, the subject matter of a non-IRWA course must be consistent with current Right of Way principles and practices, and will enhance the Right of Way practitioner in the fields of:

1. Appraisal,
2. Communication/Negotiations,
3. Engineering,
4. Environment,
5. Management/Supervision,
6. Relocation Assistance
7. Property Management and
8. Real Estate Law

Course content must cover a minimum of 70% of IRWA subject matter to be awarded R/W Certification Program recertification credit.

Appeals

In the event that recertification credit is not granted for a non-IRWA course, you may consider the following appeal process:

1. Applicant forwards a Letter of Appeal to IRWA HQ within 30 days of receipt of notification
2. HQ will forward request form to the Credentialing Committee for full review
3. Credentialing Committee review and then advises HQ of approval/disapproval
4. HQ will notify applicant of final decision

Helpful Hints

DO NOT SUBMIT COMPLETION APPLICATION UNTIL ALL REQUIREMENTS HAVE BEEN MET.

ALL INCOMPLETE APPLICATIONS RECEIVED BY LOCAL CHAPTER PDC CHAIR WILL BE RETURNED TO CANDIDATE.

INCOMPLETE APPLICATIONS RECEIVED AT IRWA HEADQUARTERS WILL BE RETURNED TO THE LOCAL CHAPTER PDC CHAIR.

Applications will be processed in order of receipt.

Processing of completion applications **takes approximately 6 weeks**.

Instructions for completing this application:

- Fill in COMPLETELY
- Be as accurate as possible with regard to dates
- Type or print clearly and legibly
- Be careful to not duplicate information
- Use extra sheets as necessary
- Attach supporting documentation where indicated
- Submit payment information
- Submit completed application to local **Chapter PDC Chair**

R/W- RAC Relocation Assistance Certification Program
Declaration of Candidacy

Complete and return this declaration along with your **non-refundable** candidacy fee of $25 USD ($35 USD for non-member) to IRWA Headquarters after verifying professional experience with local Chapter PDC Chair. Applicable tax based on country's tax laws to be added to the fee above.

❒ 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 _____ Member # _____

Mailing Address _____ Chapter # _____

City, State/Province _____

Zip/Postal Code _____ Phone (_____)_____

Email _____

By signature below, I acknowledge that I have thoroughly reviewed the Professional Experience Summary Page, and have personally verified with my local Chapter Professional Development Committee Chair that my professional experience qualifies as right of way experience.

I hereby certify that all of the information provided on this form is, to the best of my knowledge, true and correct. I will be in a violation of the Ethical Policy if I knowingly misrepresent myself.

Applicant's Signature _____

Printed Name _____

Date _____/_____/_____

For any questions regarding the professional experience requirements, contact your local Chapter Professional Development Committee Chair

Submit this application to IRWA HQ
19210 S. Vermont Ave, Building A, Suite 100
Gardena, CA 90248
Or via fax 866-388-7419

R/W- RAC Relocation Assistance Certification Program
Completion Application
Applicant Information Page

Complete and return this application along with your **non-refundable** application fee of $50 USD ($70 USD for non-member) and all requested supporting materials to your local Chapter PDC Chair for review 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 to the local Chapter PDC Chair.

❒ 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 _____ Member # _____

Mailing Address _____ Chapter # _____

City, State/Province _____

Zip/Postal Code _____ Phone (_____)_____

Email _____

Agency or Company _____

Address_____

City, State/Province _____

Zip/Postal Code _____ Phone (_____)_____

Email _____

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

Date Received: _____

HQ Approved: _____

R/W- RAC Relocation Assistance Certification Program
Completion Application R/W Professional Experience Page

This section must detail the applicant's required 2 years minimum of relevant Right of Way professional experience within the past 5 years. Fill form in completely. Attach additional sheets as necessary. *Please note:* **Use a separate page for each employer and each job title.**

Relocation Assistance Experience: Please see page 10 of the Program Guide for detailed information regarding qualifying experience.

Company or Agency Details

From (mm/dd/yyyy) _____/_____/_____ To (mm/dd/yyyy) _____/_____/_____
(date application is signed)

Total Number of Months _____ Company Name_____

Company or Agency Address _____
Street

_____
City, State/Province Zip/Postal Code

Position or Job Title _____

Description of Duties (list actual duties performed for this job title – use additional sheet of paper and attached with this page.)

_____

_____

_____

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 _____

Title _____

Phone (_____)_____ Fax (_____) _____

Email Address _____

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

Signature _____ Date _____/_____/_____

R/W- RAC Relocation Assistance Certification Program
Completion Application
Course Work and Examination Requirement

To obtain the R/W Certification, the candidate must successfully complete a coursework requirement that consists of both core courses and elective courses.

IRWA Coursework Checklist:

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

❒ C-501	Residential Relocation Assistance – 16 Credit Units
❒ C-502	Business Relocation – 16 Credit Units
❒ C-504	Computing Replacement Housing Payments – 16 Credit Units
❒ any 2 days of the following: C-503 C-505 C-506	 Mobile Home Relocation – 8 Credit Units Advanced Residential Relocation Assistance – 8 Credit Units Advanced Business Relocation Assistance – 16 Credit Units
❒ C-102, or C-103, or C-104	Elevating Your Ethical Awareness – 8 Credit Units Ethics and the Right of Way Profession – 8 credit units 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.

Exam Checklist:

*Complete the following and attach Pass letter**

❒ Relocation Assistance Capstone Exam

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

R/W-RAC Relocation Assistance Certification Program
Completion Application
International Right of Way 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 designation.

Printed Name _____

Signature _____

R/W- RAC Relocation Assistance Certification Program
Completion 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 certified individual 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 R/W Certified by 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 IRWA Certified R/W Professional.

Applicants Signature _____Date _____/_____/_____

For Local Chapter PDC Chair Use Only

PDC Name _____ SR/WA # _____

Mailing Address _____ Chapter # _____

City, State/Province _____

Zip/Postal Code _____ Phone (_____)_____

Email _____ Date _____/_____/_____

PDC Signature _____

R/W- RAC Relocation Assistance Certification Program
Course Challenge Exam Request Form

Challenging a Course

** NO COURSES MAY BE CHALLENGED FOR THIS DISCIPLINE **

R/W- RAC Relocation Assistance Certification Program
Capstone Examination Request Form

An approved candidate can take the capstone examination anytime within their 5 year candidacy period. Exams are valid 5 years from the pass date.

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

Request to take the following Capstone Exam(s):
:

❒ Relocation Assistance Capstone Exam

Name _____ Member # _____

Mailing 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 _____

For Local Chapter PDC Chair Use Only

Proctor Name _____ SR/WA # _____

Address _____ Chapter # _____

City, State/Province _____

Zip/Postal Code _____ Phone (_____)_____

Email _____

PDC Signature _____Application Approval Date _____/_____/_____

Right of Way Certification Program
R/W-RAC Relocation Assistance Certification
Recertification

International Right of Way
Certification (R/W) Recertification

Why do R/W professionals need to recertify?

The International Right of Way Association believes that all professionals holding the R/W Certification must continue their personal and professional development through a combination of continued work experience and continuing education. Therefore, the IRWA requires all R/W certified individuals to recertify every 5 years to maintain their professional certification.

What is required to recertify?

The R/W recertification requirements consist of earning 30 credit units by attending (classroom or online) or instructing courses or seminars with right of way and real estate related topics. Of these 30 credit units, a minimum of 8 must be earned by course attendance as a participant or instructor in any 500 course series and 8 credit units must be earned through meeting the Ethics Course requirement.

R/W Certification designees may receive up to 16 credit units for paid attendance at IRWA's International Educational Conference.

IRWA Chapter/Region seminars, symposiums, etc. and non-IRWA courses will no longer need to be submitted to Headquarters or the Credentialing Committee for approval.

Certificate or proof of attendance/completion must be kept in designee's records and *must only* be submitted to HQ as supporting documentation along with the recertification application.

The recertification period is 5 years from the initial certification and applications will be accepted by HQ up to 1 year before the due date.

R/W Certification designees taking an IRWA course 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 are required to take the course exam.

* Exams **must** be taken for any online course or seminar to obtain recertification credit.

R/W-NAC Negotiation & Acquisition Certification Program
Recertification Requirements Helpful Hints

DO NOT SUBMIT APPLICATION UNTIL ALL REQUIREMENTS FOR THE R/W RECERTIFICATION HAVE BEEN MET. ALL INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED AND WILL BE RETURNED TO THE LOCAL CHAPTER PDC CHAIR.

Applications will be processed in order of receipt. Processing of recertification applications **takes approximately 6 weeks**.

Instructions for filling in application:

- Fill in COMPLETELY
- Complete a separate application for each discipline
- Be as accurate as possible with regard to dates
- Type or print clearly and legibly
- Be careful to not duplicate information
- Use extra sheets as necessary
- Attach supporting documents where indicated
- Attach **non-refundable** fee of $50 USD ($70 USD for non-member)
- Submit completed application to:

Credentialing Staff
IRWA Headquarters
19210 S. Vermont Ave, Building A, Suite 100
Gardena, CA 90248

R/W-RAC Relocation Assistance Certification Program
Recertification Application
Applicant Information Page

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/Provence, Zip/Postal Code_____

Phone (____)_____ Fax (____)_____

Email Address _____

Agency or Company _____

Address _____

City/State/Zip _____

Phone (____)_____ Fax (____)_____

Email Address _____

Date Received: _____

HQ Approved: _____

R/W-RAC Relocation Assistance Certification Program
Recertification Application
Credit Units Summary Page

Attach additional sheets as necessary. Provide documentation of approval and completion.

IRWA Courses attended or instructed (attach copy of course history or certificates)

Course Number & Name	Date/Number of Credit Units

Approved Non-IRWA Courses (attach documentation and completion certificates)

Course/Program Name	Date/Number of Credit Units

Conference Education Session/Chapter Educational Seminars (fill in completely)

Event Name	Date/Number of Credit Units

Total Credit Units _____

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

Signature _____ Date _____/_____/_____

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

Card Number _____ Exp. Date _____/_____

Signature _____ Amount $_____

Name as it appears on card _____

R/W-RAC Relocation Assistance Certification Program
Recertification Application

International Right of Way 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? ❒ 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 _____