



Right of Way Professional Career Path

Senior Right of Way Professional SR/WA

Completion Application





Senior Right of Way Professional (SR/WA) Designation Program Completion Application Process

SUBMIT COMPLETION APPLICATION ONCE ALL REQUIREMENTS HAVE BEEN MET.

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 and **may take up to 6 weeks**

Instructions for completing this application:

- Fill in COMPLETELY, type or print clearly and legibly
- Be as accurate as possible with regard to dates
- Be careful to not duplicate information
- Attach extra sheets as necessary
- Attach supporting documentation where indicated
- Include payment information
- Submit completed application to:

Local Chapter PDC Chair



Senior Right of Way Professional (SR/WA) Designation Program Completion Application Applicant Information & Payment Page

Once all requirements are met, complete and return this application along with your **non-refundable** application fee of \$175 USD (\$245 USD for non-member), including all supporting documents to your local Chapter PDC Chair for review and verification. Applicable tax based on country's tax laws to be added to the fee above.

Only complete applications will be processed all others will be returned.

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 _____

Payment Information

Card Number _____ Exp. Date ____/____

Signature _____ Amount \$ _____

Name as it appears on card _____

Please indicate method of payment:

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

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



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Detail the required 5 years minimum of relevant 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.**

Company or Agency Details

From (mm/dd/yyyy) ____/____/____ To (mm/dd/yyyy) ____/____/____

Total Number of Months _____ Agency Name _____

Company or Agency Address _____
Street

City, State/Province _____ Zip/Postal Code _____

Position or Job Title _____

Describe duties below (attach résumé as additional supporting document)

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 ____/____/____



Senior Right of Way Professional (SR/WA) Designation Program Completion Application Applicant Reference Page

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

Reference #1				
Name _____		Membership Number _____		
First	M.I.	Last		
Mailing Address _____				
Street	City	State/Province	Zip/Postal Code	
Present Employer _____				
Business Phone (____)		Fax (____)		
Email Address _____				

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



Senior Right of Way Professional (SR/WA) Designation Program Completion Application Education and Coursework Requirements

Education Requirement

Education Checklist:

CATEGORY 1: BACHELOR'S DEGREE (BA/BS in US and University Diploma in CA)

☐ Copy of degree/diploma attached

CATEGORY 2: 2 YEAR COLLEGE DEGREE/DIPLOMA

☐ Copy of degree/diploma attached

And 1 of the following:

☐ 2 years of qualifying ROW Experience (in addition to 5 years ROW experience requirement)

or

☐ 128 additional Credit Units of IRWA approved coursework

CATEGORY 3: CAPL (CA) OR AAPL (US) CERTIFICATION

☐ *PLUS* 2 years qualifying ROW Experience (in addition to 5 years ROW experience requirement)

or

☐ *PLUS* 128 additional Credit Units of IRWA approved coursework

CATEGORY 4: NO COLLEGE DEGREE/DIPLOMA

☐ 4 Years of qualifying ROW Experience (in addition to 5 years ROW experience requirement)

or

☐ 256 additional Credit Units of IRWA approved coursework



Coursework Checklist: 64 IRWA Approved Credit Units

- ☐ Must have achieved RWA Certification or met qualification of RWA
- ☐ Must have achieved RWP Certification or met qualification of RWP

40 Credit Units Core Courses: Check up to a maximum of 16 Credit Units in any one discipline from 200 through 900 course series (courses may not have been previously applied at RWA or RWP levels.)

100 Series – Basic right of way	Not applicable. 100 series intermediate or advanced courses currently not available
200 Series – Negotiations and Acquisitions	<input type="checkbox"/> 201 [24 Credit Units] Communications in R.E. Acquisition <input type="checkbox"/> 203 [16 Credit Units] Alternative Dispute Resolution <input type="checkbox"/> 205 [16 Credit Units] Bargaining Negotiations <input type="checkbox"/> 207 [16 Credit Units] Practical Negotiations for U.S. Federal Funded Land Acquisitions <input type="checkbox"/> 209 [16 Credit Units] Negotiating Effectively with a Diverse Clientele <input type="checkbox"/> 215 [16 Credit Units] Right of Way Acquisition for Pipeline Projects <input type="checkbox"/> 219 [16 Credit Units] Introduction to Presentation, Instruction and Facilitation <input type="checkbox"/> 230 [8Credit Units] Oil & Gas Land Basics & Related Surface Rights Issues
300 Series – Management	<input type="checkbox"/> 303 [16 Credit Units] Managing the Consultant Process <input type="checkbox"/> 304 [8 Credit Units] When Public Agencies Collide
400 Series – Appraisal	<input type="checkbox"/> 403 [8 Credit Units] Easement Valuation <input type="checkbox"/> 406A [16 Credit Units] 15-Hour National USPAP Course <input type="checkbox"/> 408 [16 Credit Units] The Valuation of Native Lands in Canada <input type="checkbox"/> 409 [8 Credit Units] Integrating Appraisal Standards <input type="checkbox"/> 410 [8 Credit Units] Reviewing Appraisals in Eminent Domain <input type="checkbox"/> 417 [16 Credit Units] The Valuation of Environmentally Contaminated Real Estate <input type="checkbox"/> 421 [32 Credit Units] The Valuation of Partial Acquisitions <input type="checkbox"/> 431 [8 Credit Units] Problems in the Valuation of Partial Acquisitions
500 Series – Relocation Assistance	<input type="checkbox"/> 501 [16 Credit Units] Residential Relocation Assistance <input type="checkbox"/> 502 [16 Credit Units] Business Relocation2 <input type="checkbox"/> 503 [8 Credit Units] Mobile Home Relocation <input type="checkbox"/> 504 [16 Credit Units] Computing Replacement Housing Payments <input type="checkbox"/> 505 [8 Credit Units] Advanced Residential Relocation Assistance <input type="checkbox"/> 506 [16 Credit Units] Advanced Business Relocation Assistance
600 Series – Environmental	<input type="checkbox"/> 603 [8 Credit Units] Understanding Environmental Contamination in Real Estate <input type="checkbox"/> 604 [8 Credit Units] Environmental Due Diligence and Liability <input type="checkbox"/> 606 [8 Credit Units] The Environmental Process
700 Series – Asset/Property Management	<input type="checkbox"/> 701 [16 Credit Units] Property/Asset Management: Leasing <input type="checkbox"/> 703 [8 Credit Units] Real Property Asset Management
800 Series – Law	<input type="checkbox"/> 801 [16 Credit Units] United States Land Titles <input type="checkbox"/> 802 [8 Credit Units] Legal Aspects of Easements <input type="checkbox"/> 803 [16 Credit Units] Eminent Domain Law Basics for Right-of-Way Professionals <input type="checkbox"/> 804 [8 Credit Units] Skills of Expert Testimony



900 Series – Engineering	<input type="checkbox"/> 901 [8 Credit Units] <u>Engineering Plan Development and Application</u> <input type="checkbox"/> 902 [8 Credit Units] <u>Property Descriptions</u>
Inactive Courses	<input type="checkbox"/> 202 [24 Credit Units] <u>Interpersonal Relations of Real Estate Acquisition</u> <input type="checkbox"/> 206 [16 Credit Units] <u>Presentation Skills</u> <input type="checkbox"/> 222 [8 Credit Units] <u>Negotiating for Interests on Native Lands in Canada</u> <input type="checkbox"/> 301 [24 Credit Units] <u>Leadership Skills for ROW and Real Property Professionals</u> <input type="checkbox"/> 302 [8 Credit Units] <u>Team Building</u> <input type="checkbox"/> 303 [8 Credit Units] <u>Real Property Asset Management</u> (not to be confused with the newer Course 303: Managing the Consultant) <input type="checkbox"/> 401 [40 Credit Units] <u>The Appraisal of Partial Acquisitions</u> May not use if C421 checked above <input type="checkbox"/> 404 [48 Credit Units] <u>Appraisal Theory and Principles</u> <input type="checkbox"/> 405 [48 Credit Units] <u>Applications of Appraisal Principles</u> <input type="checkbox"/> 407 [8 Credit Units] <u>Valuation of Contaminated Properties</u> <input type="checkbox"/> 408 [16 Credit Units] <u>The Valuation of Native Lands in Canada</u> <input type="checkbox"/> 601 [32 Credit Units] <u>Environmental Considerations</u>

24 Credit Units IRWA Elective Courses: *List 24 Credit Units of intermediate or advanced course work completed (courses may not have been previously applied at RWA or RWP levels) and attach a printout of course history or completion certificates*

C#-_____	Name of course:
C#-_____	Name of course:
C#-_____	Name of course:

8 Credit Units IRWA Ethics within past 5 years from date of completion application:

Indicate below which course was taken to fulfill the ethics requirement and attach a printout of course history or completion certificate.

Ethics [8 Credit Units]	<input type="checkbox"/> 103 Ethics and the Right of Way Profession <input type="checkbox"/> 104 Standards of Practice for the Right of Way Profession
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Exam(s) Checklist: *Indicate which exam option chosen and attach pass letter(s)**

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

Option A

☐ Capstone Comprehensive Exam

Option B (successfully pass any 4 of the following exams)

<input type="checkbox"/> Appraisal Capstone Exam	<input type="checkbox"/> Environmental Capstone Exam
<input type="checkbox"/> Asset Management Capstone Exam	<input type="checkbox"/> Law Capstone Exam
<input type="checkbox"/> Negotiations/Acquisition Capstone Exam	<input type="checkbox"/> Engineering Capstone Exam URA Capstone Exam
<input type="checkbox"/> Relocation Assistance Capstone Exam	See current fee schedule



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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 designation.

Printed Name _____

Signature _____

Date: ____/____/____



Senior Right of Way Professional (SR/WA) Designation 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 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, or other officials, either as a group or as individuals, for any official act in connection with the business of the Designation Program and particularly as to its or their acts in admitting or failing to admit me to Designation status; or, disciplining me 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 Designation 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 me to retain my registration as a Senior Right Of Way Professional of the IRWA.

Applicants Signature _____ Date ____/____/____

For Local Chapter PDC Chair Use Only

PDC Name _____

Mailing Address _____ Chapter # _____

City, State/Province _____

Zip/Postal Code _____ Phone (____) _____

Email _____ Date ____/____/____

PDC Signature _____