



## **Guidelines for Continuing Education Units (CEUs) from Non-IRWA Education Vendors for IRWA recertification Effective July 1, 2017**

As of July 1, 2017 the following three recertification credit unit allocations are effective for both Industry & Generalist Certifications:

1. IRWA coursework (including ethics - 8 CEUs) a minimum of 24 CEUs
2. IRWA sponsored events (includes annual education conference, approved Chapter/Region Educational events) no limit or up to 48 CEUs
3. Outside educational vendors (limited to a maximum of 24 CEUs)

These guidelines are for IRWA Certificate holders submitting Continuing Education for Recertification from Outside Educational Vendors (Non IRWA Continuing Education Credits), which is item 3 above. There is a maximum of 24 hours allowed from outside vendors for each recertification cycle.

It is now up to each recertification candidate to decide what outside or non-IRWA courses they choose to attend and submit as part of their recertification application to IRWA. This should allow a fair and balanced portfolio of continuing education courses that will help members stay on top of the changing right of way landscape. IRWA no longer reviews or approves non-IRWA or outside vendor continuing education except as part of the recertification application process.

Each individual is to submit CEUs that are related to the right of way profession including infrastructure/industry work. The certification holder shall be mindful of their ethical commitment in selecting appropriate continuing education. Each recertification candidate should refer to the individual requirements contained in the application for recertification for their specific IRWA certification.

Listed below are examples of acceptable non IRWA CEU coursework:

- Classroom or web based courses that cover IRWA certification topics such as:
  - Appraisal
  - Asset (Property Management)
  - Engineering
  - Environment
  - Law
  - Negotiations/Acquisitions
  - Relocation Assistance
  - Surveying
  - Title Examination
- Real estate coursework attended to obtain or recertify a license issued by a governmental agency
- Appraisal coursework attended to obtain or recertify a license issued by a governmental agency
- Management courses if your right of way position includes management of people or projects

Completion certificates must include at a minimum:

- Name of the Attendee
- Name of the course or event
- Date(s) of the course or event
- Number of hours of CEU

Courses should have a minimum of 1 hour of CEU.

IRWA may require a brief description of the event or additional information about the event based on the attendance certificate or proof of attendance that was submitted to be sure that the event qualifies for CEU.