

Right of Way Professional Industry Career Path

Transportation

Program Guide



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Welcome to the Right of Way Professional Industry Career Path!

Professional Industry Certification Career Path – Component Definitions

Right of Way Agent Industry Certification (RWA) – Is the first of a three-level Professional Right of Way Industry Certification Program that progresses with the Right of Way Professional Industry Certification (RWP) and culminates with the Senior Right of Way Professional Industry Designation (SR/WA). While the RWA requirements may consist of only beginning level courses, it exposes candidates to all the various disciplines within the right of way profession. The RWA certification reflects evidence of professional accomplishment in the right of way profession within the Generalist, Oil & Gas, Transportation, or Electric and Utilities industry.

Right of Way Professional Industry Certification (RWP) – Is the second of a three-level professional Right of Way Industry Certification Program that culminates with the SR/WA Designation. While the RWP requirements may focus more in one area of coursework within a chosen industry, it familiarizes candidates with all the various disciplines within the right of way profession. The RWP certification reflects evidence of professional accomplishment in the right of way profession within the Generalist, Oil & Gas, Transportation or Electric and Utilities Industry.

Senior Right of Way Professional Industry Designation (SR/WA) – Is the most prestigious professional designation granted to right of way professionals who have achieved professional status through experience, education, and examination. While the SR/WA requirements may focus more in one area of coursework within a chosen industry, it familiarizes candidates with all the various disciplines within the right of way profession. The SR/WA designation reflects evidence of professional accomplishment in the right of way profession within the Generalist, Oil & Gas, Transportation or Electric and Utilities Industry.

Industry-Generalist (GN) – Principle practice in the profession of right of way and or related infrastructure real estate lifecycle activities. Primarily but not limited to Lasting Power of Attorney (LPAs), City, County, State, Provincial or Federal/National Government Agencies/Entities, etc.

Industry-Oil & Gas (OG) – Principle practice in the profession of right of way and or related infrastructure real estate lifecycle activities. Primarily but not limited to exploration, production, distribution facilities, and pipelines, etc.

Industry-Transportation (TN) – Principle practice in the profession of right of way and or related infrastructure real estate lifecycle activities. Primarily but not limited to highways, roads, bridges, and airports, etc.

Industry-Electric & Utilities (EU) – Principle practice in the profession of right of way and or related infrastructure real estate lifecycle activities. Primarily but not limited to transmission, distribution and facilities related to private and or public electric, telecom, water utilities, etc.

Qualifying Industry Experience: Provides the details of qualifying experience that can be applied towards IRWA's four Professional Right of Way Industry Certification career path options. It illustrates the qualifying right of way industry and or related infrastructure real estate experience requirements necessary to pursue candidacy. **Additional experience required in-lieu of a degree options, need not be industry specific.**

Stay Ahead of the Curve

Today's marketplace is crowded and complex. To develop a solid, competitive advantage—and to remain ahead of that curve—you can rely on an IRWA Certification/Designation to prepare you and your company for whatever lies ahead.

The Only Name That Counts

IRWA stands for the highest standard of excellence. As such, an IRWA Certification/Designation is a rigorous process that will work to differentiate you from other professionals. Our high standards have enabled us to create a distinction that is universally respected by customers, businesses and colleagues across most disciplines.

The Right Stuff

Companies with employees that are IRWA certified report impressive results. Certification/Designation can often win business in competitive situations. Certified professionals often make better employees. They tend to exhibit higher productivity, reduced learning curves, increased technical competencies, lower error rate, and a higher level of job satisfaction.

Individual Benefits

Earning the SR/WA Designation will help boost opportunities and salary potential. The SR/WA Designation expands employment opportunities, increases salary potential, boosts chances for career advancement and demonstrates professional commitment.

Research shows that professionals who have earned the SR/WA Designation earn more throughout their career than those without it.

Benefits to Employer

Employers benefit from the SR/WA Designation too. They will be rewarded with higher employee retention, increased productivity and a boost in employee morale and confidence. The Designation enhances employee skills through multidiscipline training and examination. Retaining experienced staff is an enormous competitive advantage for any employer.

We congratulate you on your decision to pursue the SR/WA Designation.

Glossary of Terms

- GN: Industry - Generalist
- OG: Industry – Oil & Gas
- TN: Industry – Transportation
- EU: Industry – Electric & Utilities
- SR/WA: Senior Right of Way Professional Designation
- RWP: Right of Way Professional Certification
- RWA: Right of Way Agent Certification
- IEC: International Executive Committee
- CC: Credentialing Committee
- PDC CHAIR: Professional Development Committee Chair (Chapter Level)
- HQ: IRWA Headquarters Office
- IRWA: International Right of Way Association
- AAPL: American Association of Professional Landmen
- CAPL: Canadian Association of Petroleum Landmen
- CAPSTONE EXAM: The SR/WA Capstone is a final examination, available in a single disciplines or in a comprehensive format
- Credit Units: number of course credit hours granted for initial certification or for recertification
- R/W: Right of Way

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."

Steps to earning the Certification/Designation

1. Read through program guide and description
2. Determine if prerequisites are met
3. Determine education and right of way experience eligibility
4. Meet with Chapter PDC Chair to verify qualifying experience
5. Submit candidacy form to IRWA headquarters
6. Complete IRWA Coursework & meet ethics requirement
7. Complete examination requirements
8. Submit Completion Application to local Chapter's PDC Chair

Prerequisites:

RWA Certification: no prerequisite

RWP Certification: Candidates must have achieved the Right of Way Agent Certification or met qualifications of RWA. This requires meeting education requirements, qualifying experience and completing the required coursework for RWA and RWP Certifications.

SR/WA Designation: Candidates must have achieved the Right of Way Agent (RWA) and Right of Way Professional (RWP) Certifications or met qualifications of RWA & RWP. This requires meeting education requirements, qualifying experience and completing the required coursework for RWA, RWP Certifications and SR/WA Designation.

Eligibility:

Anyone involved in the right of way profession, such as those serving in appraisal, asset/property management, law, engineering, environmental, negotiation/acquisition, relocation assistance, surveying and title examination is eligible. Membership is not a requirement.

RWA Formal Education & Qualifying Right of Way Experience:

Candidates for the RWA must:

- Hold a 2-year Degree (US) or a Diploma (CDN) or the International equivalent; the degree must be earned prior to submitting completion application.

Or in lieu of a Degree, complete any of these additional requirements:

- Additional 2 years of qualifying ROW experience (in addition to 1 year qualifying experience.)
- Additional 128 IRWA approved credit units, which does not include the required courses taken for RWA, RWP & SR/WA or
- AAPL or CAPL Certification

Qualifying & Current Right of Way Experience:

- 1 year within the last 5 years. No industry specific experience is required at RWA level

RWP Formal Education & Qualifying Right of Way Experience:

Candidates for the RWP must:

- Hold a 2-year Degree (US) or a Diploma (CDN) or the International equivalent; the degree must be earned prior to submitting completion application.

Or in lieu of a Degree, complete any of these additional requirements:

- Additional 2 years of qualifying ROW experience (in addition to 3 years qualifying experience.)
- Additional 128 IRWA approved credit units, which does not include the required courses taken for RWA, RWP & SR/WA or
- AAPL or CAPL Certification

Qualifying & Current Right of Way and/or Infrastructure Real Estate Experience:

- Three (3) years within the last seven (7) years. For Industry Certifications: OG, TN or EU – two (2) years of the three (3) years experience required must be within the industry.

SR/WA Formal Education & Qualifying Right of Way Experience:

Candidates for the SR/WA must:

- Hold a Bachelor's Degree (BA/BS in US or University Degree (CDN), or the International equivalent. The degree must be earned prior to submitting completion application.

In-lieu of a degree options:

- A. 2-year Degree/Diploma + additional 2-year Degree/Diploma
- B. 2-year Degree/Diploma + AAPL/CAPL Landman Certification
- C. 2-year Degree/Diploma + 2 years R/W experience (in addition to 5 years qualifying R/W experience)
- D. 2-year Degree/Diploma + 128 additional IRWA education units, which does not include the required courses taken for RWA, RWP & SR/WA
- E. AAPL/CAPL Landman Certification + 2 years R/W experience
- F. AAPL/CAPL Landman Certification + 128 additional IRWA education units, which does not include the required courses taken for RWA, RWP & SR/WA
- G. 4 years R/W experience (in addition to 5 years qualifying R/W experience)
- H. 2 years R/W experience + 128 additional IRWA education units, which does not include the required courses taken for RWA, RWP & SR/WA
- I. 256 additional IRWA education units, which does not include the required courses taken for RWA, RWP & SR/WA

Qualifying & Current Right of Way and/or Infrastructure Real Estate Experience:

- Five (5) years within the last ten (10) years. For Industry Certifications: OG, TN or EU – four (4) years of the five (5) years experience required must be within the industry.

Qualifying Right of Way Experience:

What qualifies as professional Right of Way Industry and/or related Infrastructure Real Estate Experience?

For each Professional Industry Certification Career Path Option, (RWA, RWP, SR/WA – GN, OG, TN, EU), you need to demonstrate professional R/W (Right of Way) and/or related Infrastructure Real Estate experience from more than 1 bullet in 1 or more of the following categories, not 1 bullet from each category (e.g., Basic R/W, Appraisal, Relocation, Meetings, Property Management, Asset Management, Project Management, Administration). **The well-qualified professional candidate will likely have experience in multiple bullet points from multiple categories, but this is not a requirement.**

Demonstrating R/W experience from more than 1 bullet will fulfill (upon evaluation) the qualifying R/W and/or related Infrastructure Real Estate experience requirements necessary for a professional career path options (RWA, RWP, SR/WA) within a chosen industry (GN, OG, TN, EU).

What Qualifies as “ R/W-Industry” &/or related “Infrastructure-Real Estate” Experience	RWA RWP SRWA GN	RWP SRWA OG	RWP SRWA TN	RWP SRWA EU
BASIC EXPERIENCE				
Completes project land planning	X	X	X	X
Assesses and selects alternate routes/alignments/sites	X	X	X	X
Designs project	X	X	X	X
Meets with agency representatives	X	X	X	X
Demonstrates a working knowledge of legislation and regulation	X	X	X	X
Provides public notification/consultation	X	X	X	X
Prepares/reviews/publishes public notices in compliance w/ regulatory requirements - (e.g. radio, television, newspaper)	X	X	X	X
Coordinates/participates in project information sessions, project open houses, public meetings and town halls	X	X	X	X
Coordinates/leads discussions about rights in relation to access, overlapping issues of right of way and road use, environmental issues	X	X	X	X
Interprets maps and construction plans	X	X	X	X
Explains and interprets appraisals or explains the appraisal process to the property owner, depending on the Governmental regulation	X	X	X	X
Conducts due service (US); substituted service (CAN)	X	X	X	X
Executes/completes acquisition documents	X	X	X	X
Negotiation or condemnation/expropriation activities required in connection with the acquisition of interest in property	X	X	X	X
Negotiation activities for the sale or lease of interests in property	X	X	X	X
Drafts regulatory applications	X	X	X	X
Drafts and responds to information requests	X	X	X	X
Attends/participates in hearings	X	X	X	X
Coordinates / prepares expert witnesses and hearing testimony	X	X	X	X
Prepares/participates in condemnation (U.S.); expropriation (CAN) regulatory processes	X	X	X	X
Participates in post-construction activities (e.g. property inspections and field activities)	X	X	X	X
Prepares and/or review environment assessments, statements and studies	X	X	X	X
Collects and analyses data leading to recommendations or conclusion related to right-of-way activities/projects	X	X	X	X
Identifies and recommends mitigation and remediation of environmental impacts	X	X	X	X

Leads or participates in audit functions (e.g. compliance- engineering, environmental, financial)	X	X	X	X
Relocates and re-establishes persons, businesses, farm operations and non-profit organizations	X	X	X	X
Analyzes comparable housing and computes replacement housing payments and/or classifies relocation payments and/or prepares relocations plans	X	X	X	X
Prepares relocation/adjustments of existing facilities	X	X	X	X
Applies for abandonment of existing facilities and infrastructure	X	X	X	X
Prepares emergency response planning for specific R/W projects	X	X	X	X
Conducts negotiations for the acquisition or disposal of an interest in real property, including licenses, leases and settlement of property damage claims related to right of way and or real estate infrastructure activities.	X	X	X	X
Interpretation and explanation of real estate valuation principles and appraisal	X	X	X	X
Provision of semi-legal or paralegal work in preparation and/or review of documents	X	X	X	X
Understanding of real property law	X	X	X	X
Interpretation and explanation of survey maps and construction plans	X	X	X	X
Documentation of consultation/negotiation, negotiation/acquisition transaction and negotiated agreements for right-of-way projects	X	X	X	X
What Qualifies as “R/W-Industry” &/or related “Infrastructure-Real Estate” Experience	RWA RWP SRWA GN	RWP SRWA OG	RWP SRWA TN	RWP SRWA EU

APPRAISAL EXPERIENCE

Assists the appraiser of record at onsite right of way property inspections	X	X	X	X
Creates property sketches and assists in preparing exhibits for the right of way appraisal report	X	X	X	X
Prepares appraisals for right of way purposes	X	X	X	X
Experience as the signed Appraiser of record primarily responsible for the written appraisal report, in compliance with the applicable jurisdiction’s regulatory requirements, in the appraisal of whole takings or partial takings involving severance or consequential damages or injurious affection and working knowledge of expropriation or eminent domain law and procedures.	X	X	X	X
Professional services developing economic analyses or feasibility studies when such services involve licensed appraisers in the interpretation of real estate valuation principles related to the potential impacts to the real property of proposed or actual right-of-way projects.	X	X	X	X
Experience as the signed Review Appraiser performing a Technical Appraisal Review, responsible for the written review report and responsible for the approved value as defined by the appropriate jurisdiction.	X	X	X	X

What Qualifies as “R/W-Industry” &/or related “Infrastructure-Real Estate” Experience	RWA RWP SRWA GN	RWP SRWA OG	RWP SRWA TN	RWP SRWA EU
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RELOCATION EXPERIENCE

Relocating and re-establishing persons, businesses, farm operations and non-profit organizations	X	X	X	X
Making replacement housing computations when such services involve a replacement housing study and an interpretation of real estate valuation principles for relocation	X	X	X	X
Conducting studies and analyses for the development of a relocation program plan	X	X	X	X
Direct and field ROW relocation assistance activities	X	X	X	X
Professional relocation assistance services including experience in relocating and re-establishing individuals, businesses, farm operations and nonprofit organizations.	X	X	X	X
Computing monetary relocation assistance benefits for persons displaced from their residence, business, farm operation or nonprofit organization	X	X	X	X
Providing advisory assistance to persons displaced from their residence, business, farm operation or nonprofit organization	X	X	X	X

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	X	X	X	X
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What Qualifies as “R/W-Industry” &/or related “Infrastructure-Real Estate” Experience	RWA RWP SRWA GN	RWP SRWA OG	RWP SRWA TN	RWP SRWA EU
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MEETINGS EXPERIENCE

Participates or Chairs regulatory and/or synergy group meetings. (e.g. industry representatives, NGOs, public, Interstate Natural Gas Association of America, etc..)	X	X	X	X
What Qualifies as “R/W-Industry” &/or related “Infrastructure-Real Estate” Experience	RWA RWP SRWA GN	RWP SRWA OG	RWP SRWA TN	RWP SRWA EU

PROJECT MANAGEMENT

Prepares or supervises survey engineering drawings and documents	X	X	X	X
Reviews, approves, and certifies technical requirements and drawings	X	X	X	X
Researches or supervises, identifies and stakes right of way	X	X	X	X
Manages schedule, budget, and estimate	X	X	X	X
Provides subject matter expertise	X	X	X	X
Coordinates quality assurance/quality control	X	X	X	X
Manages right-of-way projects	X	X	X	X

What Qualifies as “R/W-Industry” &/or related “Infrastructure-Real Estate” Experience	RWA RWP SRWA GN	RWP SRWA OG	RWP SRWA TN	RWP SRWA EU
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ADMINISTRATIVE EXPERIENCE

Prepares acquisition documents for a project after NEPA/CEAA and or Governmental environmental regulatory clearances have been met	RWA only	RWA only	RWA only	RWA only
Preparing information needed (e.g. surveys, preliminary title reports)	“	“	“	“
Conducts title searches: existing easements, rights of way, identify property owners	“	“	“	“
Reviews final acquisition documents	“	“	“	“
Records final acquisition documents	“	“	“	“
Prepare contracts (e.g. hiring contractor)	“	“	“	“

What Qualifies as “R/W-Industry” &/or related “Infrastructure-Real Estate” Experience	RWA RWP SRWA GN	RWP SRWA OG	RWP SRWA TN	RWP SRWA EU
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PROPERTY MANAGEMENT EXPERIENCE

Tenant Management	RWA			
Manage revenue	RWA			
Assess repairs/oversee repairs	RWA			
Contract management	RWA	X	X	X
Lease negotiations	RWA	X	X	X

ASSET MANAGEMENT EXPERIENCE

Professional asset management services, must comply with the applicable jurisdiction's regulatory requirements. The asset management of right-of-way related activities must involve interpretation of real estate valuation principles, semi-legal work in preparation or review of documents, and an understanding of real property law.	X	X	X	X
Acquisition of a leasehold interest in real property	X	X	X	X
Negotiations for leasehold interests covering public or company owned real property	X	X	X	X
Negotiation for sale or exchange of public or company owned real property	X	X	X	X
Acquisition or disposal of joint-use property rights	X	X	X	X
Management of properties (e.g. house or building sales) and contract supervision prior to demolition or clearance of right of way projects	X	X	X	X
<u>WHAT DOES NOT QUALIFY AS “R/W-INDUSTRY” EXPERIENCE &/or RELATED “INFRASTRUCTURE-REAL ESTATE” EXPERIENCE</u>	RWA RWP SRWA GN	RWP SRWA OG	RWP SRWA TN	RWP SRWA EU

THE FOLLOWING ACTIVITIES **DO NOT** COUNT AS
QUALIFYING EXPERIENCE FOR ANY OF THE GENERALIST or
INDUSTRY CAREER PATH OPTIONS:

RWA, RWP, SRWA:

Real Estate Valuation for a general [non right-of-way] development/project/property				
Tax assessment				
Real Estate (Licensed) Negotiations (buy/sell)				
Negotiate or acquire property for a general [non right-of-way] development/project				
Broker price opinion (BPO)				
Project management (non-Right-of-Way projects)				
Administration (data book preparation; collect comparable sales information)				
Lender Appraisals				
Relocation from real estate point of view (e.g. employee relocation)				
Move estimator (moving company)				
Managing apartment complexes and/or commercial complexes				
Completing relocation administrative duties (e.g. assembling relocation packets)				
Collecting relocation plan data				
General supervision of projects with relocation activities				
Completing general administrative activities (e.g. answering the telephone, filing, mailing)				

Candidacy:

Submit candidacy application once you have met with your chapter professional development chair to verify qualifying experience. Incomplete applications will be returned to candidate. Applications will be processed in order of receipt and may take up to 4 weeks

RWA Coursework: Transportation

To obtain the RWA Certification, the candidate must successfully complete the following courses:

Course 100, [16 Credit Units or 32 Credit Units] Principles of Land Acquisition
One of the following courses: Course 103 [8 Credit Units] Ethics and the Right of Way Profession, or Course 104 [8 Credit Units] Standards of Practice for the Right of Way Professional <i>Ethics courses will only apply towards the Ethics Requirement and good for 5 years from the date of completion.</i>
One of the following courses: Course 200 [16 Credit Units] Principles of Real Estate Negotiation, or Course 201 [16 Credit Units] Communications in Real Estate Acquisition
Course 213 [8 Credit Units] Conflict Management

RWP Coursework: Transportation

To obtain the RWP Certification, the candidate must successfully complete the following courses:

One of the following courses: Course 105 [8 Credit Units] The Uniform Act Executive Summary, or Course 604 [8 Credit Units] Environmental Due Diligence and Liability
One of the following courses: Course 501* [16 Credit Units] Residential Relocation Assistance, or Course 801 [Credit Units] Land Titles
All of the following courses: Course 400 [16 Credit Units] Principles of Real Estate Appraisal Course 600 [8 Credit Units] Environmental Awareness Course 800 [16 Credit Units] Principles of Real Estate Law Course 900[16 Credit Units] Principles of Real Estate Engineering

*Mandatory of U.S. candidates.

SR/WA Coursework: Transportation

To obtain the SR/WA Designation, the candidate must successfully complete the following courses:

One of the following courses:

Course 219 [16 Credit Units] Introduction to Presentation, Instruction and Facilitation, **or**

Course 225 [8 Credit Units] Social Ecology, **or**

Course 603 [8 Credit Units] Understanding Environmental Contamination in Real Estate

One of the following courses:

Course 502 [16 Credit Units] Non-Residential Relocation Assistance, **or**

Course 902 [8 Credit Units] Property Descriptions

All of the following courses:

Course 203 [32 Credit Units] Alternative Dispute Resolution

Course 421 [8 Credit Units] The Valuation of Partial Acquisitions

Course 700 [16 Credit Units] Introduction to Property Management

Course 803 [16 Credit Units] Expropriation Law Basics for the Right of Way Professionals

Ethics:

A candidate must successfully complete 8 Credit Units in an IRWA Ethics Course. This course is required for the RWA level. The ethics course must be recent to be valid (no more than 5 years prior to date of submission of completion application). Only IRWA Ethics can be used toward initial certification and designation.

SR/WA Capstone Examination:

A candidate can take the **SR/WA Transportation Capstone Examination** anytime within their 5-year candidacy period. SR/WA Review Study Session is currently not available.

Capstone exams are valid for 5 years from the pass date

To take an exam, the candidate must fill out and submit, along with the appropriate exam fee, the Exam Request form.

Completion Application:

Submit completion application for RWA or RWP or SR/WA to PDC Chair once all requirements have been met. Incomplete applications received by PDC chair will be returned.

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

Recertification Requirements:

RWA Recertification:

Currently not required.

RWP Recertification:

Maintaining the RWP Certification 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.

48 Credit Units must be earned through attending or facilitating courses or seminars approved for recertification credit by the IRWA. Of these 48 Credit Units, a minimum of 16 must be earned by attendance as a participant (classroom or online) or facilitator in an IRWA course; and 8 Credit Units must be earned through meeting the Ethics Course requirement (classroom or online); the remaining 24 Credit Units may be earned through IRWA courses or IRWA approved courses, conferences and/or seminars.

RWPs taking a class for recertification credit are not required to take the course exam, however, taking the exam is strongly encouraged to allow the course credit to be applied for the SR/WA. If a class was attended for recertification and the exam was not taken at the time of the class, the exam cannot be challenged at a future date.

SR/WA Recertification:

Maintaining the SR/WA Designation requires recertification every 5 years. To recertify, the required CEU credits must be accumulated within a period of no more than 5 years from the date of initial designation approval or 5 years from the date of the previous recertification. Failure to recertify will result in the loss of the designation.

72 Credit Units must be earned through attending or facilitating courses or seminars approved for recertification credit by the IRWA. Of these 72 Credit Units, a minimum of 16 must be earned by attendance as a participant or facilitator in an IRWA course; and 8 Credit Units must be earned through meeting the Ethics Course requirement; the remaining 48 Credit Units may be earned through IRWA courses or IRWA approved courses, conferences and/or seminars.

SR/WAs taking a 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 may require to take the course exam. Exams must be taken with all online courses to earn recertification credit.

SR/WAs can receive up to 24 Credit Units of recertification credit for paid attendance at each IRWA's Annual International Education Conference (which can be applied towards 48 Credit Units).

Recertification Application:

Submit recertification application for RWP or SR/WA once all requirements for recertification have been met. Incomplete applications will be returned. Applications will be processed in order of receipt and may take up to 8 weeks.

Credit for Non-IRWA Courses

In order to be awarded recertification credit, the subject matter of a non-IRWA course must cover a minimum of 70% of right of way subject matter; be consistent with current Right of Way principles and practices, and enhance the Right of Way practitioner in the fields of:

- Appraisal,
- Asset/Property Management
- Engineering/Surveying
- Environmental
- Law
- Negotiations/Acquisition
- Relocation

Appeals

To appeal a denial of recertification credit for a non-IRWA course applicant must forward a Letter of Appeal to IRWA HQ within 30 days of receipt of notification. HQ will forward request to the IPDC for full review and will advise the applicant of final approval/disapproval.

Inactive Status

Parking

During an inactive period, (when not employed in or otherwise involved with the right of way profession) an SR/WA may request the inactive status as follows:

1. Submit a letter, along with the processing fee requesting the SR/WA Designation be held in an inactive status and acknowledging that during such period, the SR/WA Designation may not be used.
2. Pay an annual maintenance fee during inactive status.

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

Reinstatement

To re-establish to active status:

1. Submit a letter requesting to re-establish the active status of the SR/WA Designation, including a reinstatement fee.
2. Complete current recertification requirements for the SR/WA Designation. (Recertification must be completed within what remains of the original SR/WA 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 IPDC.