

## Recertification Extension Policy

**Document Type:** Rule/**Policy**/Plan/Guidelines/**Operating Procedures**

**Administering Entity:** The Credentialing Subcommittee of the International Professional Education Committee (IPEC) and IRWA Staff

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**Most Recent Amendment Date:** N/A

**Approved By:** International Governing Council (IGC)

**Mandated Review:** Annually

**Responsibility for Review:** The Credentialing Subcommittee of the IPEC and IRWA Staff

### ***Purpose***

The Credentialing Subcommittee of the IPEC and IRWA staff recognize that sometimes unforeseeable events happen, which can have a serious impact on an individual's ability to complete the required credits within the member's recertification period. The purpose of this policy is to ensure that there is an efficient, fair and transparent process for providing an extension to an individual who is seeking recertification for any of the IRWA's certifications<sup>1</sup>. The RWA certification is excluded, because there is no recertification requirement.

### ***Background***

An individual who has earned any of the IRWA's certifications (excluding the RWA) is required to recertify every five (5) years. This is to ensure that the individual is up to date on the continuously changing world of infrastructure/right of way legislation, standards and practices. To recertify, the required credits must be accumulated within a period of no more than five (5) years from the date of the initial certification approval or five (5) years from the date of the most recent recertification.

### ***Provision of Extensions***

When it is realized by an individual<sup>2</sup> that they will not be able to complete the required credits by their member-specific recertification deadline, the following two options are available:

- I. Option 1 | Short Extension (Six Months)
  - A. If a member believes they can complete the required credits for recertification within six (6) months, that member will send a formal request (via email) to the Credentialing Manager (or designated IRWA staff member).
  - B. The Credentialing Manager (or designated IRWA staff member) will review the request within five (5) business days, and (barring any complicating factors) will grant a single six-month (6) extension. An email will be sent to the individual with their new deadline to complete the required recertification credits. It is important to note that the short extension does not change the member's next

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<sup>1</sup> RWP, SR/WA, R/W-AC, R/W-AMC, R/W-NAC, R/W-RAC, R/W-URAC, R/W-EC, ARWP, and Appraisal Cross Certification

<sup>2</sup> This policy is not applicable to members who received a recertification extension prior to the policy approval date.

five-year recertification deadline (e.g., If an individual is granted a short extension and completes the required recertification requirements within three (3) months of their initial recertification deadline, the member will need to recertify within four (4) years and nine (9) months).

- C. The Credentialing Manager (or designated IRWA staff member) will maintain a list of individuals who have been granted extensions and will provide that list to the Credentialing Subcommittee of the IPEC prior to each monthly meeting.
- D. In the event an individual does not complete their recertification requirements within six months and does not seek an additional extension, the member will formally lose their designation.
  - 1. In such situations, the IPEC Chair will promptly notify the IEC.

## II. Option 2 | Long Extension (More than Six Months)

- A. If an individual believes they will need more than six (6) months to complete the required credits for their recertification, the member is required to send a formal request (via email) to the IRWA Credentialing Manager (or designated IRWA staff member). That request must provide a detailed explanation of why the long extension is needed and when the member can complete the required recertification credits. The IRWA Credentialing Manager will then forward that request, along with relevant certification/recertification information, to the Credentialing Subcommittee of the IPEC.
- B. The Credentialing Subcommittee of the IPEC will review the long extension request within ten (10) business days, and will submit a recommendation to the IEC. That recommendation will contain the following elements:
  - 1. Whether or not a long extension should be provided to the member. If so or if not, why that recommendation has been made by the Credentialing Subcommittee of the IPEC.
  - 2. The length of the long extension that the IPEC is recommending for the member.
- C. The IEC will review the long extension request at their next scheduled meeting. The IRWA CEO will notify the IPEC Chair and Credentialing Manager of any decisions on long extension requests, and the Credentialing Manager will promptly update the member(s) who submitted the request on the final decision of the IEC.
- D. It is important to note that the long extension does not apply to the next five-year recertification deadline (e.g., If an individual is granted a long extension and completes the required recertification requirements within nine (9) months of their initial recertification deadline, they will need to recertify within four (4) years and three (3) months).
- E. In the event an individual does not complete their recertification requirements within the long extension period and does not seek an additional extension, the member will formally lose their designation.
  - 1. In such situations, the IPEC Chair will promptly notify the IEC.

### ***Multiple Extensions***

In the event an individual, who has been granted either a short or long extension, needs to seek an additional recertification extension, the following process will be followed:

- I. The individual will send a formal request (via email) to the IRWA Credentialing Manager (or designated IRWA staff member). The individual's request must contain a detailed explanation of why the initial extension was insufficient, as well as a timeframe for when the required recertification credits can be completed. The IRWA Credentialing Manager will then forward that request, along with relevant certification/recertification information, to the Credentialing Subcommittee of the IPEC.
- II. The Credentialing Subcommittee of the IPEC will review the multiple extension request within ten (10) business days, and will submit a recommendation to the IEC. That recommendation will contain the following elements:
  - A. Whether or not a multiple extension should be provided to the member. If so or if not, why that recommendation has been made by the Credentialing Subcommittee of the IPEC.
  - B. If approved by the IEC, the length of the extension that should be provided to the member.
- III. The IEC will review the multiple extension proposal at their next scheduled meeting. The IRWA CEO will notify the IPEC Chair and Credentialing Manager of any decisions on multiple extension requests, and the Credentialing Manager will promptly update the member(s) who submitted the request on the final decision of the IEC.
  - A. It is important to note that the additional extension does not apply to the next five-year recertification deadline (e.g., If an individual is granted multiple extensions and completes the required recertification requirements within one (1) year and six (6) months of their initial recertification deadline, they will need to recertify within (3) years and six (6) months).
  - B. In the event the additional extension is not granted, the member will formally lose their designation.