

Please fill out this form completely and e-mail it to Nathan Cruzado, Course Program Coordinator - Online at irwacsma@irwaonline.org.
(If you are unable to e-mail, please fax to 866-388-7419)

Incomplete forms will be returned without processing.

1) Chapter Information (Course Coordinator)

Region	<input type="text"/>	Chapter	<input type="text"/>
Name	<input type="text"/>		Designation <input type="text"/>
Address	<input type="text"/>		
Address 2	<input type="text"/>		
City	<input type="text"/>	State / Province	<input type="text"/>
		Zip / Postal Code	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		

2) Class Information

Course Number & Name	<input type="text"/>		
Start Date	<input type="text"/>	End Date	<input type="text"/>
		Number of Days	<input type="text"/>
Tuition			
Member	<input type="text"/>	Non-Member	<input type="text"/>
		Currency	<input type="text"/>
Late Registration Fee	<input type="text"/>	Date late fee is to go into effect	<input type="text"/>
		Canadian	
		GST/HST Rate	<input type="text"/>
		(If Applicable)	

3) Course Approval and Continuing Education (CE) Credit Reporting

Where state licensing law permits, IRWA request CE credit for IRWA courses.

If the course you are scheduling is pre-approved by a regulatory agency in your state, attach state and course approval letter and instructor approval letter and resume. If the Course is not approved, tell us if you are requesting Appraiser or Real Estate Continuing Education Credit. Course approval request require a minimum of 120 days processing time and approval is not guaranteed. Courses cannot be advertised as CE Approved without official documentation. For more information, please contact Deonna Koonce at (310) 538-0233, ext. 138, Or koonce@irwaonline.org
Many states require that Instructors possess a teaching credential or Instructor approval number.

	Approving Agency	State	Credits/Hours	Course Approval # (If Applicable)
1)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Is this course pre-approved for continuing education? Please check one.

- ☐ Yes Course approval letter is attached
- ☐ No Please apply for state approval on chapter's behalf. Instructor approval letter and resume are attached
- ☐ No Chapter will not seek CE Credit for this course
- ☐ No Chapter will apply for CE on its own

Does your state require State Instructor approval? Yes ☐ No ☐ If yes, State Approval #

4) Classroom Facility Information

Name			
Address			
Address 2			
City		State / Province	
		Zip / Postal Code	
Phone			Fax
Participant Capacity			

5) Instructor Information

Chapter To Assign Instructor

☐ Yes, Complete the following info.

☐ HQ To Assign Instructor,
Complete the following info.

Instructor

Name

Daily Fee

Total

Canadian GST/HST Rate (If Applicable)

☐ Standard

☐ Sliding Scale

05 to 01 Participants

11 to 15 Participants

06 to 10 Participants

16 or more Participants

Co-Instructor

Name

Daily Fee

Total

Canadian GST/HST Rate (If Applicable)

5) Accommodations

Hotel Name			
Address			
Address 2			
City		State / Province	
		Zip / Postal Code	
Phone			Fax
Rate Single		Double	
Reservation Info			

By signing below, I agree to terms and conditions as stated in the IRWA Course Sponsorship and Marketing Agreement (CSMA) pages 1-3.

PLEASE SIGN, DATE AND SUBMIT TO IRWA HEADQUARTERS

Signature

Date

PURPOSE OF AGREEMENT

This agreement defines the roles and responsibilities of the International Right of Way Association Headquarter (IRWA HQ) and the IRWA chapter promoting and sponsoring the IRWA education course as designated above.

PROCESSING TIME

All complete CSMA's received by IRWA HQ will be processed within 5 Business Days.

MARKETING

IRWA will provide the following

1. IRWA Website: Posting of course information & registration.
2. A course brochure/registration form will be created and provided to the course coordinator in PDF format to be used for local promotion at the chapter's discretion.
3. IRWA will promote course on the IRWA Website, online calendar, Right of Way Magazine, Social Media and through monthly education update emails.
4. IRWA and local chapters are not permitted to use IRWA membership email list to promote courses and special events to the entire association. Email promotions from the chapter are limited to local area.

COURSE MATERIALS

Processes and Deadlines for Course Confirmation & Course Material Orders Initial Course Materials:

- Four weeks prior to the course date, the Curriculum Coordinator at IRWA HQ will contact the Coordinator to confirm if the course will still be held.
- Participant materials will be sent to the Shipping Address designated by the Course Coordinator.
- The Course Coordinator will be responsible for verifying that he/she has received the correct and complete course materials upon receipt of the shipment.

ADDITIONAL MATERIALS

If additional materials are needed after the course is confirmed, the Course Coordinator must contact the Curriculum Coordinator as needed.

CANCELLATION POLICY

In the event that the chapter chooses to cancel a course after it has previously been confirmed to the IRWA HQ, the chapter will only incur the costs associated with the printing and shipping of course materials, unless course is to be rescheduled within 90 days of original start date.

COURSE MATERIAL RETURNS

- After the course, extra participant manuals do not need to be returned to IRWA HQ; they may be discarded.
- Any supplemental materials, i.e. Principles of Right of Way textbooks, dictionaries, engineering tools or USPAP books must be returned to the printing company using the pre-addressed, pre-paid shipping label provided with the course materials.

INSTRUCTORS

Instructor Processes, Fees and Expenses

- The chapter may select an or ask HQ To provide an Instructor from Instructor Roster, available online; contact the Instructor(s) and negotiate the fee(s) and expenses.
- The Instructor must be an Active IRWA Member. Upon receipt of this signed agreement, IRWA HQ will issue a contract to the Instructor.
- IRWA HQ will pay the Instructor(s) the presentation fees as stipulated on this agreement.
- The chapter will pay the Instructor's travel & related expenses directly.
- IRWA HQ will be responsible for providing Instructors with all appropriate governmental tax forms at the conclusion of the year.
- The chapter will be billed for the Instructor's fee by IRWA HQ on the course invoice.

ONLINE REGISTRATION AND CREDIT CARD TRANSACTIONS

IRWA HQ will

1. Provide and process online credit card registrations.
2. Collect and credit gross amount of registrations to chapter; IRWA will absorb credit card fees.

TERMS AND CONDITIONS

Within 30 days of the receipt of the final class roster,

IRWA HQ will provide the chapter with the following items

1. A roster stating the names of participants in the course.
2. An invoice for the course Once the invoice is received by the chapter, payment is due within 30 days.
3. If a credit balance is owed, a check will be issued to the chapter after the month end closing.

* Canadian chapters must refer to the existing policies governing documents collection and payment of GST / HST.