



EDUCATION PLANNING & COURSE ACCREDITATION

Compliance for State Licensing Continuing Education

Effective July 1, 2023

The goal of IRWA's accreditation program is to certify IRWA courses for continuing education hours that can be credited toward state license renewal requirements in the United States. Each profession has its own state licensing board and each state has its own requirements as to what is acceptable for continuing education credit. IRWA submits only the Association's courses for review to the state governments to ensure they are a good fit for the state's license program.

IRWA Accreditation Program Coordinator

Determined by state laws and administrative rules related to the licensing of regulated professions, a state licensing agency may grant approval to offer IRWA courses to be used for continuing education credit. IRWA's Accreditation Program Coordinator will:

1. Keep a roster of all United States professional licensing agencies for real estate appraisers, salespersons and brokers.
2. Obtain written verification (USPS or email) from all state licensing agencies as to whether or not a real estate salesperson or broker license is required in the negotiation and acquisition of right-of-way.
3. Verify and adhere to licensing requirements in the process of course accreditation requests.
4. Not accept requests to IRWA headquarters for course accreditation for real estate licensing if not required in that state to hold a valid real estate salesperson or broker license for acquisition of real estate.

Chapter Education Plan

The chapter education chair, in collaboration with the chapter's education committee, will:

1. Prepare a three-year Chapter Education Plan each year to meet the needs of their chapter members.
2. Submit their three-year Chapter Education Plan to their region vice chair by **October 1** of each year.
3. The region vice chair will compile a composite three-year Region Education Plan and provide it to the International Vice President by **November 1**. The three-year region education plans will be used in conjunction with the preparation of the annual budget for education and accreditation.

Course Scheduling and Marketing Agreement (CSMA)

It is also the responsibility of the chapter education chair to:

1. Submit the Course Scheduling and Marketing Agreement (CSMA) to headquarters no less than 120 days from the scheduled course date.
2. Indicate on the CSMA whether or not a request for continuing education accreditation is requested.

Continuing Education Credit

Chapter education chairs must abstain from announcing continuing education credit will be offered for a course in absence of an official course approval letter. When continuing education credit is granted for a course in advance of the course date, IRWA's Accreditation Program Coordinator will send the chapter education chair and chapter course coordinator:

1. A copy of the state agency course approval letter.
2. A copy of the state agency special continuing education roster.

Course Coordinator

In order for a course participant to receive continuing education credits and to ensure compliance with state licensing laws and administrative rules, the course coordinator will make the following important announcement at the beginning of the course:

1. Course participants must attend the full course, with no exceptions made.
2. Course participants must take the course exam, if applicable.
3. Licensed course participants must sign both the IRWA attendance roster and the licensing agency attendance roster, if any.

Fees

There may be fees associated with submitting IRWA courses to state licensing agencies for accreditation. Only IRWA courses will be submitted and paid for by Headquarters. This does not preclude the chapter education chair from submitting a request on behalf of their chapter, to their state licensing agency for other education offerings, such as meetings and seminars.

1. Fees for accreditation requests covering the cost of the course application will be provided by IRWA Headquarters. IRWA cannot guarantee continuing education credit will be granted.
2. Fees for state accreditation requests are for IRWA courses only and do not apply to chapter or region meetings, forums or seminars.
3. Fees for instructor approvals or instructor changes, will be the responsibility of the chapter making such request.
4. IRWA is not responsible for state instructor licensing and will not reimburse instructors for the cost of becoming a licensed instructor when required by a state agency.

IRWA will be named as the School Administrator. However, should your state licensing agency not accept IRWA as the school administrator, the chapter education chair will be named as the school administrator and will be required to sign a waiver indicating they understand and will adhere to continuing education compliance rules.