IRWA
INSTRUCTOR
STANDARDS
GUIDE
SECTION I
IRWA Instructor Standards of Excellence
The IRWA Certified Instructor Standards and Development Program is a standards-based program for potential or current IRWA instructors. This program provides the administrative guidelines to becoming an instructor or re-certifying as an instructor, the training and education required to achieve IRWA Certified status as an instructor. The program also provides an understanding of the IRWA’s expectations regarding assessment, qualifications, certification and re-certification and development for IRWA instructors.

The Program is based on six standards of instructional excellence: COMMUNICATION, CONTENT, LEADERSHIP, INSTRUCTION, METHODOLOGY, and BEHAVIOR.

All instructor candidates (potential or current instructors) are assessed based on these CLIMB Standards of Excellence provided in the following table and are the foundation of the program.

**IRWA Instructor Standards**

**Competencies**

You will be assessed based on the following six standards:

- Communication Skills
- Content Knowledge
- Leadership
- Instruction
- Methodology
- Behaviors (Professional Attitudes & Dispositions)
The Instructor Standards, (formerly known as the CLIMB Instructor Standards), establish a benchmark for existing and potential instructors to achieve the IRWA's Standard of Excellence in teaching IRWA course material.

### STANDARD 1- Communication Skills

The instructor
- proactively and clearly communicates content, directions, ideas and additional information;
- delivers very clear and organized thoughts and meanings;
- actively listens to learners and always checks for understanding (e.g., paraphrase, questions); and
- requests feedback and actively seeks to continuously grow and develop.

### STANDARD 2- Content Knowledge

The instructor
- is an expert and demonstrates advanced content knowledge;
- imparts accurate content information and updates self on new developments and other information; and
- provides consistent and accurate answers to questions and shares resources as appropriate.

### STANDARD 3- Leadership

The instructor
- consistently embodies a “teacher as a leader, IRWA ambassador, and role model” philosophy;
- is committed to professional growth and is open to feedback; and
- practices self-awareness and uses a strengths-based approach to professional development of self and others.

### STANDARD 4- Instruction & Methodology

The instructor
- is consistently aware of learner needs and uses various techniques to maximize audience engagement and taps into participant background and knowledge;
- demonstrates the principles of adult education methodology and instructional techniques while adjusting to maximize engagement, generate discussion, and enhance participant retention application; and
- monitors progress and adjusts delivery where appropriate.

### STANDARD 5- Behaviors (Professional Attitudes & Dispositions)

The instructor
- demonstrates an impeccable attitude towards learning, the IRWA (including being an expert knowledgeable and reliable resource on the IRWA learning program), and professional development of self, participants and colleagues;
- is committed to learner fairness, learning excellence, IRWA’s ethics and expectations, and the sharing of helpful resources;
- creates a mutually respectful learning environment based on the belief that all participants can learn; and
- strives to educate and motivate all learners.
SECTION 2

The IRWA Certified Instructor
SECTION 2 - THE IRWA CERTIFIED INSTRUCTOR

The International Right of Way Association (IRWA) is a professional organization dedicated to the education, development and enhancement of its members’ skills and expertise in the infrastructure real estate profession. To this goal, IRWA instructors are trained in cutting edge instructional methods that bring the IRWA curriculum to life with high retention and application of knowledge gained. The IRWA provides CLIMB Certified Instructors- the most advanced instructional status within the IRWA- to deliver a world-class education program that is respected and valued by the members and the industries it serves.

To become a CLIMB Certified Instructor, you must:

1. Be a member in good standing of the IRWA.
2. Provide an updated resume and biographical sketch.
3. Meet the course-specific instructor requirements and qualifications regarding the degree and experience; (refer to the applicable Series for details).
4. Accept the IRWA’s invitation to attend a CLIMB training session.
5. Successfully complete and pass a CLIMB training session.
6. Sign and submit the Instructor Commitment Letter.

The Partnership for Infrastructure Professional Education (PIPE) will send out an open call to attend the CLIMB training periodically based on our instructor needs.

If you meet the requirements, you will receive an invitation to the IRWA’s CLIMB training.

After the CLIMB training, (location and logistics will be emailed), IRWA HQ will notify you by email with your CLIMB results. The CLIMB registration fee will not be refunded if a participant does not successfully pass the training program.
SECTION 3

Instructor Qualifications
The IRWA expects you to have exceptional technical knowledge, outstanding communication and instructional leadership skills, as well as an enthusiasm for your subject area and for teaching. You, as an IRWA Certified Instructor, are expected to deliver the approved course(s) in accordance and compliance with the CLIMB Instructional Standards, the Instructor’s Contract, and the Instructor Commitment Letter.

You are:
- An independent contractor.
- Responsible for marketing yourself.
- Required to make your travel arrangements for all assignments.

Instructor Roster and Course Portfolio

IRWA HQ staff maintains the Instructor Roster and each Instructor’s Course Portfolio.

PIPE and IRWA HQ will assess the qualifications of each instructor and determine which courses the instructor is permitted to teach.

Instructor Qualifications

The PIPE and IRWA HQ staff develops and implements the discipline and industry-specific instructor qualifications. The PIPE reserves the right to appoint and/or approve instructors for any course(s) based on the needs of IRWA. Additional training may be required. Any instructor who is not approved to instruct a specific course may appeal directly to the International Executive Committee by submitting a detailed written request to the International Secretary with a copy to the Chair of the PIPE.

Course-Specific Qualifications

Please Note: All IRWA Certified Instructors (New and Veteran) have been matched to the courses they are approved to instruct based on information (experience and credentialing) they submitted to the PIPE. If the instructor has been matched, all courses they are approved to teach are on the website.

100 Series: Basic Right of Way Disciplines
200 Series: Communication Courses
300 Series: Management Courses
400 Series: Appraisal Courses
500 Series: Relocation Assistance Courses
600 Series: Environmental Courses
700 Series: Property/Asset Management Courses
800 Series: Law Courses
900 Series: Engineering/Surveying Courses
SECTION 3 - INSTRUCTOR QUALIFICATIONS

IRWA Policy to Instruct and Add a Course

IRWA instructors must be approved in advance by the PIPE to teach any given course¹. Instructors who wish to teach a course for which they have not yet been approved may apply for approval through the procedure set forth below². Please note that the instructor must affirmatively demonstrate his or her qualification(s) to teach any given course, and the PIPE cannot consider any application for approval that does not contain all the required information and materials to consider new courses.

To add an IRWA course, the applicant should complete the following steps:

1. Submit to the PIPE a completed and executed application for consideration (supplied by the PIPE) for each course to be added. A single application may be submitted for multiple courses only if the courses to be added:

   a. are within the same subject series.
   b. have identical course specific requirements.

2. The following items must be submitted with the Application for Consideration:

   a. A detailed explanation (either in narrative or essay form) of how each of the course specific conditions as set forth in the latest IRWA Instructor Standards Guide (2020) have been met, and how the applicant is a subject matter expert in the material covered in the course(s). The explanation shall establish how all of the required benchmarks have been met and the minimum number of years of experience in a particular field have been documented.

   b. Proper documentation to demonstrate that the applicant meets all course specific conditions and that aids in establishing the applicant’s subject matter expertise. This should include a resume or cv, relevant articles authored by the applicant, degrees and/or certifications from other entities, transcripts, etc.

   c. The pre-printed certification which affirms that the applicant:

      i. Has reviewed the General Course Instruction Requirements and meets the same.

      ii. Has reviewed the Specific Requirements to teach the course under consideration and meets all those requirements.

      iii. All information submitted with the application to instruct the course(s) is true and correct.

¹ The instructor will have already taken and passed the CLIMB training and is in compliance with all of the PIPE’s performance standards.
² It is the instructor’s sole responsibility to fully prepare for any course(s) they have been approved to teach.
SECTION 3 - INSTRUCTOR QUALIFICATIONS

3. The applicant may submit the following optional items to assist the PIPE in consideration of the request:

   a. A letter of recommendation to teach the course(s) from a relevant COP, Committee or leader within the industry.

   b. A written request from the education chair of any given chapter, or Region Vice Chair of any given Region for the applicant to teach the course(s) under consideration.

The information shall be submitted to the PIPE chair by email in PDF format. The PIPE shall have a maximum of thirty (30) days to consider each request. It is a requirement that the applicant affirmatively establish that all criteria to teach the course(s) have been met within their application. Failure to submit any portion of the information required herein will result in denial or delays of the application processing.
SECTION 3 - INSTRUCTOR QUALIFICATIONS

Instructors seeking to add courses to their approved listing of courses must submit an application to the PIPE and demonstrate that they meet the course specific requirements.

Demonstration of active and engaged experience within a particular discipline may be accomplished by illustrating practical application of the expertise within your work history. This may include both “hands on” execution, as well as active supervision or management of others within the discipline. Consideration will be given to various factors including, without limitation, the following:

1. Volume of work within the discipline, e.g., number of parcels, files, appraisals, cases, etc.;
2. Number of projects requiring your experience or expertise;
3. Length of time in a position of employment where the expertise was utilized on a regular and consistent basis;
4. Percentage of workload dedicated to the discipline or requiring the expertise;
5. Additional licenses, certifications, or degrees obtained within the field; and
6. Participation in seminars, presentations related to the specific subject matter.

100-Series: Basic Right of Way Disciplines

You must meet the Course Specific Qualifications noted in the following Table.

<table>
<thead>
<tr>
<th>100-Series Courses</th>
<th>Specific Qualifications:</th>
</tr>
</thead>
</table>
| Course 100: Principles of Land Acquisition | • Hold an SR/WA designation.  
• Demonstration of active and engaged experience in at least four of the six subject matter disciplines:  
a. Negotiation; b. Appraisal; c. Relocation Assistance; d. Environment;  
e. Law; and/or f. Engineering/Surveying. |
| Course 102: Elevating Your Ethical Awareness | • Hold an SR/WA designation.  
• Have taken the course.  
• Have served as a Chapter, Region or International Officer, Ethics Committee Member or Ethics Officer. |
| Course 105: The Uniform Act Executive Summary | • Hold an R/W-URAC designation.  
• Demonstration of a minimum of five years of active and engaged experience managing or conducting project-related activities subject to the Uniform Act. |
| SR/WA Review: Study Session | • Hold an SR/WA designation.  
• Be a Course 100 Certified Instructor. |
## 200 Series: Communication Courses

You must meet the **Course Specific Qualifications** noted in the following Table.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Specific Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>200</td>
<td>Principles of Real Estate Negotiations</td>
<td>- Hold an SR/WA or R/W-NAC designation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Demonstration of a minimum of five years of active and engaged experience in</td>
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<tr>
<td></td>
<td></td>
<td>infrastructure real estate negotiation.</td>
</tr>
<tr>
<td>201</td>
<td>Communication in Real Estate Acquisition</td>
<td>- Hold an SR/WA or R/W-NAC designation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Demonstration of a minimum of five years of active and engaged experience in</td>
</tr>
<tr>
<td></td>
<td></td>
<td>infrastructure real estate negotiation.</td>
</tr>
<tr>
<td>203</td>
<td>Alternative Dispute Resolution</td>
<td>- Hold an SR/WA or R/W-NAC designation or be a licensed attorney or licensed/certified mediator.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Demonstration of active and engaged experience participating in formal alternative dispute resolutions with third party mediators.</td>
</tr>
<tr>
<td>205</td>
<td>Bargaining Negotiations</td>
<td>- Hold an SR/WA designation or R/W-NAC designation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Demonstration of a minimum of five years of active and engaged experience in</td>
</tr>
<tr>
<td></td>
<td></td>
<td>infrastructure real estate negotiation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Demonstration of a minimum of five years of active and engaged experience in</td>
</tr>
<tr>
<td></td>
<td></td>
<td>infrastructure real estate negotiation/acquisition on Federal or federally-aided projects (U.S. projects subject to the Uniform Act).</td>
</tr>
<tr>
<td>209</td>
<td>Negotiating with a Diverse Clientele</td>
<td>- Hold an SR/WA or R/W-NAC designation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Demonstration of a minimum of five years of active and engaged experience in</td>
</tr>
<tr>
<td></td>
<td></td>
<td>infrastructure real estate negotiation.</td>
</tr>
<tr>
<td>213</td>
<td>Conflict Management</td>
<td>- Hold an SR/WA or R/W-NAC designation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Demonstration of a minimum of five years of active and engaged experience in one or a combination of the following: infrastructure real estate negotiation/acquisition, disposal of right of way, and/or property asset management.</td>
</tr>
</tbody>
</table>
### 200-Series Courses (continued)

<table>
<thead>
<tr>
<th>Course</th>
<th>Specific Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course 215:</strong></td>
<td><strong>Right of Way Acquisition for Pipeline Projects</strong></td>
</tr>
<tr>
<td></td>
<td>• Hold an SR/WA designation.</td>
</tr>
<tr>
<td></td>
<td>• Demonstration of a minimum of five years of active and engaged experience involving routing, permitting, title, acquisition, and project management for pipeline right of way projects.</td>
</tr>
<tr>
<td><strong>Course 218:</strong></td>
<td><strong>Right of Way Acquisition for Electrical Transmission Projects</strong></td>
</tr>
<tr>
<td></td>
<td>• Hold an SR/WA designation.</td>
</tr>
<tr>
<td></td>
<td>• Demonstration of a minimum of five years of active and engaged experience involving routing, permitting, title, acquisition, and project management for electrical transmission projects.</td>
</tr>
<tr>
<td><strong>Course 219:</strong></td>
<td><strong>Introduction to Presentation, Instruction and Facilitation</strong></td>
</tr>
<tr>
<td></td>
<td>• Hold an SR/WA designation.</td>
</tr>
<tr>
<td></td>
<td>• Demonstration of a minimum of five years of active and engaged experience in instruction, public speaking, group presentations, and facilitation.</td>
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<tr>
<td></td>
<td>• Been an IRWA Instructor for a minimum of five years.</td>
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<td></td>
<td>• Have successfully instructed courses a minimum of 10 times for the IRWA.</td>
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<td></td>
<td><em>(New instructor applications on hold)</em></td>
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<tr>
<td><strong>Course 225:</strong></td>
<td><strong>Social Ecology: Listening to Community</strong></td>
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<tr>
<td></td>
<td>• Attend current course as a participant/observer.</td>
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<td></td>
<td>• Instruct the class under the supervision of an approved instructor.</td>
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<td></td>
<td>• Solo instruct (one time).</td>
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<tr>
<td></td>
<td>• Review of student evaluations and final approval to instruct by PIPE in consultation with approved instructor.*</td>
</tr>
<tr>
<td><strong>Course 230:</strong></td>
<td><strong>Oil and Gas Land Basics and Related Surface Rights Issues</strong></td>
</tr>
<tr>
<td></td>
<td>• Demonstration of a minimum of 10 years of active and engaged experience in right of way with a focus on oil and gas leasing and all components of the oil and gas industry.</td>
</tr>
<tr>
<td></td>
<td>• Additional five years of practical field experience preferred (e.g., negotiation/ acquisition, safety/security, surveying, engineering, design, drilling, etc.).</td>
</tr>
<tr>
<td><strong>Course 235C:</strong></td>
<td><strong>The Canadian Oil and Gas Overview</strong></td>
</tr>
<tr>
<td></td>
<td>• Demonstration of a minimum of 10 years of active and engaged experience in right of way with a focus on the life cycle of the oil and gas industry (e.g., acquisition, engineering, environmental assessment, project management).</td>
</tr>
<tr>
<td></td>
<td>• Additional five years of practical field experience preferred (e.g., negotiation/ acquisition, safety/security, surveying, engineering, design, drilling, etc.).</td>
</tr>
</tbody>
</table>

*Approved instructors shall be specifically approved by PIPE in consultation with course developers.*
### 300 Series: Management Courses

You must meet the **Course Specific Qualifications** noted in the following Table.

<table>
<thead>
<tr>
<th>300-Series Courses</th>
<th>Specific Qualifications:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course 303:</td>
<td>• Hold an SR/WA designation. • Demonstration of a minimum of five years of active and engaged experience in project management and/or project administration experience as a consultant or agency employee.</td>
</tr>
<tr>
<td>Managing the</td>
<td></td>
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<tr>
<td>Consultant Process</td>
<td></td>
</tr>
<tr>
<td>Course 304:</td>
<td>• Hold an SR/WA designation. • Demonstration of a minimum of five years of active and engaged experience in infrastructure real estate as a public agency employee, consultant or similar relationship with public agencies.</td>
</tr>
<tr>
<td>When Public</td>
<td></td>
</tr>
<tr>
<td>Agencies Collide</td>
<td></td>
</tr>
</tbody>
</table>

### 400 Series: Appraisal Courses

You must meet the **Course Specific Qualifications** noted in the following Table.

<table>
<thead>
<tr>
<th>400-Series Courses</th>
<th>Specific Qualifications:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course 400:</td>
<td>• Be a current licensed or certified real estate appraiser or hold the country-specific equivalent. • Demonstration of a minimum of five years of active and engaged experience in diverse appraisal assignments for infrastructure related projects.</td>
</tr>
<tr>
<td>Principles of Real Estate Appraisal</td>
<td></td>
</tr>
<tr>
<td>Course 400C:</td>
<td>• Be a current licensed or certified real estate appraiser or hold the country-specific equivalent. • Demonstration of a minimum of five years of active and engaged experience in diverse appraisal assignments for infrastructure related projects.</td>
</tr>
<tr>
<td>Principles of Real Estate Appraisal (Canadian)</td>
<td></td>
</tr>
<tr>
<td>Course 402:</td>
<td>• Be a current licensed or certified real estate appraiser or hold the country-specific equivalent. • Demonstration of a minimum of five years of active and engaged experience in diverse appraisal assignments involving easement valuation for infrastructure related projects.</td>
</tr>
<tr>
<td>Introduction to Income Capitalization Approach</td>
<td></td>
</tr>
<tr>
<td>Course 403:</td>
<td>• Be an Appraiser Qualification Board Certified USPAP Instructor.</td>
</tr>
<tr>
<td>Easement Valuation</td>
<td></td>
</tr>
<tr>
<td>Course 406A:</td>
<td>• Be an Appraiser Qualification Board Certified USPAP Instructor.</td>
</tr>
<tr>
<td>15-hour National USPAP</td>
<td></td>
</tr>
<tr>
<td>Course 406B:</td>
<td>• Be an Appraiser Qualification Board Certified USPAP Instructor.</td>
</tr>
<tr>
<td>7-hour National USPAP Update</td>
<td></td>
</tr>
</tbody>
</table>
### 400-Series Courses (continued)

<table>
<thead>
<tr>
<th>Course</th>
<th>Specific Qualifications</th>
</tr>
</thead>
</table>
| **Course 409:** Integrating Appraisal Standards | - Be a current licensed or certified real estate appraiser or hold the country-specific equivalent.  
- Demonstration of a minimum of five years of active and engaged experience in diverse appraisal assignments for infrastructure related projects. |
| **Course 410:** Reviewing Appraisals in Eminent Domain | - Be a current licensed or certified real estate appraiser or hold the country-specific equivalent.  
- Demonstration of a minimum of five years of active and engaged experience in diverse appraisal assignments and appraisal review for infrastructure related projects. |
| **Course 413:** Uniform Appraisal Standards for Federal Land Acquisitions (Yellow Book) | - Be a current licensed or certified real estate appraiser; or hold the country-specific equivalent.  
- Demonstration of a minimum of 10 years of active and engaged experience appraising partial acquisitions for infrastructure projects. |
| **Course 417:** The Valuation of Environmentally Contaminated Real Estate | - Be a current licensed or certified real estate appraiser; or hold the country-specific equivalent.  
- Demonstration of a minimum of five years of active and engaged experience in valuation of environmentally impacted real estate. |
| **Course 421:** The Valuation of Partial Acquisitions | - Be a current licensed or certified real estate appraiser; or hold the country-specific equivalent.  
- Have experience teaching multiple 400-level courses.  
- Demonstration of a minimum of 10 years of active and engaged experience appraising partial acquisitions for infrastructure projects. |
| **Course 431:** Advanced Valuation of Partial Acquisitions | - Be a current licensed or certified real estate appraiser; or hold the country-specific equivalent.  
- Have experience teaching multiple 400-level courses.  
- Demonstration of a minimum of 10 years of active and engaged experience appraising partial acquisitions for infrastructure projects. |
## 500 Series: Relocation Assistance Courses

You must meet the **Course Specific Qualifications** noted in the following Table.

### 500-Series Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Specific Qualifications</th>
</tr>
</thead>
</table>
| **Course 501:** Residential Relocation Assistance | - Hold the R/W-RAC or R/W-URAC designation.  
- Demonstration of a minimum of five years of active and engaged experience in residential relocation assistance activities.  
- Demonstration of ongoing engagement in residential relocation assistance activities. |
| **Course 502:** Nonresidential Relocation | - Hold the R/W-RAC or R/W-URAC designation;  
- Demonstration of a minimum of five years of active and engaged experience in nonresidential relocation assistance activities.  
- Demonstration of ongoing engagement in nonresidential relocation assistance activities. |
| **Course 503:** Mobile Home Relocation | - Hold the R/W-RAC or R/W-URAC designation.  
- Demonstration of a minimum of five years of active and engaged experience in residential relocation assistance activities, including mobile home relocation.  
- Demonstration of ongoing engagement in residential relocation assistance activities. |
| **Course 504:** Computing Replacement Housing Payments | - Hold the R/W-RAC or R/W-URAC designation.  
- Demonstration of a minimum of 10 years of active and engaged experience in residential relocation assistance activities.  
- Demonstration of ongoing engagement in residential relocation assistance activities.  
- Have experience teaching Course 501. |
| **Course 505:** Advanced Residential Relocation Assistance | - Hold the R/W-RAC or R/W-URAC designation.  
- Demonstration of a minimum of 10 years of active and engaged experience in residential relocation assistance activities.  
- Demonstration of ongoing engagement in residential relocation assistance activities.  
- Have experience teaching Course 501. |
| **Course 506:** Advanced Nonresidential Relocation Assistance | - Hold the R/W-RAC or R/W-URAC designation.  
- Demonstration of a minimum of 10 years of active and engaged experience in nonresidential relocation assistance activities.  
- Demonstration of ongoing engagement in nonresidential relocation assistance activities.  
- Have experience teaching Course 502. |
# SECTION 3 - INSTRUCTOR QUALIFICATIONS

## 600 Series: Environmental Courses

You must meet the **Course Specific Qualifications** noted in the following Table.

<table>
<thead>
<tr>
<th>Course 600: Environmental Awareness</th>
<th>Specific Qualifications:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course 600C: Environmental Awareness (Canadian)</td>
<td>Hold a college or university degree in environmental sciences or hold an Environmental certification from an accredited program; or be a licensed geologist, attorney or environmental engineer.</td>
</tr>
<tr>
<td></td>
<td>Demonstration of a minimum of five years of active and engaged experience directly related to environmental issues impacting right of way projects or infrastructure real estate.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course 603: Understanding Environmental Contamination in Real Estate</th>
<th>Specific Qualifications:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course 603C: Understanding Environmental Contamination in Real Estate (Canadian)</td>
<td>Hold a college or university degree in environmental sciences or hold an Environmental certification from an accredited program; or be a licensed geologist, attorney or environmental engineer.</td>
</tr>
<tr>
<td></td>
<td>Demonstration of a minimum of five years of active and engaged experience directly related to environmental contamination issues impacting right of way projects or infrastructure real estate.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course 604: Environmental Due Diligence &amp; Liability</th>
<th>Specific Qualifications:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hold a college or university degree in environmental sciences or hold an Environmental certification from an accredited program; or be a licensed geologist, attorney or environmental engineer.</td>
</tr>
<tr>
<td></td>
<td>Demonstration of a minimum of five years of active and engaged experience directly related to environmental issues impacting right of way projects or infrastructure real estate.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course 606: Project Development &amp; the Environmental Process</th>
<th>Specific Qualifications:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course 606C: Project Development &amp; the Environmental Process</td>
<td>Hold a college or university degree in environmental sciences or hold an Environmental certification from an accredited program; or be a licensed geologist, attorney or environmental engineer.</td>
</tr>
<tr>
<td></td>
<td>Demonstration of a minimum of five years of active and engaged experience directly related to environmental issues impacting right of way projects or infrastructure real estate.</td>
</tr>
</tbody>
</table>
### 700 Series: Property/Asset Management Courses
You must meet the **Course Specific Qualifications** noted in the following Table.

<table>
<thead>
<tr>
<th>Course 700: Introduction to Property Management</th>
<th>Specific Qualifications:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Hold the SR/WA or R/W-AMC designation.</td>
</tr>
<tr>
<td></td>
<td>• Demonstration of a minimum of five years of active and engaged experience in real property asset management or right of way property management.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course 701: Property/Asset Management: Leasing</th>
<th>Specific Qualifications:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Hold the SR/WA or R/W-AMC designation.</td>
</tr>
<tr>
<td></td>
<td>• Demonstration of a minimum of five years of active and engaged experience in real property leasing.</td>
</tr>
<tr>
<td></td>
<td>• Must have taught Course 700.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course 703: Real Property Asset Management</th>
<th>Specific Qualifications:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Hold the SR/WA designation or R/W-AMC designation.</td>
</tr>
<tr>
<td></td>
<td>• Demonstration of a minimum of five years of active and engaged experience in real property asset management or right of way property management.</td>
</tr>
<tr>
<td></td>
<td>• Must have taught Course 700.</td>
</tr>
</tbody>
</table>

### 800 Series: Law Courses
You must meet the **Course Specific Qualifications** noted in the following Table.

<table>
<thead>
<tr>
<th>Course 800: Principles of Real Estate Law</th>
<th>Specific Qualifications:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course 800C: Principles of Real Estate Law (Canadian)</td>
<td>• Be a licensed attorney, barrister, or solicitor.</td>
</tr>
<tr>
<td></td>
<td>• Demonstration of a minimum of five years of active and engaged experience in the practice of real estate law.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course 801: Land Titles</th>
<th>Specific Qualifications:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course 801C: Canadian Land Titles</td>
<td>• Be a licensed attorney, barrister, or solicitor.</td>
</tr>
<tr>
<td></td>
<td>• Demonstration of a minimum of five years of active and engaged experience in the practice of real estate law and title research, title reports and title issues.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course 802: Legal Aspects of Easements</th>
<th>Specific Qualifications:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course 802C: Legal Aspects of Easements (Canadian)</td>
<td>• Be a licensed attorney, barrister, or solicitor.</td>
</tr>
<tr>
<td></td>
<td>• Demonstration of a minimum of five years of active and engaged experience in the practice of real estate law pertaining to easements.</td>
</tr>
</tbody>
</table>
800-Series Courses (continued)

| Course 803: Eminent Domain Law Basics for Right of Way Professionals | Specific Qualifications:  
- Be a licensed attorney, barrister, or solicitor.  
- Demonstration of a minimum of five years of active and engaged experience in the practice of eminent domain/expropriation. |
| Course 803C: Expropriation Law Basics for Right of Way Professionals (Canadian) | Specific Qualifications:  
- Be a licensed attorney, barrister, or solicitor.  
- Demonstration of a minimum of five years of active and engaged experience in the practice of eminent domain/expropriation, including of preparation of expert witnesses, designation of expert opinions and presentation of expert testimony. |
| Course 804: Skills of Expert Testimony | Specific Qualifications:  
- Be a licensed attorney, barrister, or solicitor.  
- Demonstration of a minimum of five years of active and engaged experience in the practice of eminent domain/expropriation. |

900 Series: Engineering and Surveying Courses

You must meet the Course Specific Qualifications noted in the following Table.

| 900-Series Courses | Specific Qualifications:  
- Be a licensed professional civil engineer, a licensed professional land surveyor, an Engineer in Training (EIT), or hold an engineering-related diploma or certification.  
- Demonstration of a minimum of five years of active and engaged experience in engineering and land surveying principles related to infrastructure real estate. |
| Course 900: Principles of Real Estate Engineering | Specific Qualifications:  
- Be a licensed professional civil engineer, a licensed professional land surveyor, an Engineer in Training (EIT), or hold an engineering-related diploma or certification.  
- Demonstration of a minimum of five years of active and engaged experience in engineering and land surveying principles related to infrastructure real estate. |
| Course 900C: Principles of Real Estate Engineering (Canadian) | Specific Qualifications:  
- Be a licensed professional civil engineer, a licensed professional land surveyor, an Engineer in Training (EIT), or hold an engineering-related diploma or certification.  
- Demonstration of a minimum of five years of active and engaged experience in engineering and land surveying principles related to infrastructure real estate. |
| Course 901: Engineering Plan Development and Application | Specific Qualifications:  
- Be a licensed professional civil engineer, a licensed professional land surveyor, an Engineer in Training (EIT), or hold an engineering-related diploma or certification.  
- Demonstration of a minimum of five years of active and engaged experience in engineering and land surveying principles related to infrastructure real estate. |
| Course 902: Property Descriptions | Specific Qualifications:  
- Be a licensed professional civil engineer, a licensed professional land surveyor, an Engineer in Training (EIT), or hold an engineering-related diploma or certification.  
- Demonstration of a minimum of five years of active and engaged experience in engineering and land surveying principles related to infrastructure real estate. |

Guest Lecturers

An instructor may utilize a guest lecturer to assist in instructing a class with prior approval from PIPE.
SECTION 4

Instructor Evaluation
SECTION 4 - INSTRUCTOR EVALUATION

IRWA Certified Instructors will be evaluated on the quality of their instruction based on the CLIMB Standards of Instructional Excellence.

As well, based on the signed Instructor Commitment Letter, IRWA Certified Instructors are required to comply with the terms of the letter and deliver and use IRWA course materials in the classroom. Instructors do not have copyright permission to change IRWA course materials.

IRWA HQ and PIPE internally monitors all instructor evaluations on a monthly basis for quality control.

Failure to adhere to the tenets of the signed Instructor Commitment Letter will result in an automatic dismissal from instruction.

The following link provides information to the Instructor Quality Survey.

Self-Reflection
CLIMB Certified Instructors are expected to complete self-reflection after instructing a course. In a profession as challenging as adult education, honest self-reflection is essential. Instructors must examine what has worked and what has not worked in the classroom. Self-reflection can provide positive, concrete goals on which to focus.
SECTION 5
Re-certification & Professional Development
SECTION 5 - RE-CERTIFICATION & PROFESSIONAL DEVELOPMENT

IRWA Instructor Re-certification Program

Purpose
Education and training are the core tenets in supporting the IRWA in fulfilling its purpose of “improving people’s quality of life through infrastructure development.” The importance of IRWA instructors, both in providing an outstanding learning environment, as well as serving as subject matter experts, are critical components in serving our purpose.

Instructors undergo initial training through the IRWA Instructor Development Program (“the CLIMB”) to become eligible to instruct IRWA courses. To promote further learning and improvement, instructors are expected to continually enhance their instructional skills, learn new teaching methods and maintain their subject matter expertise. Accordingly, IRWA instructors are required to recertify their status every 5 years.

To provide flexibility in meeting recertification requirements, credits may be earned through a combination of the following:

• Participation in the CLIMB.
• Instruction of IRWA courses, where instructors have the opportunity to continue to apply, practice and improve their skills.
  
  **Note:** A minimum of 16 CUs must be earned through instruction of IRWA courses.

• Participation in IRWA Learning in Action Sessions where instructor skills are enhanced through engagement with PIPE committee members, fellow instructors or technical experts. Learning in Action Sessions may be offered at the Annual International Education Conference.
• Participation of IRWA Instructor Refresher Sessions where instructor skills are enhanced through engagement with PIPE committee members, fellow instructors or technical experts through PIPE approved sessions, webinars or conference calls.
• Participation in select IRWA courses.

Time Periods
IRWA Instructors will be required to recertify their instructor status every 5 years.

• Effective January 1, 2020, all current IRWA approved instructors will be required to recertify by no later than December 31, 2025.
• Instructors who are approved after January 1, 2020 will have 5 years from the date of notice that they have been approved as an IRWA Instructor.
• After the initial recertification period, all instructors will be required to recertify every 5 years from the date of their last approved recertification.
Recertification Requirements
A total of 40 Credit Units (CUs) must be earned to qualify for instructor recertification. A minimum of 16 CUs must be earned through successfully instructing IRWA courses. The remaining 24 CUs may be earned through a combination of the following:

- Instruction of IRWA courses - the instructor must achieve a minimum student evaluation score of 4.00 or greater on a 5.0 scale.
- Each course instructed shall be awarded 8 CUs, regardless of the duration of the course. Instructors must complete at least 2 courses (16 CUs) for recertification but may claim up to a total of 24 CUs for instructing 3 courses.
- Successful completion of a future CLIMB (a maximum of 16 CUs).
- IRWA CLIMB Learning In Action Sessions held at the Annual Education Conference (8 CUs per session).
- IRWA Instructor Refresher Sessions (4 CUs per session).
- Completion of IRWA Course 219 – Introduction to Presentation, Instruction & Facilitation (16 CUs).
- Completion of IRWA Course 102 – Elevating Your Ethical Awareness (8 CUs).

Failure to Recertify
Instructors who do not complete the recertification requirements within the 5-year period shall immediately be removed from the approved list of IRWA instructors and shall not be permitted to instruct IRWA courses until they have successfully completed the instructor training requirements in place at the time of recertification.

Examples (For Illustration Only) - Assumes a maximum of 3 courses instructed.

<table>
<thead>
<tr>
<th>Instruct 3 IRWA Courses</th>
<th>24 CUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend 219</td>
<td>16 CUs</td>
</tr>
<tr>
<td>Total</td>
<td>40 CUs</td>
</tr>
<tr>
<td>Attend Ethics</td>
<td>8 CUs</td>
</tr>
<tr>
<td>Attend 219</td>
<td>16 CUs</td>
</tr>
<tr>
<td>Instruct 2 IRWA Courses</td>
<td>16 CUs</td>
</tr>
<tr>
<td>Total</td>
<td>40 CUs</td>
</tr>
<tr>
<td>Instruct 3 IRWA Courses</td>
<td>24 CUs</td>
</tr>
<tr>
<td>Attend Ethics</td>
<td>8 CUs</td>
</tr>
<tr>
<td>Attend 219</td>
<td>16 CUs</td>
</tr>
<tr>
<td>Instruct 2 IRWA Refresher Sessions</td>
<td>8 CUs</td>
</tr>
<tr>
<td>Total</td>
<td>40 CUs</td>
</tr>
<tr>
<td>Instruct 2 IRWA Courses</td>
<td>16 CUs</td>
</tr>
<tr>
<td>Attend 2 Learning in Action Sessions</td>
<td>16 CUs</td>
</tr>
<tr>
<td>Attend Ethics</td>
<td>8 CUs</td>
</tr>
<tr>
<td>Total</td>
<td>40 CUs</td>
</tr>
</tbody>
</table>

Instructor Recertification Application

Frequently Asked Questions
SECTION 6

Instructor Administration
The IRWA offers a variety of courses from entry level to specialized areas of expertise. IRWA courses are offered worldwide. With this expanse of practice, IRWA has a system for managing the administrative portion of your work as an instructor.

**Instructor Contract**

Instructing for the IRWA is a privilege extended on a contractual basis to CLIMB Certified Instructors. You are an independent contractor, not an IRWA employee. You must sign and return the Instructor Contract to IRWA HQ before instructing a course. The contract must be signed and returned regardless of whether an instructor fee is charged.

IRWA HQ will issue an Instructor Contract within thirty days after receiving notification from the Chapter or other hiring entity. The Instructor Contract requires the instructor to:

- Maintain current instructor certification.
- Meet the Course-Specific Qualifications.
- Present the course in accordance with this document and contract.
- Abide by the IRWA Instructor Standards of Excellence.
- Comply with the Instructor Commitment Letter.

**Instructor Fees**

Fees are negotiated with the Chapter or other hiring entity. The fee includes class preparation and coordination time, travel time, class presentation, class evaluations preparation, and associated activities. The contracting Chapter will advise IRWA HQ of the instructor’s fee and IRWA HQ will provide a contract with that fee to the instructor. The instructor will have five business days to sign and return the signed Instructor Contract to IRWA. (The sponsoring Chapter’s or other hiring entity’s participant course material order will not be processed until IRWA has received the signed Instructor Contract.)

There are four Instructor Contracts, which are contingent on one of the following:

1. The instructor is paid a “flat rate” daily presentation fee.
2. The instructor waives the daily presentation fee.
3. The instructor waives the daily presentation fee and the chapter donates it to the Right of Way. International Education Foundation (RWIEF) or to the Canadian Right of Way Education Foundation (CRWEF). The donation amount is negotiated between the Chapter and the instructor.
4. The instructor’s daily presentation fee is contingent on the number of class participants.

The instructor fee will be paid from IRWA HQ within 10 business days after receiving the completed roster from the instructor. The Chapter or other hiring entity will receive confirmation that the roster has arrived at IRWA HQ before reimbursing travel expenses.
Instructor Expenses: Your transportation, lodging, meals, and incidental expenses are negotiated with and paid by the Chapter or other hiring entity. The Chapter or other hiring entity may limit or cap the amount of reimbursement. Your expense claim must be submitted to the Chapter or other hiring entity. Prior to making any travel arrangements (e.g., booking flights), you must contact the course coordinator and/or the Chapter Education Chair to confirm that the class will proceed.

Transportation: Airfare reimbursement - coach class, purchased a minimum of 21 calendar days prior to travel. Receipt required. Vehicle rental must be pre-approved by the hiring entity. Receipt required. Personal vehicle reimbursement, based on mileage rate set by IRWA HQ.

Lodging: Reimbursed at actual cost. Receipt required.

Meals: Reimbursed at actual cost. Receipts required.

Incidentals: Such as gratuities, vehicle parking, internet services, telephone charges, tolls, and local transportation as allowed by the hiring entity. Receipts required.

Course Materials: The Instructor Contract allows you to access the IRWA’s website and the instructor material Ordering Portal to verify the current course material version and to determine if a new set of instructor material is needed. Requests for material will be approved only after the signed Instructor Contract has been received by IRWA HQ. Course Materials will be sent to you approximately two weeks after the order is approved. Contact IRWA HQ if you require assistance accessing materials through the Portal. It is the instructor’s responsibility to ensure the materials are the most current version.

Note: If you request a rush order because you are late ordering your materials (e.g., more than five business days after the order date provided in the Instructor Contract) you will be billed for the rush processing and/or rush shipping charges.

Upon receipt of the course materials, you must:
1. Review the course materials to: a. ensure familiarity, b. verify that the course materials are the most recent version and verify with the course coordinator that all of the elements are included in the shipment.
2. Prepare all instruction

All instructors are authorized to access the course PowerPoint. The instructors must maintain the integrity of course materials. Note: Instructors have no copyright privileges to change or modify IRWA materials. Instructors may include additional information relevant to the course that is being taught, however any additions must be vetted by the PIPE or be approved material found on IRWA University. For additional clarification, contact IRWA HQ.

Course Administration
You should verify the course coordinator’s contact information and contact the coordinator one week prior to the course to: a. confirm arrangements (e.g., travel arrangements, lodging); and b. ensure the course materials have been received, to determine the layout of classroom, and to verify that audio/visual aids will be available.
SECTION 6 - INSTRUCTOR ADMINISTRATION

Course Venue: You should meet the course coordinator at the venue at least 1 hour prior to the start of the course to: a. inspect and manage the course materials and the exams; b. become familiar with the venue: locate restrooms, exits, lighting, heat/air); and c. discuss breaks and meals. You may need to:

- Adjust the room set up.
- Re-confirm the audio-visual equipment is in place and is operating.
- Confirm break times with the course coordinator.
- Assist the course coordinator in distributing participant materials.
- Greet participants as they enter the classroom.
- Begin the class promptly and cover administrative matters with the participants.

You also must:
- Confirm the attendance roster has been properly signed.
- Indicate whether each participant completed the exam.
- Verify that the attendance roster has been properly filled out by the course coordinator, signed by each participant, the course coordinator, and by the instructor.
- Return the original attendance roster to IRWA HQ within five business days of the course completion using the self-addressed, postage-paid envelope is provided by the IRWA.
- Confirm participants are in full attendance, not including the exam session, to satisfactorily complete the course.

Course Exam: Participants must fill out the exam form with their names, course number, date of the course, location of the course, and the instructor’s name. Exam forms that are not complete will not be processed. It is your responsibility to:
- Verify that each exam form has been completed properly.
- Ensure all exams are closed book.
- Remind the participants that once they complete the exam, they should leave the room as quickly and as quietly as possible.
- State that exams will not be reviewed, corrected, scored, or otherwise discussed with the participants;
- Return all unused exams to IRWA HQ.
- Return the original completed exams and completed exam answer sheets to IRWA HQ within five business days following course completion.

Note: You will not teach to nor grade exams. Exams will be graded at IRWA HQ ONLY.

Instructor Quality Survey: The Instructor Quality Survey should be completed in class. The course coordinator should distribute, collect, and send them to IRWA HQ. You must leave the room when the Survey is being completed.

Course Coordinator Evaluation: The course coordinator will complete and send this Evaluation to IRWA HQ.
SECTION 6 - INSTRUCTOR ADMINISTRATION

Postage Paid Return Envelopes: You must return the original completed exams and completed exam answer sheets, attendance roster, and any other miscellaneous documents to IRWA HQ within 5 days of course completion in the postage paid envelope provided. If an envelope was not provided, or if there is too much material to fit into one envelope, instructors are authorized to purchase additional packaging and/or postage and submit the original receipt(s) to IRWA HQ for reimbursement.

Conflict of Interest: You have an obligation to ensure your activities and interests do not conflict with the IRWA’s obligations. You must avoid ethical, legal, financial, or other interests where there is a divergence between your private interests and your professional obligations, for example:

1. Absence from classroom caused by outside interests;
2. Influencing participants’ employment choices and/or business decisions;
3. Using any of the IRWA’s facilities, class material, equipment, or personnel for any purpose other than that which is related to the IRWA’s educational program; and
4. Any situation in which the objectivity of the instructor could be reasonably questioned.

For additional clarification, contact IRWA HQ.