



# IRWA INSTRUCTOR STANDARDS GUIDE

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# SECTION I

IRWA Instructor

Standards of Excellence

# SECTION I - IRWA INSTRUCTOR STANDARDS OF EXCELLENCE

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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 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 IRWA 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

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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 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 IRWA 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 PEAK training session.
5. Successfully complete and pass a PEAK training session.
6. Sign and submit the Instructor Commitment Letter.

The International Professional Education Committee (IPEC) will send out an open call to attend the PEAK training periodically based on our instructor needs.

If you meet the requirements, you will receive an invitation to the IRWA's PEAK training.

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

# SECTION 3

## Instructor Qualifications

## SECTION 3 - INSTRUCTOR QUALIFICATIONS

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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 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.

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

### **Instructor Qualifications**

The IPEC and IRWA HQ staff develops and implements the discipline and industry-specific instructor qualifications. The IPEC 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 IPEC.

### **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 IPEC. 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

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### IRWA Policy to Instruct and Add a Course

IRWA instructors must be approved in advance by the IPEC to teach any given course<sup>1</sup>. Instructors who wish to teach a course for which they have not yet been approved may apply for approval through the procedure set forth below<sup>2</sup>. Please note that the instructor must affirmatively demonstrate his or her qualification(s) to teach any given course, and the IPEC 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 IPEC a completed and executed [application](#) for consideration (supplied by the IPEC) 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.

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<sup>1</sup> The instructor will have already taken and passed the PEAK training and is in compliance with all of the IPEC's performance standards.

<sup>2</sup> It is the instructor's sole responsibility to fully prepare for any course(s) they have been approved to teach.

## SECTION 3 - INSTRUCTOR QUALIFICATIONS

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3. The applicant may submit the following **optional** items to assist the IPEC 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 IPEC chair by email in PDF format. The IPEC 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

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Instructors seeking to add courses to their approved listing of courses must submit an application to the IPEC 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.

<b>100-Series Courses</b>	
<b>Course 100: Principles of Land Acquisition</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Hold an SR/WA designation.</li> <li>• 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.</li> </ul>
<b>Course 102: Elevating Your Ethical Awareness</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Hold an SR/WA designation.</li> <li>• Have taken the course.</li> <li>• Have served as a Chapter, Region or International Officer, Ethics Committee Member or Ethics Officer.</li> </ul>
<b>Course 105: The Uniform Act Executive Summary</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Hold an R/W-URAC designation.</li> <li>• Demonstration of a minimum of five years of active and engaged experience managing or conducting project-related activities subject to the Uniform Act.</li> </ul>
<b>SR/WA Review: Study Session</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Hold an SR/WA designation.</li> <li>• Be a Course 100 Certified Instructor.</li> </ul>

## SECTION 3 - INSTRUCTOR QUALIFICATIONS

### 200 Series: Communication Courses

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

<b>200-Series Courses</b>	
<b>Course 200: Principles of Real Estate Negotiations</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Hold an SR/WA or R/W-NAC designation.</li> <li>• Demonstration of a minimum of five years of active and engaged experience in infrastructure real estate negotiation.</li> </ul>
<b>Course 201: Communication in Real Estate Acquisition</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Hold an SR/WA or R/W-NAC designation.</li> <li>• Demonstration of a minimum of five years of active and engaged experience in infrastructure real estate negotiation.</li> </ul>
<b>Course 203: Alternative Dispute Resolution</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Hold an SR/WA or R/W-NAC designation or be a licensed attorney or licensed/certified mediator.</li> <li>• Demonstration of active and engaged experience participating in formal alternative dispute resolutions with third party mediators.</li> </ul>
<b>Course 205: Bargaining Negotiations</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Hold an SR/WA designation or R/W-NAC designation.</li> <li>• Demonstration of a minimum of five years of active and engaged experience in infrastructure real estate negotiation.</li> </ul>
<b>Course 207: Practical Negotiations for U.S. Federal Funded Land Acquisitions</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Hold an SR/WA or R/W-URAC designation.</li> <li>• Demonstration of a minimum of five years of active and engaged experience in infrastructure real estate negotiation/acquisition on Federal or federally-aided projects (U.S. projects subject to the Uniform Act).</li> </ul>
<b>Course 209: Negotiating with a Diverse Clientele</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Hold an SR/WA or R/W-NAC designation.</li> <li>• Demonstration of a minimum of five years of active and engaged experience in infrastructure real estate negotiation.</li> </ul>
<b>Course 213: Conflict Management</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Hold an SR/WA or R/W-NAC designation.</li> <li>• 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.</li> </ul>
<b>Course 215: Right of Way Acquisition for Pipeline Projects</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Hold an SR/WA-GN or OG designation or the R/W-NAC certification.</li> <li>• Have a minimum of ten years experience in pipeline right of way (i.e., experience routing, title, acquisition, and management).</li> </ul>
<b>Course 218: Right of Way Acquisition for Electrical Transmission Projects*</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Hold an SR/WA designation.</li> <li>• Demonstration of a minimum of five years of active and engaged experience involving routing, permitting, title, acquisition, and project management for electrical transmission projects.</li> </ul>

## SECTION 3 - INSTRUCTOR QUALIFICATIONS

### 200-Series Courses (continued)

<p><b>Course 219: Adult Communication Principles and Methods</b></p>	<p><b>Specific Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Holds an SR/WA designation or a comparable professional designation (e.g., P.Eng.)</li> <li>• Demonstrates a minimum of five years of active and engaged experience in leadership, instruction, public speaking, group presentations, and facilitation.</li> <li>• Successful completion of the IRWA PEAK and been an IRWA Instructor for a minimum of two years.</li> <li>• Maintains an average instructor assessment rating average of 4.0.</li> <li>• Successful completion of Course 219 (<b>for Instructors only</b>) prior to receiving IPEC approval to teach Course 219. Note: This course will be offered in person only.</li> </ul>
<p><b>Course 225: Social Ecology: Listening to Community</b></p>	<p><b>Specific Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Attend current course as a participant/observer.</li> <li>• Instruct the class under the supervision of an approved instructor.</li> <li>• Solo instruct (one time).</li> <li>• Review of student evaluations and final approval to instruct by IPEC in consultation with approved instructor.*</li> </ul>
<p><b>Course 230: Oil and Gas Land Basics and Related Surface Rights Issues</b></p>	<p><b>Specific Qualifications:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Additional five years of practical field experience preferred (e.g., negotiation/acquisition, safety/security, surveying, engineering, design, drilling, etc.).</li> </ul>
<p><b>Course 235: The Oil and Gas Overview</b></p>	<p><b>Specific Qualifications:</b></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• Additional five years of practical field experience preferred (e.g., negotiation/acquisition, safety/security, surveying, engineering, design, drilling, etc.).</li> </ul>
<p><b>Course 239: Principles of Wind Energy, Land Rights, and Acquisition</b></p>	<p><b>Specific Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Holds the SR/WA designation (optional)</li> <li>• Qualified to instruct Course 218 (optional)</li> <li>• Demonstrates a minimum of five years of active and engaged experience involving four of the six activities specific to wind energy projects: siting, permitting, title, acquisition, community engagement, and project management.</li> </ul>
<p><b>Course 240i: Geothermal Energy Basics</b></p>	<p><b>Specific Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Holds the SR/WA designation (optional).</li> <li>• Demonstrates a minimum of five years of recent and active experience in the electric, oil and gas industries, and/or renewable energy involving four of the following six activities: siting, permitting, title, acquisition, community engagement, and project management.</li> <li>• Is qualified to instruct one of the following: Course 218, 239, 215 or 235 or actively participated in the original development and pilot of Course 240i.</li> <li>• Attends Course 240i as a participant and passes the exam.</li> </ul>

\*Approved instructors shall be specifically approved by IPEC in consultation with course developers.

## SECTION 3 - INSTRUCTOR QUALIFICATIONS

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### 200-Series Courses (continued)

<b>Course 241i: Solar Energy Basics</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"><li>• Holds the SR/WA designation (optional).</li><li>• Demonstrates a minimum of five years of recent and active experience in the electric industry and/or renewable energy, involving four of the following six activities: siting, permitting, title, acquisition, community engagement, and project management.</li><li>• Is qualified to instruct Course 218 or 239, or actively participated in the original development and pilot of Course 241i.</li><li>• Attends Course 241i as a participant and passes the exam.</li></ul>
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## SECTION 3 - INSTRUCTOR QUALIFICATIONS

### 300 Series: Management Courses

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

<b>300-Series Courses</b>	
<b>Course 303: Managing the Consultant Process</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Hold an SR/WA designation.</li> <li>• 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.</li> </ul>
<b>Course 304: When Public Agencies Collide</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Hold an SR/WA designation.</li> <li>• 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.</li> </ul>

### 400 Series: Appraisal Courses

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

<b>400-Series Courses</b>	
<b>Course 400: Principles of Real Estate Appraisal</b>  <b>Course 400C: Principles of Real Estate Appraisal (Canadian)</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Be a current licensed or certified real estate appraiser or hold the country-specific equivalent.</li> <li>• Demonstration of a minimum of five years of active and engaged experience in diverse appraisal assignments for infrastructure related projects.</li> </ul>
<b>Course 402: Introduction to Income Capitalization Approach</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Be a current licensed or certified real estate appraiser or hold the country-specific equivalent.</li> <li>• Demonstration of a minimum of five years of active and engaged experience in diverse appraisal assignments for infrastructure related projects.</li> </ul>
<b>Course 403: Easement Valuation</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Be a current licensed or certified real estate appraiser or hold the country-specific equivalent.</li> <li>• Demonstration of a minimum of five years of active and engaged experience in diverse appraisal assignments involving easement valuation for infrastructure related projects.</li> </ul>
<b>Course 406A: 15-hour National USPAP</b>  <b>Course 406B: 7-hour National USPAP Update</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Be an Appraiser Qualification Board Certified USPAP Instructor.</li> </ul>

## SECTION 3 - INSTRUCTOR QUALIFICATIONS

<b>400-Series Courses (continued)</b>	
<b>Course 409: Integrating Appraisal Standards</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Be a current licensed or certified real estate appraiser or hold the country-specific equivalent.</li> <li>• Demonstration of a minimum of five years of active and engaged experience in diverse appraisal assignments for infrastructure related projects.</li> </ul>
<b>Course 410: Reviewing Appraisals in Eminent Domain</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Be a current licensed or certified real estate appraiser or hold the country-specific equivalent.</li> <li>• Demonstration of a minimum of five years of active and engaged experience in diverse appraisal assignments and appraisal review for infrastructure related projects.</li> </ul>
<b>Course 413: Uniform Appraisal Standards for Federal Land Acquisitions (Yellow Book)</b>  <b>Course 415: USPAP and the Yellow Book: A Guide to Understanding Their Relationship</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Be an Appraiser Qualification Board Certified USPAP Instructor.</li> </ul>
<b>Course 417: The Valuation of Environmentally Contaminated Real Estate</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Be a current licensed or certified real estate appraiser; or hold the country-specific equivalent.</li> <li>• Demonstration of a minimum of five years of active and engaged experience in valuation of environmentally impacted real estate.</li> </ul>
<b>Course 421: The Valuation of Partial Acquisitions</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Be a current licensed or certified real estate appraiser; or hold the country-specific equivalent.</li> <li>• Have experience teaching multiple 400-level courses.</li> <li>• Demonstration of a minimum of 10 years of active and engaged experience appraising partial acquisitions for infrastructure projects.</li> </ul>
<b>Course 431: Problems in the Valuation of Partial Acquisitions</b>  <b>Course 431C: Problems in the Valuation of Partial Acquisitions (Canadian)</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Be a current licensed or certified real estate appraiser; or hold the country-specific equivalent.</li> <li>• Have experience teaching multiple 400-level courses.</li> <li>• Demonstration of a minimum of 10 years of active and engaged experience appraising partial acquisitions for infrastructure projects.</li> </ul>

## SECTION 3 - INSTRUCTOR QUALIFICATIONS

### 500 Series: Relocation Assistance Courses

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

<b>500-Series Courses</b>	
<b>Course 501: Residential Relocation Assistance</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Hold the R/W-RAC or R/W-URAC designation.</li> <li>• Demonstration of a minimum of five years of active and engaged experience in residential relocation assistance activities.</li> <li>• Demonstration of ongoing engagement in residential relocation assistance activities.</li> </ul>
<b>Course 502: Nonresidential Relocation</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Hold the R/W-RAC or R/W-URAC designation;</li> <li>• Demonstration of a minimum of five years of active and engaged experience in nonresidential relocation assistance activities.</li> <li>• Demonstration of ongoing engagement in nonresidential relocation assistance activities.</li> </ul>
<b>Course 503: Mobile Home Relocation</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Hold the R/W-RAC or R/W-URAC designation.</li> <li>• Demonstration of a minimum of five years of active and engaged experience in residential relocation assistance activities, including mobile home relocation.</li> <li>• Demonstration of ongoing engagement in residential relocation assistance activities.</li> </ul>
<b>Course 504: Computing Replacement Housing Payments</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Hold the R/W-RAC or R/W-URAC designation.</li> <li>• Demonstration of a minimum of 10 years of active and engaged experience in residential relocation assistance activities.</li> <li>• Demonstration of ongoing engagement in residential relocation assistance activities.</li> <li>• Have experience teaching Course 501.</li> </ul>
<b>Course 505: Advanced Residential Relocation Assistance</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Hold the R/W-RAC or R/W-URAC designation.</li> <li>• Demonstration of a minimum of 10 years of active and engaged experience in residential relocation assistance activities.</li> <li>• Demonstration of ongoing engagement in residential relocation assistance activities.</li> <li>• Have experience teaching Course 501.</li> </ul>
<b>Course 506: Advanced Nonresidential Relocation Assistance</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"> <li>• Hold the R/W-RAC or R/W-URAC designation.</li> <li>• Demonstration of a minimum of 10 years of active and engaged experience in nonresidential relocation assistance activities.</li> <li>• Demonstration of ongoing engagement in nonresidential relocation assistance activities.</li> <li>• Have experience teaching Course 502.</li> </ul>

## SECTION 3 - INSTRUCTOR QUALIFICATIONS

### 600 Series: Environmental Courses

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

<b>600-Series Courses</b>	
<p><b>Course 600: Environmental Awareness</b></p> <p><b>Course 600C: Environmental Awareness (Canadian)</b></p>	<p><b>Specific Qualifications:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• In lieu of a degree, demonstration of an additional five years of active and engaged experience directly related to environmental issues impacting right of way projects or infrastructure real estate. (10 years of experience total)</li> </ul>
<p><b>Course 603: Understanding Environmental Contamination in Real Estate</b></p> <p><b>Course 603C: Understanding Environmental Contamination in Real Estate (Canadian)</b></p>	<p><b>Specific Qualifications:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• In lieu of a degree, demonstration of an additional five years of active and engaged experience directly related to environmental contamination issues impacting right of way projects or infrastructure real estate. (10 years of experience total)</li> </ul>
<p><b>Course 604: Environmental Due Diligence &amp; Liability</b></p>	<p><b>Specific Qualifications:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• In lieu of a degree, demonstration of an additional five years of active and engaged experience directly related to environmental issues impacting right of way projects or infrastructure real estate. (10 years of experience total)</li> </ul>
<p><b>Course 606: Project Development &amp; the Environmental Process</b></p> <p><b>Course 606C: Project Development &amp; the Environmental Process</b></p>	<p><b>Specific Qualifications:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• In lieu of a degree, demonstration of an additional five years of active and engaged experience directly related to environmental issues impacting right of way projects or infrastructure real estate. (10 years of experience total)</li> </ul>

## SECTION 3 - INSTRUCTOR QUALIFICATIONS

### 600 Series: Environmental Courses

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

<b>600-Series Courses (continued)</b>	
<b>Course 640i: Water Basics</b>	<p><b>Specific Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Hold a college or university degree in environmental sciences; or an environmental certification from an accredited program; or a hydrogeologist; or an environmental engineer.</li> <li>• Demonstrate a minimum of five years of active and engaged experience directly related to right of way projects or infrastructure real estate and environmental issues/mitigation.</li> <li>• Deliver content, which draws on a broad understanding of water and associated challenges at global, national, regional and local levels.</li> <li>• In lieu of a degree, demonstrate an additional five years of active and engaged experience directly related to right of way projects/infrastructure real estate and the project impacts on water. (10 years of experience total).</li> </ul>
<b>Course 643i: Air Basics</b>	<p><b>Specific Qualifications:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• In lieu of a degree, demonstration of an additional five years of active and engaged experience directly related to environmental issues impacting right of way projects or infrastructure real estate. (10 years of experience total)</li> </ul>
<b>Course 646i: Soil Basics</b>	

### 700 Series: Property/Asset Management Courses

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

<b>700-Series Courses</b>	
<b>Course 700: Introduction to Property Management</b>	<p><b>Specific Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Hold the SR/WA or R/W-AMC designation.</li> <li>• Demonstration of a minimum of five years of active and engaged experience in real property asset management or right of way property management.</li> </ul>
<b>Course 701: Property/Asset Management: Leasing</b>	<p><b>Specific Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Hold the SR/WA or R/W-AMC designation.</li> <li>• Demonstration of a minimum of five years of active and engaged experience in real property leasing.</li> <li>• Must have taught Course 700.</li> </ul>
<b>Course 703: Real Property Asset Management</b>	<p><b>Specific Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Hold the SR/WA designation or R/W-AMC designation.</li> <li>• Demonstration of a minimum of five years of active and engaged experience in real property asset management or right of way property management.</li> <li>• Must have taught Course 700.</li> </ul>

## SECTION 3 - INSTRUCTOR QUALIFICATIONS

### 800 Series: Law Courses

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

<b>800-Series Courses</b>	
<p><b>Course 800:</b> <b>Principles of Real Estate Law</b></p> <p><b>Course 800C:</b> <b>Principles of Real Estate Law (Canadian)</b></p>	<p><b>Specific Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Be a licensed attorney, barrister, or solicitor.</li> <li>• Demonstration of a minimum of five years of active and engaged experience in the practice of real estate law.</li> </ul>
<p><b>Course 801:</b> <b>Land Titles</b></p> <p><b>Course 801C:</b> <b>Canadian Land Titles</b></p>	<p><b>Specific Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Be a licensed attorney, barrister, or solicitor.</li> <li>• 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.</li> </ul>
<p><b>Course 802:</b> <b>Legal Aspects of Easements</b></p> <p><b>Course 802C:</b> <b>Legal Aspects of Easements (Canadian)</b></p>	<p><b>Specific Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Be a licensed attorney, barrister, or solicitor.</li> <li>• Demonstration of a minimum of five years of active and engaged experience in the practice of real estate law pertaining to easements.</li> </ul>
<p><b>Course 803:</b> <b>Eminent Domain Law Basics for Right of Way Professionals</b></p> <p><b>Course 803C:</b> <b>Expropriation Law Basics for Right of Way Professionals (Canadian)</b></p>	<p><b>Specific Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Be a licensed attorney, barrister, or solicitor.</li> <li>• Demonstration of a minimum of five years of active and engaged experience in the practice of eminent domain/expropriation.</li> </ul>
<p><b>Course 804:</b> <b>Skills of Expert Testimony</b></p>	<p><b>Specific Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Be a licensed attorney, barrister, or solicitor.</li> <li>• 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.</li> </ul>

## SECTION 3 - INSTRUCTOR QUALIFICATIONS

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### 900 Series: Engineering and Surveying Courses

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

<b>900-Series Courses</b>	
<b>Course 900: Principles of Real Estate Engineering</b> <b>Course 900C: Principles of Real Estate Engineering (Canadian)</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"><li>• Be a licensed professional civil engineer, a licensed professional land surveyor, an Engineer in Training (EIT), or hold an engineering-related diploma or certification.</li><li>• Demonstration of a minimum of five years of active and engaged experience in engineering and land surveying principles related to infrastructure real estate.</li></ul>
<b>Course 901: Engineering Plan Development and Application</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"><li>• Be a licensed professional civil engineer, a licensed professional land surveyor, an Engineer in Training (EIT), or hold an engineering-related diploma or certification.</li><li>• Demonstration of a minimum of five years of active and engaged experience in engineering and land surveying principles related to infrastructure real estate.</li></ul>
<b>Course 902: Property Descriptions</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"><li>• Be a licensed professional civil engineer, a licensed professional land surveyor, an Engineer in Training (EIT), or hold an engineering-related diploma or certification.</li><li>• Demonstration of a minimum of five years of active and engaged experience in engineering and land surveying principles related to infrastructure real estate.</li></ul>
<b>Course 904: GIS Principles and Use in Infrastructure and Asset Management</b>	<b>Specific Qualifications:</b> <ul style="list-style-type: none"><li>• Demonstration of a minimum of five years of active and engaged experience in GIS systems, geo spatial awareness, data sources, risks and accuracies, collecting geo-spatial data and/or populating a GIS for clients or other users.</li></ul>

### Guest Lecturers

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

# SECTION 4

## Instructor Evaluation

## SECTION 4 - INSTRUCTOR EVALUATION

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IRWA Certified Instructors will be evaluated on the quality of their instruction based on the IRWA 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.

### **Self-Reflection**

IRWA 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.

### **Instructor Performance Management Procedure**

Every IRWA instructor's performance shall be monitored through written evaluations submitted by course participants. The instructor's performance shall be graded on a five (5) point scale and a summary of the scores shall be maintained by IRWA Headquarters.

In the event that an instructor receives a cumulative evaluation score of less than 4.0<sup>1</sup> in a class of more than seven (7) participants where a minimum of seven (7) completed class experience surveys were submitted to IRWA Headquarters, the IPEC shall notify the instructor, in writing, that his or her cumulative score did not meet the desired threshold ("Low Score Notification"). Receipt of a Low Score Notification shall trigger the Instructor Performance Management Procedure ("IPMP") set forth herein. IRWA Headquarters shall keep a record of instructors subjected to the Instructor Performance Management Procedure.

An instructor subject to the IPMP shall be further advised that failure to meet the desired threshold in the next course instructed shall result in a probationary status.

If the instructor's evaluation score from his or her next course is 4.0 or higher, the IPMP is terminated and no further action shall be taken at that time.

If the next course taught by the instructor results in a cumulative evaluation score of less than 4.0, the instructor shall be placed on a probationary status. Not less than ten (10) business days prior to instructing the next course, the instructor shall submit a lesson plan to the IPEC. If the instructor fails to submit a lesson plan by the deadline set forth above, he or she shall be placed in a Status of Suspension (further defined below).

If the instructor submits a lesson plan by the deadline, the IPEC shall review the lesson plan and provide any feedback or assistance to the instructor which may be warranted. If the instructor receives a cumulative evaluation score of 4.0 or above for each of the following three (3) courses taught, then the IPMP is terminated and no further action shall be taken at that time. If, however, the instructor receives a cumulative evaluation score of less than 4.0 on any of the next three (3) courses taught, he or she shall be placed in a Status of Suspension.

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<sup>1</sup> The desired threshold score is subject to future adjustment by the IPEC as scores are collected and evaluated.

## SECTION 4 - INSTRUCTOR EVALUATION

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Any instructor who has been subjected to the IPMP twice and then receives a third Low Score Notification shall be placed in a status of Suspension.

An instructor placed in a Status of Suspension shall be removed as an available instructor on the IRWA website and shall be prohibited from instructing any IRWA course until a final determination of action is made. The IPEC Chair shall direct further investigation into the instructor's training and performance, which may include, without limitation, solicitation of input from course coordinators, education chairs, and students who attended any of the instructor's classes. At least three (3) members of the IPEC, including, without limitation, the IPEC Chair and any IPEC members associated with instructor development<sup>2</sup> shall review the information obtained from the investigation, shall prepare and forward a report along with a recommended course of action to the IEC, with a copy to the instructor. The instructor shall then have ten (10) business days to provide a written response to the IEC.

The IEC, at its sole discretion, may approve or reject the Committee's recommendation. The IEC's review is intended to function as an appeals process for the instructor.

The following link provides information to the [Instructor Quality Survey](#).

### **Policy and Procedure for Violation of IRWA Instructor Commitment**

Every certified IRWA instructor is required to acknowledge and affirm the IRWA Instructor Standards contained in the IRWA Instructor Standards Guide. This is more commonly known as the "Letter of Commitment" ("LOC"). An alleged violation of the LOC shall be reported in writing to the Chair of the IPEC, who shall ensure that the complaint is addressed pursuant to the policy set forth herein.

Upon receipt of a written complaint, the Chair of the IPEC, along with all other members of the IPEC associated with instructor development (hereinafter "the Committee") shall first make a determination whether the complaint, if founded, would constitute a violation of the LOC. If so, the Committee shall notify the instructor being investigated (the "Respondent") of the substance of the allegations via regular mail and mail with return receipt requested. If the Respondent elects to do so, s/he must respond in writing within ten (10) business days of the date on the written notification.

Upon receipt of a timely response, the Committee shall determine whether said response is sufficient to establish that no violation of the LOC occurred. If so, the Chairperson of the IPEC shall notify the Respondent in writing of the finding(s) and no further action shall be taken.

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<sup>2</sup> The IPEC reserves the right to appoint additional IRWA members for the review process and recommendation as necessary to avoid potential conflicts of interest.

## SECTION 4 - INSTRUCTOR EVALUATION

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If no timely response is received or the Committee determines that the response is insufficient to establish that no violation of the LOC occurred, the Chairperson of the IPEC shall direct further investigation as required. Further investigation may include, without limitation, the following:

1. Solicitation of input from the Course Coordinator;
2. Solicitation of input from the Education Chair;
3. Polling of students who attended the course; and/or
4. Review of the written evaluations from the course.

Upon completion of its investigation, the Committee shall determine whether a violation of the LOC occurred. If it is determined that no violation of the LOC occurred, the Chairperson of the IPEC shall notify the Respondent in writing of the finding(s) and no further action shall be taken.

If, however, the Committee determines that a violation of the LOC occurred, the Respondent shall be removed as an available instructor on the IRWA website and shall be prohibited from instructing any IRWA courses until a final determination of action is made. The Committee shall prepare and forward a report and recommended course of action to the IEC, with a copy to the Respondent. The Respondent shall have ten (10) business days to provide a written response to the IEC.

The IEC, at its sole discretion, may approve or reject the Committee's recommendation. The IEC's review is intended to function as an appeals process for the Respondent.

# SECTION 5

Re-certification &

Professional Development

## SECTION 5 - RECERTIFICATION & PROFESSIONAL DEVELOPMENT

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### IRWA Instructor Recertification 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 PEAK”) 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 or PEAK.
- 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 IPEC committee members, fellow instructors or technical experts. Learning in Action Sessions may be offered at the Annual International Education Conference.
- Participation of IRWA Quarterly Instructor Development Calls where instructor skills are enhanced through engagement with IPEC committee members, fellow instructors or technical experts through IPEC approved sessions, webinars or conference calls.
- Participation in select IRWA courses.
- Participation in IRWA course updates, rewrites, or development.
- Attendance at any IRWA course update, rewrite, or development call.

#### Time Periods

- Effective January 1, 2020, all current IRWA approved instructors will be required to recertify every 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.

## SECTION 5 - RECERTIFICATION & PROFESSIONAL DEVELOPMENT

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### 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 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.

The remaining CUs may be earned through a combination of the following:

- Successful completion of a future PEAK (a maximum of 16 CUs).
- Attendance at an IRWA Learning In Action (LIA) Session held at the Annual Education Conference (8 CUs per session).
- Attendance at an IRWA Quarterly Instructor Development Call (4 CUs per call).
- Participation in an IRWA Course Update (8 CUs per course).
- Participation in an IRWA Course Rewrite or Development (16 CUs per course).
- Attendance at an IRWA Course Update, Rewrite, or Development Call (4 CUs per call).
- Completion of IRWA Course 219 – Adult Communication Principles and Methods (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.

Instruct 3 IRWA Courses:	24 CUs
Attend 219:	16 CUs
Total:	40 CUs

Instruct 3 IRWA Courses:	24 CUs
Attend Ethics:	8 CUs
Attend 2 Quarterly Calls	8 CUs
Total:	40 CUs

Instruct 3 IRWA Courses:	24 CUs
Participate in 2 Course Updates:	16 CUs
Total:	40 CUs

Instruct 3 IRWA Courses:	24 CUs
Participate in 1 Course Development:	16 CUs
Total:	40 CUs

[Instructor Recertification Application](#)

# SECTION 6

## Instructor Administration

## SECTION 6 - INSTRUCTOR ADMINISTRATION

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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 IRWA 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.

## SECTION 6 - INSTRUCTOR ADMINISTRATION

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**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 IPEC 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

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**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

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**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.