

SECTION 3 - INSTRUCTOR QUALIFICATIONS

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.

100-Series Courses	
Course 100: Principles of Land Acquisition	Specific Qualifications: <ul style="list-style-type: none">• 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	Specific Qualifications: <ul style="list-style-type: none">• 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	Specific Qualifications: <ul style="list-style-type: none">• 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	Specific Qualifications: <ul style="list-style-type: none">• Hold an SR/WA designation.• Be a Course 100 Certified Instructor.

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200 Series: Communication Courses

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

200-Series Courses	
Course 200: Principles of Real Estate Negotiations	Specific Qualifications: <ul style="list-style-type: none">• Hold an SR/WA or R/W-NAC designation.• Demonstration of a minimum of five years of active and engaged experience in infrastructure real estate negotiation.
Course 201: Communication in Real Estate Acquisition	Specific Qualifications: <ul style="list-style-type: none">• Hold an SR/WA or R/W-NAC designation.• Demonstration of a minimum of five years of active and engaged experience in infrastructure real estate negotiation.
Course 203: Alternative Dispute Resolution	Specific Qualifications: <ul style="list-style-type: none">• Hold an SR/WA or R/W-NAC designation or be a licensed attorney or licensed/certified mediator.• Demonstration of active and engaged experience participating in formal alternative dispute resolutions with third party mediators.
Course 205: Bargaining Negotiations	Specific Qualifications: <ul style="list-style-type: none">• Hold an SR/WA designation or R/W-NAC designation.• Demonstration of a minimum of five years of active and engaged experience in infrastructure real estate negotiation.
Course 207: Practical Negotiations for U.S. Federal Funded Land Acquisitions	Specific Qualifications: <ul style="list-style-type: none">• Hold an SR/WA or R/W-URAC designation.• 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).
Course 209: Negotiating with a Diverse Clientele	Specific Qualifications: <ul style="list-style-type: none">• Hold an SR/WA or R/W-NAC designation.• Demonstration of a minimum of five years of active and engaged experience in infrastructure real estate negotiation.
Course 213: Conflict Management	Specific Qualifications: <ul style="list-style-type: none">• Hold an SR/WA or R/W-NAC designation.• 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.

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200-Series Courses (continued)	
Course 215: Right of Way Acquisition for Pipeline Projects	Specific Qualifications: <ul style="list-style-type: none"> • Hold an SR/WA designation. • 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.
Course 218: Right of Way Acquisition for Electrical Transmission Projects*	Specific Qualifications: <ul style="list-style-type: none"> • Hold an SR/WA designation. • Demonstration of a minimum of five years of active and engaged experience involving routing, permitting, title, acquisition, and project management for electrical transmission projects.
Course 219: Adult Communication Principles and Methods	Specific Qualifications: <ul style="list-style-type: none"> • Holds an SR/WA designation or a comparable professional designation (e.g., P.Eng.) • Demonstrates a minimum of five years of active and engaged experience in leadership, instruction, public speaking, group presentations, and facilitation. • Successful completion of the IRWA CLIMB and been an IRWA Instructor for a minimum of two years. • Maintains an average instructor assessment rating average of 4.0. • Successful completion of Course 219 (for Instructors only) prior to receiving IPEC approval to teach Course 219. Note: This course will be offered in person only.
Course 225: Social Ecology: Listening to Community	Specific Qualifications: <ul style="list-style-type: none"> • Attend current course as a participant/observer. • Instruct the class under the supervision of an approved instructor. • Solo instruct (one time). • Review of student evaluations and final approval to instruct by IPEC in consultation with approved instructor.*
Course 230: Oil and Gas Land Basics and Related Surface Rights Issues	Specific Qualifications: <ul style="list-style-type: none"> • 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. • Additional five years of practical field experience preferred (e.g., negotiation/acquisition, safety/security, surveying, engineering, design, drilling, etc.).
Course 235C: The Canadian Oil and Gas Overview	Specific Qualifications: <ul style="list-style-type: none"> • 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). • Additional five years of practical field experience preferred (e.g., negotiation/acquisition, safety/security, surveying, engineering, design, drilling, etc.).

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

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300 Series: Management Courses

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

300-Series Courses	
Course 303: Managing the Consultant Process	Specific Qualifications: <ul style="list-style-type: none">• 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.
Course 304: When Public Agencies Collide	Specific Qualifications: <ul style="list-style-type: none">• 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.

400 Series: Appraisal Courses

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

400-Series Courses	
Course 400: Principles of Real Estate Appraisal Course 400C: Principles of Real Estate Appraisal (Canadian)	Specific Qualifications: <ul style="list-style-type: none">• 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 402: Introduction to Income Capitalization Approach	Specific Qualifications: <ul style="list-style-type: none">• 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 403: Easement Valuation	Specific Qualifications: <ul style="list-style-type: none">• 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.
Course 406A: 15-hour National USPAP Course 406B: 7-hour National USPAP Update	Specific Qualifications: <ul style="list-style-type: none">• Be an Appraiser Qualification Board Certified USPAP Instructor.

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400-Series Courses (continued)	
Course 409: Integrating Appraisal Standards	Specific Qualifications: <ul style="list-style-type: none"> • 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	Specific Qualifications: <ul style="list-style-type: none"> • 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) Course 415: USPAP and the Yellow Book: A Guide to Understanding Their Relationship	Specific Qualifications: <ul style="list-style-type: none"> • Be an Appraiser Qualification Board Certified USPAP Instructor.
Course 417: The Valuation of Environmentally Contaminated Real Estate	Specific Qualifications: <ul style="list-style-type: none"> • 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	Specific Qualifications: <ul style="list-style-type: none"> • 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: Problems in the Valuation of Partial Acquisitions Course 431C: Problems in the Valuation of Partial Acquisitions (Canadian)	Specific Qualifications: <ul style="list-style-type: none"> • 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.

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500 Series: Relocation Assistance Courses

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

500-Series Courses	
Course 501: Residential Relocation Assistance	Specific Qualifications: <ul style="list-style-type: none">• 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	Specific Qualifications: <ul style="list-style-type: none">• 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	Specific Qualifications: <ul style="list-style-type: none">• 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	Specific Qualifications: <ul style="list-style-type: none">• 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	Specific Qualifications: <ul style="list-style-type: none">• 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	Specific Qualifications: <ul style="list-style-type: none">• 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.

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600 Series: Environmental Courses

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

600-Series Courses	
<p>Course 600: Environmental Awareness</p> <p>Course 600C: Environmental Awareness (Canadian)</p>	<p>Specific Qualifications:</p> <ul style="list-style-type: none"> • 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. • 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. • 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)
<p>Course 603: Understanding Environmental Contamination in Real Estate</p> <p>Course 603C: Understanding Environmental Contamination in Real Estate (Canadian)</p>	<p>Specific Qualifications:</p> <ul style="list-style-type: none"> • 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. • 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. • 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)
<p>Course 604: Environmental Due Diligence & Liability</p>	<p>Specific Qualifications:</p> <ul style="list-style-type: none"> • 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. • 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. • 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)
<p>Course 606: Project Development & the Environmental Process</p> <p>Course 606C: Project Development & the Environmental Process</p>	<p>Specific Qualifications:</p> <ul style="list-style-type: none"> • 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. • 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. • 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)

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700 Series: Property/Asset Management Courses

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

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

800 Series: Law Courses

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

800-Series Courses	
Course 800: Principles of Real Estate Law Course 800C: Principles of Real Estate Law (Canadian)	Specific Qualifications: <ul style="list-style-type: none">• Be a licensed attorney, barrister, or solicitor.• Demonstration of a minimum of five years of active and engaged experience in the practice of real estate law.
Course 801: Land Titles Course 801C: Canadian Land Titles	Specific Qualifications: <ul style="list-style-type: none">• Be a licensed attorney, barrister, or solicitor.• 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.
Course 802: Legal Aspects of Easements Course 802C: Legal Aspects of Easements (Canadian)	Specific Qualifications: <ul style="list-style-type: none">• Be a licensed attorney, barrister, or solicitor.• Demonstration of a minimum of five years of active and engaged experience in the practice of real estate law pertaining to easements.

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800-Series Courses (continued)	
Course 803: Eminent Domain Law Basics for Right of Way Professionals Course 803C: Expropriation Law Basics for Right of Way Professionals (Canadian)	Specific Qualifications: <ul style="list-style-type: none">• 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 804: Skills of Expert Testimony	Specific Qualifications: <ul style="list-style-type: none">• 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.

900 Series: Engineering and Surveying Courses

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

900-Series Courses	
Course 900: Principles of Real Estate Engineering Course 900C: Principles of Real Estate Engineering (Canadian)	Specific Qualifications: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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 IPEC.