



**R/W-RAC
RELOCATION ASSISTANCE RECERTIFICATION APPLICATION**

Once recertification requirements are met, complete and submit this application with your non-refundable recertification fee of \$50 USD (for members) or \$70 USD (for non-members), including all the required supporting documents to the IRWA Credentialing Manager.

If all the required supporting documents are not included, your application will not be processed. Processing of applications may take up to six (6) weeks.

Applicant Information

Original Recertification Due Date: ____ / ____ / ____ (MM/DD/YYYY)

Full Name: _____

Membership/ID Number: _____ Chapter Number: _____

Address: Home Business

Company Name: _____

Street Number/Name: _____ Suite # _____

City/State/Zip-Postal Code: _____

Phone: _____ Fax: _____

Email Address: Personal or Work _____

Payment Information

Type of Payment: Check enclosed - # _____ (payable to IRWA):

Credit Card: Visa MasterCard American Express Discovery

Card # _____ Expiration Date: _____

Signature: _____ Amount: \$ _____

Name as it appears on the card: _____

Date application was received: _____ (for HQ use only)

Date application was approved: _____



R/W-RAC RELOCATION ASSISTANCE RECERTIFICATION APPLICATION Recertification Requirements

Recertification requirements consist of thirty (30) continuing education units (CEUs) from courses, conferences, seminars, or right of way related events accepted for credit by the IRWA. Attendance could be in-person, virtually, online or a combination of all three as a student or instructor and must be completed as follows:

1. A minimum of sixteen (16) CEUs of IRWA coursework, eight (8) of which must be an IRWA ethics course.
2. The eight (8) CEUs out of sixteen (16) in item 1 referenced above must be in any course series required for initial certification in the discipline you were certified for:
 - a) R/W-RAC, 500 course series
3. A maximum of fourteen (14) CEUs of additional IRWA coursework, such as the Annual International Education Conference, Chapter/Region approved education events, or non-IRWA courses, such as conferences, seminars or right of way events from outside education vendors.

Maintaining the certification requires recertification every five (5) years and the required credits must be accumulated within a period of no more than five (5) years from the initial certification approval or from the date of the previous recertification.

Please note:

- For in-person or virtual classes, applicants taking IRWA courses for recertification credits are not required to take the course exam. However, online, on-demand classes, applicants must successfully pass the exam with a score of a 75% or better to obtain recertification credits.
- You will only receive credit once for the same course you attended or instructed during a five-year recertification period.
- IRWA ethics courses will only apply towards the ethics requirement.
- Non-IRWA and local IRWA Chapter courses/seminars/conferences related to right of way and/or real estate that will benefit the continuing education of IRWA certified right of way professionals no longer require approval for recertification credit from the IPEC Credentialing Subcommittee.
- There is no carryover of CEUs from one five-year period to the next, even if those CEUs have not been used during a previous five-year period.
- IRWA Headquarters (HQs) does not track completion of non-IRWA and local IRWA Chapter/Region seminars or conferences. It is your responsibility to save the completion certificates you received from those events and submit them to IRWA HQs along with your recertification application when you are due for recertification.
- For questions about recertification requirements, please contact the Credentialing Manager at 310-538-0233, ext. 123.



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CEU Summary Page

IRWA courses attended or instructed – **attach copy of course history or completion certificates**

Course #	Course Title	Date	CE Hours

Approved non-IRWA courses – **attach copy of course transcript or completion certificates**

Course #	Course Title	Date	CE Hours

International Conferences, Chapter/Region Education Sessions – **attach copy of certificates**

Course #	Course Title	Date	CE Hours

Total



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IRWA Code of Ethics
Applicant Signature Page

Answer the following questions:

Have you ever been convicted of fraud, misrepresentation,
 Or misappropriation of funds or property? Yes No
If yes, attach a detailed explanation.

Have you ever been subject to disciplinary action by any
 Professional organization? Yes No
If yes, attach a detailed explanation.

By signing below, I agree to abide by the IRWA Code of Ethics and to be subjected to disciplinary action as adopted by the International Executive Committee (IEC). All the information provided by me is complete and correct to the best of my knowledge and belief. If I made or at any time make statements with knowledge of the false statements, I understand that it shall be cause for denial or revocation of the certification.

Applicant's Printed Name: _____

Applicant's Signature: _____

Date: ____ / ____ / ____ (MM/DD/YYYY)