

# **International Right of Way Association**

## **Right of Way Asset Management Certification Program (R/W-AMC)**

### **Program Guide and Application**



**The Professional Standard of Excellence**



## **Table of Contents**

|  |       |
|--|-------|
| WELCOME LETTER.....                      | 3     |
| GLOSSARY OF TERMS.....                   | 4     |
| IRWA CODE OF ETHICS .....                | 5     |
| FEE SCHEDULE.....                        | 6-7   |
| AT A GLANCE.....                         | 8     |
| GENERAL INFORMATION.....                 | 9-13  |
| DECLARATION OF CANDIDACY.....            | 14    |
| COMPLETION APPLICATION.....              | 15-19 |
| COURSE CHALLENGE REQUEST FORM .....      | 20    |
| CAPSTONE EXAM REQUEST.....               | 21    |
| RECERTIFICATION GENERAL INFORMATION..... | 22-23 |
| RECERTIFICATION APPLICATION.....         | 24-26 |
| AWARD OF CREDIT REQUEST FORM.....        | 27-30 |



## **Welcome to the IRWA Certification Program!**

IRWA Certification is a journey and a destination. For a right-of-way professional like yourself, your certification validates your skills and demonstrates your proficiency in your chosen discipline. The IRWA Certification Program R/W-AMC is a structured process designed to provide you with the knowledge and tools that will help you advance in your profession.

### **Stay Ahead of the Curve**

Today's marketplace is complex and constantly changing. Therefore, individuals and businesses must stay ahead of the curve to be marketable and proficient in the right of way business. You can rely on IRWA Certification to develop a solid, competitive advantage so you and your company for whatever lies ahead can remain ahead of that curve.

### **The Only Name That Counts**

IRWA supports high quality adult education and a professional standard of excellence. An IRWA Certification includes a rigorous qualifying process that will work to differentiate you from other right-of-way professionals. The IRWA's high academic standards are internationally recognized and respected by customers, businesses and colleagues across the right of way disciplines.

### **The Right Stuff**

Companies whose employees are IRWA certified report impressive performance results and have often won business in competitive situations. Companies have also indicated their certified professionals often make better employees because these individuals exhibited higher productivity, reduced learning curves, increased technical competencies, limited error rate, and elevated job satisfaction.

### **Individual Benefits**

In addition to gaining new skills, enhancing your knowledge base and adding to your list of credentials, you can expect to attain a wide range of workplace benefits. These benefits may be in the form of peer recognition or demonstrated financially through a promotion, pay raise or other performance benefits.

### **Benefits to Employer**

Employers who support staff continuing education can expect significant benefits, including: higher employee retention, increased productivity and a boost in employee morale and confidence. Retaining experienced staff is an enormous competitive advantage for any employer.

### **Overview: How the Program Works and Purpose of this Guidebook**

This guidebook is your simplified reference guide, which identifies your education requirements to attain your certification. Many of the forms as well as links to the forms on the Handbook Webpage you will need along the way are included in this guidebook.

To get started, please read the requirements outlined in this program guidebook and application packet. If your experience appears to qualify, submit your candidacy declaration to IRWA Headquarters. If you are uncertain about any of this process, please contact your local Professional Development Committee Chair (PDC Chair). Your local Chapter PDC Chair can answer any questions you have as you progress through the program. Once you have filled out your completion application, please submit it to your local Chapter PDC Chair.

**We congratulate you on your decision to pursue an IRWA Certification.**



## Glossary of Terms

---

**CAPSTONE EXAM:** Final Examination, available in single discipline or comprehensive

**Credit Units:** number of course credit hours granted for initial certification or for recertification.

**HQ:** IRWA Headquarters

**IEC:** International Executive Committee

**IPDC:** International Professional Development Committee

**IRWA:** International Right of Way Association

**PDC CHAIR:** Professional Development Committee Chair (Chapter Level)

**R/W-AMC:** Right of Way Asset Management Certification

**R/W:** Right of Way

**USD:** U.S. Dollars



## International Right of Way Association Code of Ethics

---

RECOGNIZING the responsibility of our profession to the people and business of our country, and believing that we should encourage and foster high ethical standards in our profession, we do hereby adopt the following CODE OF ETHICS for our constant guidance and inspiration predicated upon the basic principles of truth, justice and fair play.

**To show faith** in the worthiness of our profession by industry, honesty and courtesy, in order to merit a reputation for high quality of service and fair dealing.

**To add to the knowledge** of our profession by constant study and to share the lessons of our experience with our fellow members.

**To build an ever increasing confidence and good will** with the public and our employers by poise, self-restraint and constructive cooperation.

**To ascertain and weigh all of the facts** relative to real properties in making an appraisal thereof, using the best and most approved methods of determining the just and fair market value.

**To conduct ourselves in the most ethical and competent manner** when testifying as an expert witness in court as to the market value of the real properties, thus meriting confidence in our knowledge and integrity.

**To accept our full share of responsibility** in constructive public service to community, state and nation.

**To strive to attain and to express a sincerity of character** that shall enrich our human contacts, ever aiming toward that ideal -- "The Practice of the Golden Rule."



---

## Application Process and Fee Schedule

---

### Right of Way (R/W) - Certification Application Process

- Read through program brochure and description
- Submit Declaration of Candidacy form to IRWA Headquarters after local Chapter PDC Chair's verification of qualifying experience
- Complete Experience, IRWA Coursework and Examination requirements
- Submit Completion Application form to local Chapter's PDC Chair
- Local Chapter PDC Chair will review and if approved, will forward to IRWA HQ
- Notification will be sent by IRWA HQ of receipt/approval of application

### Right of Way (R/W) - Certification Fee Schedule for Members

*Fees include applicable tax based on country's applicable tax laws.*

- **R/W Certification Application Fee**
    - Candidacy Declaration - \$25 USD per discipline
    - Completion Application - \$50 USD per discipline
  - **R/W Certification Lapsed Status Reinstatement Fee**
    - \$50 USD
  - **R/W Certification Inactive Status Processing Fee**
    - \$20 USD per discipline
  - **R/W Certification Inactive Status Maintenance Fee**
    - \$50 USD annually
  - **R/W Certification Inactive Status Reinstatement Fee**
    - \$50 USD per discipline
  - **R/W Recertification Application Fee**
    - \$50 USD per discipline
  - **R/W Certification Reinstatement Fee**
    - \$50 USD per discipline
  - **Capstone Exam Request Fee**  
Capstone Individual Discipline Exam
    - \$50 USD per discipline
  - **Course Challenge Request Fee**  
Fee is determined based upon a \$50 USD fee per day of class
-



## **Right of Way (R/W) - Certification Fee Schedule for Non-Members**

*Fees include applicable tax based on country's applicable tax laws.*

- **R/W Certification Application Fee**
  - Candidacy Declaration - \$50 USD per discipline
  - Completion Application - \$100 USD per discipline
- **R/W Certification Active Status Annual Maintenance Fee\***
  - \$225 USD
- **R/W Certification Lapsed Status Reinstatement Fee**
  - \$100 USD
- **R/W Certification Inactive Status Processing Fee**
  - \$40 USD per discipline
- **R/W Certification Inactive Status Maintenance Fee**
  - \$100 USD annually
- **R/W Certification Inactive Status Reinstatement Fee**
  - \$100 USD per discipline
- **R/W Recertification Application Fee**
  - \$100 USD per discipline
- **R/W Certification Reinstatement Fee**
  - \$100 USD per discipline
- **Capstone Exam Request Fee**  
Capstone Individual Discipline Exam
  - \$100 USD per discipline
- **Course Challenge Request Fee**  
Fee is determined based upon a \$100 USD fee per day of class

\*Annual maintenance fee of \$225 will be billed for non-member who obtained the Certification starting on the first anniversary of approval date.



## R/W-AMC - Asset (Property) Management Certification Program at a Glance

|   |   |
|---|---|
| <p><b>Experience</b></p>  | <ul style="list-style-type: none"> <li>• 2 years minimum relevant asset (property) management experience within the past 5 years</li> </ul>   |
| <p><b>Mandatory Courses – 64 credit units</b></p>               | <p><b>Complete all of the following courses:</b></p> <ul style="list-style-type: none"> <li>• C-600 – 8 credit units</li> <li>• C-700 – 16 credit units</li> <li>• C-701 – 16 credit units</li> <li>• C-703 – 8 credit units</li> <li>• C-800 – 16 credit units</li> </ul>  |
| <p><b>Negotiation/Acquisition Courses – 16 credit units</b></p> | <p><b>Choose from the following:</b></p> <ul style="list-style-type: none"> <li>• C-200 – 16 credit units</li> <li>• C-201 – 24 credit units</li> <li>• C-203 – 16 credit units</li> <li>• C-205 – 16 credit units</li> <li>• C-207 - 16 credit units</li> <li>• C-209 – 16 credit units</li> <li>• C-213 – 8 credit units</li> <li>• C-215 – 16 credit units</li> <li>• C-219 – 16 credit units</li> </ul> |
| <p><b>IRWA Ethics Requirement – 8 credit units</b></p>          | <p><b>Choose one:</b></p> <ul style="list-style-type: none"> <li>• C-103 – 8 credit units</li> <li>• C-104 – 8 credit units</li> </ul>  |
| <p><b>Capstone Exam</b></p>                                     | <ul style="list-style-type: none"> <li>• Asset (Property) Management</li> </ul>   |





## **International Right of Way (R/W) Certification Program**

---

### **What is a Right of Way Certification?**

The Right of Way (R/W) Certification is granted to IRWA candidates who have achieved professional status through experience, education and examination in a single right of way discipline.

Earning this certification demonstrates an unparalleled achievement in a single discipline and reinforces a standard of excellence. The International Right of Way Association offers certification in the following 5 disciplines\*:

| <b>Discipline</b>       | <b>R/W Certification</b> |
|-------------------------|--------------------------|
| Appraisal               | R/W-AC                   |
| Asset Management        | R/W-AMC                  |
| Negotiation/Acquisition | R/W-NAC                  |
| Relocation Assistance   | R/W-RAC                  |
| Uniform Act             | R/W-URAC                 |

*\*Candidates can only become certified in 2 disciplines until the SR/WA designation is earned.*

### **What are the prerequisites for the R/W Certification?**

Any candidate involved in one of these 5 right of way professional disciplines is eligible. A candidate must have a minimum of 2 years of relevant ROW professional experience within the last 5 years, and meet the coursework and exam requirements.

### **What happens after the R/W Certification is earned?**

The R/W Certification expands employment opportunities, increases salary potential, boosts chances for career advancement and demonstrates professional commitment.

Employers benefit from the R/W Certification too. Most employers recognize the roles that professional development and continuing education play and encourage their staff to pursue such things. The R/W Certification helps employers to identify and reward employees with proven initiative, dedication and knowledge. It helps to create a strong professional foundation and training ladder. The Certification enhances employee skills through multidiscipline training and examination. It also assures continuous educational updates through recertification.

**Please contact Credentialing Staff for any questions about the Certification program. 310.538.0233 X 138 or X 123 [or education@irwaonline.org](mailto:education@irwaonline.org)**



## **International Right of Way (R/W) Certification Program**

---

### **Right of Way Professional Experience, Course and Exam Requirements**

**Candidate must have a minimum of 2 years of relevant Right of Way professional experience conducted in compliance with the applicable jurisdiction's regulatory requirements in the discipline they are applying for within the last 5 years.**

#### **Asset Management Experience:**

Principal practice in professional asset management services, must comply with the applicable jurisdiction's regulatory requirements. The asset management of right-of-way related activities must involve interpretation of real estate valuation principles, semi-legal work in preparation or review of documents, and an understanding of real property law. The following types of asset management work will be considered qualifying experience:

1. Acquisition of a leasehold interest in real property
2. Negotiations for leasehold interests covering public or company owned real property
3. Negotiation for sale or exchange of public or company owned real property
4. Acquisition or disposal of joint-use property rights
5. Management of properties (e.g. house or building sales) and contract supervision prior to demolition or clearance of right of way
6. Supervision of asset management activities for right-of-way projects

#### **IRWA Coursework Requirements**

To obtain the R/W Certification, the candidate must successfully complete a coursework requirement that consists of both core courses and elective courses. The coursework requirement is different for each of the 5 disciplines.

#### **Challenging a Course**

If the candidates feel that they have sufficient professional experience and knowledge in a certain discipline, they can challenge a core course. To do this, they must complete and submit the Course Challenge Request form, along with the challenge fee, and then successfully complete the exam for that course. If the candidate does not pass the exam, the candidate **may not** challenge the course again and must attend the class and successfully pass the exam to receive credit.

C-200 – Principles of Real Estate Negotiation

C-800 – Principles of Real Estate Law

#### **Capstone Examination Requirements**

The candidate must fulfill the capstone examination\* requirement for the applied-for discipline certification.

An approved candidate can take the capstone examination anytime within their 5-year candidacy period.

To take an exam, the candidate must complete and submit, along with the appropriate exam fee(s), the Exam Request form.

\* *Capstone exam is valid for 5 years from the pass date*



## **International Right of Way (R/W) Certification Program**

---

### **R/W Recertification**

Certified individuals holding a R/W Certification *must* recertify every 5 years. To recertify, a certified individual must accumulate the required credit within a 5 year period from the date of receipt of the Certification or from the date of the previous recertification. Failure to recertify will result in the loss of the certified individual's certification.

### **Recertification Requirements**

30 credit units must be earned through attending (classroom or online) or instructing courses or seminars approved for recertification credit by the IRWA. Of these 30 credit units, a minimum of 8 must be earned by attendance as a participant or instructor in any 200, 600, 700 or 800 course series and 8 credit units must be earned through meeting the Ethics Course requirement. \*

R/W Certification designees can receive up to 16 credit units of recertification credit for paid attendance at IRWA's Annual International Education Conference.

*\*R/W certified individuals taking class for recertification credit are not required to take the course exam. However, participants taking an IRWA course for CE or other type of credit, for license renewal or other purposes are required to take the course exam. Exams must be taken with all online courses to earn recertification credit.*

### **R/W Certification Inactive Status (Parked Status)**

R/W Certified individuals can retain their right to the R/W Certification during an inactive period, when they are not employed in or otherwise involved with the right of way profession. A R/W Certified individual may request the inactive status as follows:

1. Submit a letter, along with the processing fee requesting the R/W Certification be held in an inactive status and acknowledge that during such period, the R/W Certification may not be used\*
2. During each year the R/W certification is maintained in an inactive status, an annual fee shall be assessed for maintenance of the R/W Certification. The Annual fee shall entitle the certified individual to receive the IRWA magazine.

*\*To apply for inactive status, certification must be current. Inactive status may not be applied for if recertification has expired.*



## **International Right of Way (R/W) Certification Program**

---

### **R/W Certification Inactive Status (Reinstatement)**

When the certified individual is ready to re-establish their active status, the process is as follows:

1. Submit a letter requesting to re-establish the active status of the R/W Certification, including a reinstatement fee.
2. Complete current recertification requirements for the R/W Certification. (Recertification must be completed within what remains of the original R/W Certification 5 year period from the time the inactive status was entered into).
3. Comply with any current recertification or other requirements as may be established by the IPDC.

### **Applying for Award of Recertification Credit for a Non-IRWA Course**

In order to be awarded R/W recertification credit, the subject matter of a non-IRWA course must be consistent with current Right of Way principles and practices, and will enhance the Right of Way practitioner in the fields of:

1. Appraisal,
2. Communication/Negotiations,
3. Engineering,
4. Environment,
5. Management/Supervision,
6. Relocation Assistance
7. Property Management and
8. Real Estate Law

Course content must cover a minimum of 70% of IRWA subject matter to be awarded R/W Certification Program recertification credit.

### **Appeals**

In the event that recertification credit is not granted for a non-IRWA course, you may consider the following appeal process:

1. Applicant forwards a Letter of Appeal to IRWA HQ within 30 days of receipt of notification
2. HQ will forward request form to the IPDC for full review
3. IPDC review and then advises HQ of approval/disapproval
4. HQ will notify applicant of final decision



## Helpful Hints

---

DO NOT SUBMIT COMPLETION APPLICATION UNTIL ALL REQUIREMENTS HAVE BEEN MET.

ALL INCOMPLETE APPLICATIONS RECEIVED BY LOCAL CHAPTER PDC CHAIR WILL BE RETURNED TO CANDIDATE.

INCOMPLETE APPLICATIONS RECEIVED AT IRWA HEADQUARTERS WILL BE RETURNED TO THE LOCAL CHAPTER PDC CHAIR.

Applications will be processed in order of receipt.

Processing of completion applications **takes approximately 6 weeks.**

Instructions for completing this application:

- Fill in COMPLETELY
- Be as accurate as possible with regard to dates
- Type or print clearly and legibly
- Be careful to not duplicate information
- Use extra sheets as necessary
- Attach supporting documentation where indicated
- Submit payment information
- Submit completed application to local **Chapter PDC Chair**



## R/W- AMC Asset Management Certification Program Declaration of Candidacy

---

Complete and return this declaration along with your **non-refundable** candidacy fee of \$25 USD (\$50 USD for non-member) to IRWA Headquarters after verifying professional experience with local Chapter PDC Chair.

- Check enclosed (made payable to IRWA)      -or-  
 Visa     MasterCard     American Express

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_ Amount \$ \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

### **Applicant Information**

Name \_\_\_\_\_ Member # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Chapter # \_\_\_\_\_

City, State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

**By signature below, I acknowledge that I have thoroughly reviewed the Professional Experience Summary Page, and have personally verified with my local Chapter Professional Development Committee Chair that my professional experience qualifies as right of way experience.**

**I hereby certify that all of the information provided on this form is, to the best of my knowledge, true and correct. I will be in a violation of the Ethical Policy if I knowingly misrepresent myself.**

Applicant's Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**For any questions regarding the professional experience requirements,  
contact your local Chapter Professional Development Committee Chair**

**Submit this application to IRWA HQ  
19210 S. Vermont Ave, Building A, Suite 100  
Gardena, CA 90248  
Or via fax 866-388-7419**



## R/W- AMC Asset Management Certification Program Completion Application Applicant Information Page

---

Complete and return this application along with your **non-refundable** application fee of \$50 USD (\$100 USD for non-member) and all requested supporting materials to your local Chapter PDC Chair for review once all requirements have been met.

**Only complete applications will be processed. All incomplete applications will be returned to the local Chapter PDC Chair.**

- Check enclosed (made payable to IRWA)      -or-  
 Visa       MasterCard       American Express

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_ Amount \$ \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

### Applicant Information

Name \_\_\_\_\_ Member # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Chapter # \_\_\_\_\_

City, State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

**Agency or Company** \_\_\_\_\_

Address \_\_\_\_\_

City, State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

**For any questions regarding the Professional Experience Requirements, contact your local Chapter Professional Development Committee Chair**

Date Received: \_\_\_\_\_

HQ Approved: \_\_\_\_\_



## **R/W- AMC Asset Management Certification Program Completion Application R/W Professional Experience Page**

This section must detail the applicant's required 2 years minimum of relevant Right of Way professional experience within the past 5 years. Fill form in completely. Attach additional sheets as necessary. *Please note: Use a separate page for each employer and each job title.*

**Asset Management Experience:** Please see page 10 of the Program Guide for detailed information regarding qualifying experience.

### **Company or Agency Details**

From (mm/dd/yyyy) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ To (mm/dd/yyyy) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (date application is signed)

Total Number of Months \_\_\_\_\_ Company Name \_\_\_\_\_

Company or Agency Address \_\_\_\_\_  
Street

City, State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Position or Job Title \_\_\_\_\_

Description of Duties (list actual duties performed for this job title – use additional sheet of paper and attached with this page.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Verification: (Current Supervisor or someone with personal knowledge of your work\*)**

*\*If you are self employed, a professional associate familiar with your work who is NOT a member of your immediate family.*

Name \_\_\_\_\_

Title \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Address \_\_\_\_\_

**I have examined the above statement and hereby certify that to the best of my knowledge, it is true and correct.**

Signature \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_





## R/W- AMC Asset Management Certification Program Completion Application Course Work and Examination Requirement

---

To obtain the R/W Certification, the candidate must successfully complete a coursework requirement that consists of both core courses and elective courses.

**IRWA Coursework Checklist:**

*Complete the following and attach copies of certificates of completion or copy of course history*

|   |   |
|---|---|
| <input type="checkbox"/> C-600  | Introduction to Environmental Issues – 8 Credit Units   |
| <input type="checkbox"/> C-700  | Introduction to Asset Management – 16 Credit Units  |
| <input type="checkbox"/> C-701  | Asset Management: Leasing – 16 Credit Units   |
| <input type="checkbox"/> C-703  | Real Property/Asset Management – 8 Credit Units   |
| <input type="checkbox"/> C-800  | Principles of Real Estate Law – 16 Credit Units   |
| <input type="checkbox"/> 16 Credit Units<br>additional 200 series<br>coursework | Any 200 series courses – 16 Credit Units  |
| <input type="checkbox"/> C-103 or<br><br>C-104                                  | Ethics and the Right of Way Profession – 8 Credit Units<br><br>Standards of Practice for the Right of Way Professional – 8 Credit Units |

**Exam Checklist:**

*Complete the following and attach Pass letter\**

|   |
|---|
| <input type="checkbox"/> Asset Management Capstone Exam |
|---|

*\* Capstone exam is valid for 5 years from the pass date*



**R/W-AMC Asset Management Certification Program  
Completion Application  
International Right of Way Association  
Code of Ethics  
Applicant Signature Page**

---

**Answer the following questions**

Have you ever been convicted of fraud, misrepresentation or misappropriation of funds or property? *If yes, attach a detailed explanation.*

Yes

No

Have you ever been subject to disciplinary action by any professional organization? *If yes, attach a detailed explanation.*

Yes

No

**Signature**

By signing below, I agree to abide by the IRWA Code of Ethics and to be subject to disciplinary action as adopted by the International Executive Committee (IEC). All of 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 statements falseness, I understand that it shall be cause for denial or revocation of the designation.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_



## **R/W- AMC Asset Management Certification Program Completion Application Agreement Page**

---

Applicant Name \_\_\_\_\_

In completing this application, I hereby consent to the following terms:

- 1 I subscribe to the aims and purposes and agree to abide by the Code of Ethics of the International Right of Way Association.
- 2 I hereby irrevocably waive any claim or right of action at law or in equity that I might have any time hereafter against the International Right of Way Association, its governing officers, committee members, or other officials, either as a group or as individuals, for any official act in connection with the business of the Certification Program and particularly as to its or their acts in admitting or failing to admit me to Certification status; or, disciplining me as a certified individual for any reason whatsoever.
- 3 I hereby authorize the IRWA to verify all information contained herein and further to make all investigations in any manner it deems necessary.
- 4 I hereby certify that all statements made in this application are true to the best of my knowledge, and I agree and understand that any misstatements of material facts herein will cause forfeiture on my part of all rights to Certification status with no refund of my application fee(s).
- 5 Attached hereto is my application fee (payable to IRWA), per discipline.
- 6 If I become R/W Certified by IRWA, I agree that I will comply with any future requirements the International Executive Committee of the IRWA, or its appointed oversight committee, decides are appropriate for me to retain my registration as an IRWA Certified R/W Professional.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### **For Local Chapter PDC Chair Use Only**

---

PDC Name \_\_\_\_\_ SR/WA # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Chapter # \_\_\_\_\_

City, State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

PDC Signature \_\_\_\_\_



## R/W- AMC Asset Management Certification Program Course Challenge Exam Request Form

### Challenging a Course

If the candidates feel that they have sufficient professional experience and knowledge in a certain discipline, they can challenge a core course by submitting this form, along with the challenge fee, and then successfully complete the exam for that course. If the candidate does not pass the exam, the candidate **may not** challenge the course again and must attend the class and successfully pass the exam to receive credit.

- C-200 Principles of Real Estate Negotiation
- C-800 Principles of Real Estate Law

**IMPORTANT NOTE: Successful challenge will fulfill part of the coursework requirements for the R/W Certification. NO course education credit will be granted and course will not show in candidate's course history.**

**Submit completed form, along with non-refundable fee of \$100 USD (\$200 USD for non-member) for each course to Chapter PDC Chair**

Name \_\_\_\_\_ Member # \_\_\_\_\_

Address \_\_\_\_\_ Chapter # \_\_\_\_\_

City, State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

- Check Enclosed (made payable to IRWA)
- Visa     MasterCard     American Express

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_ Amount \$ \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

### For Local Chapter PDC Chair Use Only

Proctor Name \_\_\_\_\_ SR/WA # \_\_\_\_\_

Address \_\_\_\_\_ Chapter # \_\_\_\_\_

City, State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

PDC Signature \_\_\_\_\_ Application Approval Date \_\_\_\_/\_\_\_\_/\_\_\_\_



## R/W- AMC Asset Management Certification Program Capstone Examination Request Form

---

An approved candidate can take the capstone examination anytime within their 5 year candidacy period. Exams are valid 5 years from the pass date.

To take an exam, the candidate must complete form and submit, along with the **non-refundable** exam fee(s) of \$50 USD (\$100 USD for non-member).

Request to take the following Capstone Exam(s):

|   |
|---|
| <input type="checkbox"/> Asset Management Capstone Exam |
|---|

Name \_\_\_\_\_ Member # \_\_\_\_\_

Address \_\_\_\_\_ Chapter # \_\_\_\_\_

City, State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

- Check Enclosed (made payable to IRWA)
- Visa     MasterCard     American Express

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_ Amount \$ \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

### For Local Chapter PDC Chair Use Only

---

Proctor Name \_\_\_\_\_ SR/WA # \_\_\_\_\_

Address \_\_\_\_\_ Chapter # \_\_\_\_\_

City, State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

PDC Signature \_\_\_\_\_ Application Approval Date \_\_\_\_/\_\_\_\_/\_\_\_\_



## **Right of Way Certification Program R/W-AMC Asset Management Certification Recertification**

---

### **International Right of Way Certification (R/W) Recertification**

#### **Why do R/W professionals need to recertify?**

The International Right of Way Association believes that all professionals holding the R/W Certification must continue their personal and professional development through a combination of continued work experience and continuing education. Therefore, the IRWA requires all R/W certified individuals to recertify every 5 years to maintain their professional certification.

#### **What is required to recertify?**

The R/W recertification requirements consist of earning 30 credit units by attending (classroom or online) or instructing courses or seminars, which have been approved for credit by the IPDC. Of these 30 credit units, a minimum of 8 must be earned by course attendance as a participant or instructor in any 200, 600, 700 or 800 course series and 8 credit units must be earned through meeting the Ethics Course requirement.

R/W Certification designees may receive up to 16 credit units for paid attendance at IRWA's International Educational Conference.

IRWA Chapter seminars, meetings, regional forums and any non-IRWA program *must* be submitted to the IPDC for recertification credit approval. It is advisable that approval is obtained *before* the presentation or at the very least, before recertification is due.

Approval letters and proof attendance/completion must be kept in designee's records and *must only* be submitted to HQ as supporting documentation along with the recertification application.

The recertification period is 5 years from the initial certification and applications will be accepted by HQ up to 1 year before the due date.

R/W Certification designees taking an IRWA course for recertification credit are not required to take the course exam.\* However, participants taking an IRWA course for CE or other type of credit, for license renewal or other purposes are required to take the course exam.

\* Exams **must** be taken for any online course or seminar to obtain recertification credit.



## **R/W-AMC Asset Management Certification Program Recertification Requirements Helpful Hints**

---

DO NOT SUBMIT APPLICATION UNTIL ALL REQUIREMENTS FOR THE R/W RECERTIFICATION HAVE BEEN MET. ALL INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED AND WILL BE RETURNED TO THE LOCAL CHAPTER PDC CHAIR.

Applications will be processed in order of receipt. Processing of recertification applications **takes approximately 6 weeks.**

Instructions for filling in application:

- Fill in COMPLETELY
- Complete a separate application for each discipline
- Be as accurate as possible with regard to dates
- Type or print clearly and legibly
- Be careful to not duplicate information
- Use extra sheets as necessary
- Attach supporting documents where indicated
- Attach **non-refundable** fee of \$50 USD (\$100 USD for non-member)
- Submit completed application to:

**Credentialing Staff  
IRWA Headquarters  
19210 S. Vermont Ave, Building A, Suite 100  
Gardena, CA 90248**



## **R/W-AMC Asset Management Certification Program Recertification Application Applicant Information Page**

---

Please complete and return this application, along with any requested supporting documentation and non-refundable \$50 USD (\$100 USD for non-member) recertification fee to IRWA Headquarters.

**Only complete applications will be processed. All incomplete applications will be returned. Processing of recertification applications takes approximately 6 weeks.**

### **Applicant Information**

**Recertification Due Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (MM/DD/YY)

**Name** \_\_\_\_\_

Membership Number \_\_\_\_\_ Chapter \_\_\_\_\_

Address/City \_\_\_\_\_

State/Province, Zip/Postal Code \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

**Agency or Company** \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

Date Received: \_\_\_\_\_

HQ Approved: \_\_\_\_\_





## R/W-AMC Asset Management Certification Program Recertification Application Credit Units Summary Page

**Attach additional sheets as necessary.** Provide documentation of approval and completion.

**IRWA Courses attended or instructed (attach copy of course history or certificates)**

| Course Number & Name | Date/Number of Credit Units |
|----------------------|-----------------------------|
|                      |                             |
|                      |                             |
|                      |                             |
|                      |                             |
|                      |                             |
|                      |                             |
|                      |                             |

**Approved Non-IRWA Courses (attach documentation and completion certificates)**

| Course/Program Name | Date/Number of Credit Units |
|---------------------|-----------------------------|
|                     |                             |
|                     |                             |
|                     |                             |
|                     |                             |
|                     |                             |
|                     |                             |
|                     |                             |

**Conference Education Session/Chapter Educational Seminars (fill in completely)**

| Event Name | Date/Number of Credit Units |
|------------|-----------------------------|
|            |                             |
|            |                             |
|            |                             |
|            |                             |
|            |                             |
|            |                             |
|            |                             |

**Total Credit Units** \_\_\_\_\_

**I certify that the information presented above and the accompanying materials are, to the best of my knowledge, true and correct.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

- Check Enclosed (made payable to IRWA)
- Visa     MasterCard     American Express

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_ Amount \$ \_\_\_\_\_

Name as it appears on card \_\_\_\_\_



## R/W-AMC Asset Management Certification Program Recertification Application

### International Right of Way Association 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.*

#### Signature

By signing below, I agree to abide by the IRWA Code of Ethics and to be subject to disciplinary action as adopted by the International Executive Committee (IEC). All of 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 statements falseness, I understand that it shall be cause for denial or revocation of the designation.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_



## R/W-AMC Asset Management Certification Program Request Form for Award of Recertification Credit For a Non-IRWA Course for purpose of recertification

---

Applicant Name \_\_\_\_\_

Membership Number \_\_\_\_\_ Chapter \_\_\_\_\_

Address/City \_\_\_\_\_

State/Province, Zip/Postal Code \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

Course Name \_\_\_\_\_

Course Location \_\_\_\_\_ Course Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Instructor Name \_\_\_\_\_

Number of Credit Units \_\_\_\_\_

**A course outline showing the timeline spent for each specific topic and the completion certificate SHOULD accompany this application.**

**Course material and final exam must ONLY be submitted upon request by the IPDC.**

Course Subject Area

- |  |   |
|--|---|
| <input type="checkbox"/> Appraisal               | <input type="checkbox"/> Asset Management       |
| <input type="checkbox"/> Negotiation/Acquisition | <input type="checkbox"/> Management/Supervision |
| <input type="checkbox"/> Engineering             | <input type="checkbox"/> Law                    |
| <input type="checkbox"/> Environment             | <input type="checkbox"/> Relocation Assistance  |

Is this course approved by or sponsored in part by any of the following: (if yes, please specify)

Allied Association: \_\_\_\_\_

University/College/Technical Institute: \_\_\_\_\_

Company Training: \_\_\_\_\_

Other: \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



## R/W-AMC Asset Management Certification Program Request Form for Award of Recertification Credit For a Non-IRWA Course

---

**Instructions:**

1. Locate the subject area that course or seminar addresses (e.g., Appraisal, Law, etc.).
2. Place an x in the checkboxes provided to indicate all right of way related topics which are addressed in the course or seminar.
3. Provide a best estimate of the total number of credit units spent addressing right of way topics.

**APPRAISAL**

- Appraisal and Value Concepts
- Appraisal Process
- Area Analysis
- Data Analysis
- Site and Building Analysis
- Highest and Best Use
- Site Valuation Sales Comparison Approach
- Income and Expense Analysis
- Reconciliation
- Appraisal Reports
- Just Compensation
- Partial Acquisition
- Easement Valuation
- Ethics and Standards of Professional

\_\_\_\_\_ Total credit units spent addressing appraisal R/W topics

**COMMUNICATION/NEGOTIATIONS**

- Historical Perspective
- Skills and Attitudes
- Communication Skills
- Negotiation Process
- Role of Power
- Bargaining Negotiations
- Building Trust
- Motivation and Problem Solving
- Funnel Technique
- Property Management
- Relocation Assistance
- Environmental Considerations
- Professional Ethics

\_\_\_\_\_ Total credit units spent addressing communication/negotiations R/W topics

**ENGINEERING**

- Computing/Calculations
- Computing/Calculations Problems
- General Engineering
- Legal Descriptions
- Legal Descriptions Problems
- Plan Reading
- Professional Ethics
- Topographical Features
- Units of Measurement

\_\_\_\_\_ Total credit units spent addressing engineering R/W topics



## **R/W-AMC Asset Management Certification Program Request Form for Award of Recertification Credit For a Non-IRWA Course**

---

### **ENVIRONMENT**

- Ecological Considerations
- The Earth's Biosphere
- Ecosystems: Components and Dynamics
- Social and Economic Considerations
- Environmental Law
- Review of Federal Legislation
- Development of Environmental Standards
- Responsibilities of US Government Agencies
- Trends in State & Local Legislation
- Steps in Environmental Impact Assessments
- Public Participation in Environmental Decisions
- Environmental Standards
- Right of Way Planning and Use

\_\_\_\_\_ Total credit units spent addressing environment R/W topics

### **LAW**

- Definition of Real Property
- Property Descriptions
- Eminent Domain
- Police Power
- Estates in Land
- Types of Ownership
- Transfer of Title
- Contracts
- Deeds and Mortgages
- Appurtenant Rights
- Covenants, Conditions/Reservations
- Adverse Possession
- Recording Statutes
- Professional Ethics

\_\_\_\_\_ Total credit units spent addressing law R/W topics

### **MANAGEMENT/LEADERSHIP**

- The Skills and Attitudes of a Successful Leader
- Models of Leadership
- Power vs. Leadership
- Positional vs. Emergent Leaders
- Characteristics of Effective Leaders
- Leadership Skills Development
- Communication Skills
- Advisory Skills
- Giving and Receiving Feedback Advisory Skills
- Self-Assessment of Leadership Style
- Why People Follow
- Planning and Goal Setting Skills and Attitudes
- Developing Skills and Attitudes
- Critique and Coaching-Tools for Developing Followers
- Team Building
- Why Teams Win
- Self-Assessment: You as Part of the Team

\_\_\_\_\_ Total credit units spent addressing management/leadership R/W topics



## **R/W- AMC Asset Management Certification Program Request Form for Award of Recertification Credit For a Non-IRWA Course**

---

### **PROPERTY MANAGEMENT**

- Establish, Classify, and Maintain a Property Inventory
- Develop Simplified Management Policies and Procedures
- Identify and Evaluate Risks, Hazards and Liabilities
- Establish Ownership Monitoring Schedules to Control Encroachments & Other Unauthorized Uses
- Decide if Property Should be Leased, Sold or Held
- Recognize Advantages and Pitfalls of Joint Use Agreements
- Effectively Repair and Maintain Improved Properties Not Moved
- Profitably Dispose of Excess Lands or Property Rights
- Project Inception
- Feasibility Analysis
- Lease Options
- Leasehold Marketing
- Leasehold Development
- Leasehold Administration

\_\_\_\_\_ Total credit units spent addressing property management R/W topics

### **RELOCATION ASSISTANCE**

- Relocation Assistance Overview
- Comparable Replacement Dwelling
- Computations of Replacement Housing Payments for Owners and Tenants
- Mobile Homes
- Last Resort Housing
- Advisory Assistance
- Moving Entitlements
- Claim Filing and Appeals
- General Eligibility Requirements
- The Survey Method
- The Search Process
- The Movement of Personal Property
- Calculating Payments for Property not moved
- Substitute Equipment
- Storage Expenses and Eligibility
- Fixed Payments for Businesses
- Appeals Process
- Advisory Assistance to Business

\_\_\_\_\_ Total credit units spent addressing relocation assistance R/W topics