

Focus on IRWA Facilitators – FEBRUARY 2008



Today, more and more facilitators are finding themselves expanding their curriculum vitae (CV) by becoming subject matter experts in their professional fields of expertise, as well as in various related fields. A facilitator who has the ability to pull knowledge from various fields in right of way, is a versatile facilitator, and has the ability to connect how the topics of one class relate to the various right of way fields. A facilitator with greater knowledge has greater appreciation from class participants.

In order to expand a CV, a facilitator needs to know the necessary paperwork. All of the appropriate forms are located on the "Facilitator Information" page of the IRWA website.

Facilitator Course Approval Requests

Facilitators who want to expand their CV, will note that there are two different forms available, that are used to add courses to a CV. Below you will find which forms correspond to a facilitator's particular situation.



1. Form: Add a Course Within my Approved Discipline

If a facilitator holds a level 4 facilitator status in any in discipline, then that discipline is considered an "approved discipline". If a facilitator wants to expand their CV with a course from their "approved discipline" then the facilitator should use the "Add a Course Within my Approved Discipline" form.

Ex: Facilitator Joe holds a level 4 facilitator approval for Course 100. If Facilitator Joe wants to add Course 103 to his CV, then he should use the "Add a Course Within my Approved Discipline" form.

2. Form: Add a Course Outside my Approved Discipline

If a facilitator does not hold a level 4 facilitator status in a discipline, then that discipline is considered “outside discipline”. If a facilitator wants to expand their CV with a course from an “outside discipline” then the facilitator should use the “Add a Course Outside my Approved Discipline” form.

Ex 1: Facilitator Joe does not hold a facilitator level for any 200 level course. If Facilitator Joe wants to add Course 201 to his CV, then he should use the “Add a Course Outside my Approved Discipline” form.

Ex 2: Facilitator Joe holds a level 3 facilitator approval for Course 400. If Facilitator Joe wants to add Course 401 to his CV, then he should use the “Add a Course Outside my Approved Discipline” form.

After a facilitator has requested to add a course to their curriculum vitae, they must demonstrate their understanding of the course materials.

Audit/Self-Audit/Course History

After a facilitator must demonstrate understanding of the course materials in order to add a course to their CV. There are 3 ways a facilitator may demonstrate understanding of course materials.

1. Audit

If a facilitator chooses to “audit” a course, the facilitator pays an audit fee of \$50.00. The facilitator will go to an on-site class presentation (must attend at least 90% of the class), and the facilitator must take and pass the course exam. Since the facilitator participated in the class through the audit process and not as a regular registered participant, the facilitator will not receive designation or certification credits.



2. Self-Audit



If a facilitator chooses to “self-audit” a course, the facilitator pays a self-audit fee of \$50.00. The facilitator will receive a copy of the participant manual to review, and the facilitator must take and pass the course exam. The course exam must be proctored by an active IRWA

member holding the SR/WA designation. The facilitator will not receive designation or certification credits.

3. Course History

If a facilitator previously took attended a class and passed the course exam, for the course they wish to add to their CV, this can be used in place of an audit or self-audit.

Facilitator Level Approval

Upon completion of an audit, or self-audit, if the facilitator passes both the course exam, they will be granted a facilitator level 3 status for that course by IRWA. In cases where the facilitator has taken a class previous to their request to have the course added to their CV, the International Professional Development Committee and IRWA will review the facilitator's application and course history to determine if they should receive a facilitator level for that course. Once a facilitator is granted a facilitator level 3 status, they will be notified by IRWA, and their online records will be amended to reflect their newly acquired course facilitator approval status.



Facilitator Level Advancement

Once a facilitator presents the course they have just received approval for, the facilitator may submit the "Facilitator Level Advancement" form, to advance their facilitator status to level 4 (certified facilitator). Level advancement is not automatic. A facilitator must submit the "Facilitator Level Advancement" form and have received a facilitator performance score indicating high proficiency in the subject matter. The facilitator performance score is gauged from the participant evaluations that are returned to IRWA after the conclusion of a class. If the facilitator performance score is lower than expected, the IPDC may determine that facilitator advancement be postponed, until after the facilitator presents the course again, and a new facilitator performance score is submitted.

Facilitator Clinic



As IRWA grows, it is important to realize that IRWA's exceptional pool of facilitators must expand in order to meet the demands of its members. Quality professional development is a major goal of IRWA, which is why the IRWA offers the Facilitator Clinic for those persons interested in aiding the professional development of IRWA members.

IRWA is proud to announce that on June 18-19, 2008, the very successful Facilitator Clinic will once again be hosted by David Layne, SR/WA and former IPDC representative, in conjunction with the 54th Annual IRWA Conference.

The Facilitator Clinic is designed specifically for individuals interested in becoming a Facilitator for the IRWA, who have not completed a "Train-the-Trainer" program through a comparable professional organization approved by the International Professional Development Committee (IPDC), or do not possess teaching experience at the college or university level. This clinic will aid potential facilitators develop up-to-date instructional skills & adult learning techniques which are essential when working in professional development. Application forms will be distributed to IRWA Region and Chapter Leaders for solicitation from interested Region members and will be available online through the IRWA website. A maximum of 12 Candidates will be selected to attend the Clinic.



Candidates selected to attend the clinic will be notified in early April. The Clinic registration fee, which will be collected after a Candidate is selected, is the same as that for a two day course, \$400.00 (U.S. Dollars) per person.

IRWA Facilitators are encouraged to inform IRWA members, who are interested in becoming facilitators, to contact their local chapters for information regarding the facilitator clinic and application process.