

Focus on IRWA Facilitators – October 2008

Facilitators not only provide educational services for IRWA participants, they also provide feedback on the quality of IRWA Course materials. Facilitators are independent contractors, who are entitled to compensation for their services. Facilitators are professionals, and as such, must maintain their edge in the Right of Way Profession; facilitators are entitled to feedback on their performance. For these very reasons, facilitators are an important part of the IRWA family. This issue of the Facilitator Newsletter focuses on topics near and dear to facilitators. Topics covered in this newsletter are:

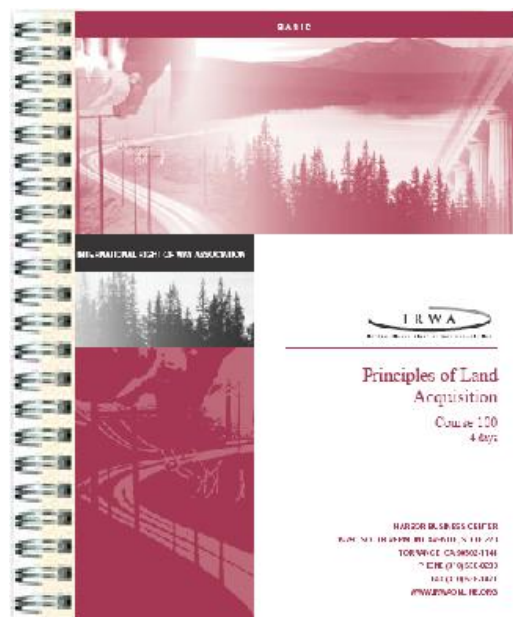
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New Production Vendor

IRWA has changed production vendors, as well as the format of IRWA Course Manuals. Facilitators and participants had expressed concern over the perfect-bound (paperback) structure of the course manuals. Many expressed the difficulty in writing in-manual exercises and case studies in perfect bound manuals since they do not lay flat open.

About the new manuals:

- ❖ IRWA facilitators and participant manuals are now ring bound.
- ❖ The manuals are printed double-sided, allowing for less paper to be used for each manual.
- ❖ The manuals lay flat for ease of use.
- ❖ Participant manuals now include appendices which include answers to exercises and case studies, for participant reference after a class has concluded.*



A rendition of a ring-bound course manual.

**Due to size and detail, maps for Courses 602 and 900 are not included in the back of the manuals.*

Facilitator's Payment Checklist

In order for IRWA to process and dispense facilitator payments facilitators must remember the following:

- ❖ Mail, Fax or e-mail a new W-9 form every calendar year
- ❖ Mail, Fax or e-mail a signed facilitator contract prior to the course start day (regardless of whether they receive compensation)
- ❖ Mail, Fax or e-mail course roster within 5 days after the course completion
- ❖ Mail un-graded course exams/answer sheets within 5 days after the course completion.
- ❖ Mail, fax or e-mail any changes in address and contact information

Maintaining an Active Facilitator Status

As of July 1, 2008 IRWA policy states:



- ❖ Facilitators must present or audit a course at least once every five years to maintain certification.
- ❖ Facilitators are encouraged to maintain their knowledge in the disciplines certified by attending courses, IRWA's annual educational seminar, and by regularly facilitating in the approved discipline.
- ❖ If a Facilitator receives unfavorable participant evaluations, 4.2 or lower, the IPDC may request that Facilitator re-certify.
- ❖ Once a facilitator loses certification, he or she must attend or audit the course to have their certification reinstated.
- ❖ Recertification may include, but is not limited to, attending the course, co-facilitating the course, attending a "Train the Trainer" type seminar, or successfully completing the Facilitator's application process.

Note:

An active Facilitator who has successfully taught an IRWA class shall receive initial or recertification SR/WA and/or Certification credit for having completed the course. This credit shall be applied to the Facilitator's Professional Status Report.¹

¹ SR/WA Credit for Course Instruction: IPRC Meeting, August 9-10, 1997. Minutes Item: New Business, (08-97-07).

Facilitator E-Surveys

Due to vendor-related problems concerning the distribution of facilitator evaluations, effective August 2008:

- ❖ Participants will no longer have paper facilitator evaluations to fill out in class.
- ❖ Facilitator evaluations are now being provided in an electronic format for participants.
- ❖ After receipt and processing of class rosters, participants will receive an email link that will allow them to provide their evaluations anonymously.
- ❖ Surveys will be sent out within 30 days of the end of a class, and results will be available within 45 days from the date of the class. *This timeline may vary depending on receipt of rosters.*



After a test run of e-surveys, a majority of participants stated they preferred the e-survey rather than the paper evaluations. Moving to the e-surveys allows for faster processing of facilitator evaluations, and creates less paper use.

Participant Pass/Fail Notifications & Certificates

As a reminder, participant pass/fail notifications will be emailed to participants within 30 days from the end date of the class. Participants may download copies of class participation and completion certificates from the website. For hard copies of certificates, participants may contact the IRWA Membership Coordinator.