

# Application for Award of Credit for a Non-IRWA Course

## Preamble

- In order to be awarded SR/WA recertification credit or Certification Program recertification credit, the subject matter of a non-IRWA course must be consistent with current Right of Way principles and practices, and enhance the Right of Way disciplines of: Appraisal, Communication/Negotiations, Engineering, Environment, Management/Supervision, Property Management, and Real Estate Law.
- Course content must cover a minimum of 70% of IRWA subject matter to be awarded SR/WA or Certification Program recertification credit.

## Procedures

### Application

- Applicant completes the form, "Application for Award of Credit for a Non-IRWA Course," and forwards to Headquarters. Applicant must attach the following items to the application form:
  1. Course outline showing the timeline spent for each topic.
  2. Completion Certificate**Note: Course materials and final exam must ONLY be submitted upon request by the IPDC.**
- Headquarters sends application and course materials to Industry Committee for review, if appropriate.
- The Non-IRWA Course Accreditation Subcommittee reviews materials for final approval and advises Headquarters regarding decision.

### Notification

- Headquarters advises Applicant of application status (i.e., approval/disapproval, number of credit hours, etc.). If disapproved, Headquarters retains application for 45 days.
- Headquarters updates catalogue of "Non-IRWA Courses Approved for SR/WA and Certification Program recertification Credit," if required.

### Appeals

- Applicant forwards Letter of Appeal to Headquarters within thirty (30) days of receipt of notification.
- Headquarters forwards Application to International Professional Development Committee (IPDC) for full review.
- IPDC reviews, approves/disapproves, and advises Headquarters.
- Headquarters advises Applicant of decision.

## Application for Award of Credit for a Non-IRWA Course

|                          |   |           |
|--------------------------|---|-----------|
| Applicant's Name         |   | Chapter # |
| Company Name             |   |           |
| Mailing Address          |   |           |
| Phone #                  | Fax #   |           |
| Course Name              | Date Taken  |           |
| Course Location          | # of Days   |           |
| Instructor               | # of Hours  |           |
| Credit Being Applied For | <input type="checkbox"/> SR/WA Recertification <input type="checkbox"/> Certification Program<br><input type="checkbox"/> Certification Program Recertification |           |

**Note:** Course outline showing the timeline spent for each topic and a copy of the completion certificate must accompany 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"/> Management/Supervision | <input type="checkbox"/> Other (Identify) _____ |
| <input type="checkbox"/> Communication/Negotiation | <input type="checkbox"/> Property Management    |   |
| <input type="checkbox"/> Engineering               | <input type="checkbox"/> Real Estate Law        |   |
| <input type="checkbox"/> Environment               | <input type="checkbox"/> Relocation Assistance  |   |

Is course approved by or part of program sponsored by any of the following entities? (If yes, please specify.)

- Allied Association: ( \_\_\_\_\_ )
- University/College/Tech. Institute: ( \_\_\_\_\_ )
- Company Training: ( \_\_\_\_\_ )
- Other (Identify): ( \_\_\_\_\_ )

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

\_\_\_\_\_  
Date

|  |                                      |   |
|--|--------------------------------------|---|
| Date Received at Headquarters                        | Industry Committee Approval<br>Date: | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> Not Applicable |
| # of Credits Approved<br>Hours                  Days | Subcommittee Approval<br>Date:       | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> Not Applicable |

# Application Checklist

**Instructions:**

1. In the following pages, locate the general subject area that course or seminar addresses (e.g., Appraisal, Law, etc.).
2. Place an x in the blanks provided to indicate all right of way related topics which are addressed in the course or seminar.
3. Provide your best estimate of the total number of hours which are spent addressing right of way topics.

**APPRAISAL**

|   |                          |
|---|--------------------------|
| Appraisal and Value Concepts                  | <input type="checkbox"/> |
| Appraisal Process                             | <input type="checkbox"/> |
| Area Analysis                                 | <input type="checkbox"/> |
| Data Analysis                                 | <input type="checkbox"/> |
| Site and Building Analysis                    | <input type="checkbox"/> |
| Highest and Best Use                          | <input type="checkbox"/> |
| Site Valuation                                | <input type="checkbox"/> |
| Sales Comparison Approach                     | <input type="checkbox"/> |
| Income and Expense Analysis                   | <input type="checkbox"/> |
| Reconciliation                                | <input type="checkbox"/> |
| Appraisal Reports                             | <input type="checkbox"/> |
| Just Compensation                             | <input type="checkbox"/> |
| Partial Acquisition                           | <input type="checkbox"/> |
| Easement Valuation                            | <input type="checkbox"/> |
| Ethics and Standards of Professional Practice | <input type="checkbox"/> |
| Total hours spent addressing R/W topics       | <input type="checkbox"/> |

**COMMUNICATION/NEGOTIATIONS**

|   |                          |
|---|--------------------------|
| Historical Perspective                  | <input type="checkbox"/> |
| Skills and Attitudes                    | <input type="checkbox"/> |
| Communication Skills                    | <input type="checkbox"/> |
| Negotiation Process                     | <input type="checkbox"/> |
| Role of Power                           | <input type="checkbox"/> |
| Bargaining Negotiations                 | <input type="checkbox"/> |
| Building Trust                          | <input type="checkbox"/> |
| Motivation and Problem Solving          | <input type="checkbox"/> |
| Funnel Technique                        | <input type="checkbox"/> |
| Property Management                     | <input type="checkbox"/> |
| Relocation Assistance                   | <input type="checkbox"/> |
| Environmental Considerations            | <input type="checkbox"/> |
| Professional Ethics                     | <input type="checkbox"/> |
| Total hours spent addressing R/W topics | <input type="checkbox"/> |

ENGINEERING

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

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Total hours spent addressing R/W topics

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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

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Total hours spent addressing R/W topics

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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   |  |
| Profitably Dispose of Excess Lands or Property Rights                                       |  |
| Project Inception   |  |
| Feasibility Analysis  |  |
| Lease Options   |  |
| Leasehold Marketing   |  |
| Leasehold Development   |  |
| Leasehold Administration  |  |
| Total hours spent addressing 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 hours spent addressing R/W topics   |  |