

What you need to know about the Credentialing Program:

Francis Vicente, Credentialing Manager

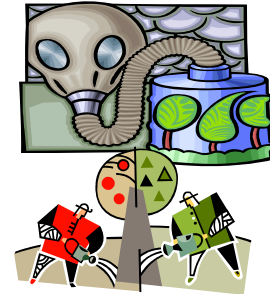
Be on the look out for changes to the Credentialing Program.



Always check for announcements in the Right of Way Magazine and the IRWA website for recent changes in policies and procedures in the credentialing programs.

New Course Requirement for Environmental Certification (R/W-EC)

Effective July 1, 2008, Course 604, Environmental Due Diligence and Liability is part of the course requirements for Environmental Certification. Candidates who have not completed all the requirements and submit their completion application on or before June 30, 2008 are required to complete the course.

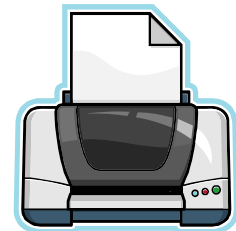


5-year Sunset Clause for SR/WA Exams effective July 1, 2008

SR/WA Exams will have a 5-year sunset clause from the date the passed notification was sent from the Headquarters. Candidates must complete all the requirements and submit their completion application on or before June 30, 2008. After this date, candidates will be required to retake the SR/WA exam(s).

Where to get your application forms and other documents:

Print your application forms or any documents from the IRWA website to ensure you have the most recent version.



To Chapter PDC Chairs: Review of applications

When reviewing application, see to it that all required information and supporting documents are provided before forwarding them to the Headquarters for processing. Review and approval of the application

will depend on the information provided by the candidate. Inform the candidates to invest time to carefully follow the instructions and provide all the required information. It will be easier for Headquarters to process application if all the required information and supporting documents are provided and it will help immensely in the processing of applications without any delay.

IMPORTANT: Candidates' work experience must meet the right of way experience requirements as outlined on the designation and certification brochures. If in doubt, ask the candidate for more information. If still in doubt, don't hesitate to provide your observations on the "chapter comments" space at the bottom of the application. This will help Headquarters if further review by the IPDC is warranted.

Proper way to complete an application form:

- First, read the instructions on how to complete the application form.
- Use a separate page for each employer and for each job title when completing the Right of Way Experience Section of the application.
- The work experience for each employer and each job title must be verified and signed by the immediate supervisor. Please see instructions on who can verify and sign other than the immediate supervisor.
- Description of duties must be provided. "See attached" is not acceptable. Attachments such as resumes are accepted only as supporting documents.
- Copy of course completion certificates or copy of course history (can be downloaded and printed from the IRWA website) must be provided when submitting the completion application.
- All completed application forms must be submitted to the local chapter PDC Chair for review and approval. The PDC Chair will forward the approved application to Headquarters for final review and processing.

Mr. Francis Vicente
Credentialing Manager
Professional Development Program

International Right of Way Association
19750 S. Vermont Avenue, Suite 220
Torrance, CA 90502-1144
Phone: (310) 538-0233, Ext. 123
Fax: (310) 538-1471
E-mail: vicente@irwaonline.org

Check out information on Credentialing Programs below:

[SR/WA Designation Program](#)
[Certification Program](#)

[Frequently asked questions about the credentialing programs](#)

