



International Right of Way Association

R/W-AC

Right of Way Appraisal Certification

**Cross Certification Program Guide
2010-2011**



The Professional Standard of Excellence

2010-2011

Effective 07.01.10

Topics below are hyperlinked to corresponding page.

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Welcome to IRWA's Right of Way Appraisal Certification (R/W-AC) Program specifically designed for valuation professionals seeking Cross Certification.

What is the IRWA's R/W-AC Right of Way Appraisal Cross Certification?

The IRWA's Right of Way Appraisal Cross Certification is for experienced and skilled valuation professionals like you. Right of Way Appraisal Cross Certification allows you to benefit from the time, effort and resources that you have already invested in your career.

The IRWA stands for the highest standard of excellence in the right of way field. As such, a Right of Way Appraisal Certification (R/W-AC) will help to differentiate you from other appraisal professionals. Our standards have enabled us to create a distinction that is respected by customers, businesses and colleagues. The IRWA's Right of Way Appraisal Certification can often help win business in competitive right of way situations.

We congratulate you on your decision to apply for the IRWA's Right of Way Appraisal Certification (R/W-AC) through the Cross Certification Program.

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IRWA 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."

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Steps to earning the Right of Way Appraisal Certification (R/W-AC) through Cross Certification

1. Read the Cross Certification Program Guide
2. Determine eligibility
3. Determine if prerequisites met
4. Submit application form and fee to IRWA Headquarters Office

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Glossary of Terms

1. CEU: Continuing Education Unit, used in recertification (1 hour of classroom or online education = 1 CEU)
2. HQ: IRWA Headquarters Office
3. IEC: International Executive Committee
4. IPDC: International Professional Development Committee
5. IRWA: International Right of Way Association
6. QEU: Qualifying Education Unit, used in initial qualification (1 hour of classroom or online education = 1 QEU)
7. R/W-AC: Right of Way Appraisal Certification

Eligibility:

Prerequisites:

Qualifying Experience:

An applicant for the International Right of Way Association's Right of Way Appraisal Certification (R/W-AC) Cross Certification must:

Path 1: Appraisal Foundation Sponsor member or Appraisal Institute member:

1. Hold the Senior real property designation in any of The Appraisal Foundation Appraisal Sponsor organizations, or
2. Hold a Senior Designation (i.e., MAI, SRPA) in the Appraisal Institute, and
3. Be a State Certified General Real Estate Appraiser.

Path 2: Appraisal Foundation International Sponsor member or Appraisal Institute of Canada member:

1. Hold the Senior real property designation in any of The Appraisal Foundation International Appraisal Sponsor organizations, or
2. Hold the Senior Designation (i.e, AACI) in the Appraisal Institute of Canada, and
3. If required by law or regulation, be a jurisdictionally licensed real estate appraiser.

Path 3: IRWA affiliate organization member:

1. Be a member of an IRWA affiliate member organization, and
2. Have three thousand verifiable hours of real property appraisal experience obtained during no fewer than thirty months. One thousand five hundred hours (of the three thousand hours) must be in non-residential real property appraisal work, and
3. If granted, hold the Senior designation in the IRWA affiliate member organization, and
4. If required by law or regulation, be a jurisdictionally licensed real estate appraiser.

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Coursework:

Path 1: Appraisal Foundation Sponsor member or Appraisal Institute member:

An applicant for the International Right of Way Association's Right of Way Appraisal Certification (R/W-AC) through Cross Certification must successfully complete the IRWA's valuation of partial acquisitions course and examination. No examination challenge is allowed.

- Course 401, The Valuation of Partial Acquisitions or
- Course 401C, The Valuation of Partial Acquisitions (Canadian) or
- Course 421, The Valuation of Partial Acquisitions or
- Course 421C, The Valuation of Partial Acquisitions (Canadian).

Path 2: Appraisal Foundation International Sponsor Member or Appraisal Institute of Canada Member:

An applicant for the International Right of Way Association's Right of Way Appraisal Certification (R/W-AC) through Cross Certification must successfully complete the IRWA's valuation of partial acquisitions course and examination. No examination challenge is allowed.

- Course 401, The Valuation of Partial Acquisitions or
- Course 401C, The Valuation of Partial Acquisitions (Canadian) or
- Course 421, The Valuation of Partial Acquisitions or
- Course 421C, The Valuation of Partial Acquisitions (Canadian).

Path 3: IRWA affiliate organization member:

An applicant for the International Right of Way Association's Right of Way Appraisal Certification (R/W-AC) through Cross Certification must:

1. Hold a university degree or in lieu of a university degree have completed successfully thirty hours of university courses in economics, finance, statistics, business law, real estate law, real estate, accounting, and business management, and
2. Complete three hundred class hours of real property appraisal educational offerings as listed in The Appraisal Foundation's Appraiser Qualification Board's Real Property Appraiser Qualification Criteria for a Certified General Real Estate Appraiser. In lieu of the 15-Hour national USPAP Course or its equivalent, the applicant may substitute a similar course offering, and
3. Successfully complete the IRWA's valuation of partial acquisitions course and examination. No examination challenge is allowed.
 - Course 401, The Valuation of Partial Acquisitions or
 - Course 401C, The Valuation of Partial Acquisitions (Canadian) or
 - Course 421, The Valuation of Partial Acquisitions or
 - Course 421C, The Valuation of Partial Acquisitions (Canadian).

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Ethics:

Regardless of Path chosen, an applicant for the International Right of Way Association's Right of Way Appraisal Certification (R/W-AC) through Cross Certification must successfully complete 8 Qualifying Units in an IRWA ethics course. The ethics course must be recent to be valid (no more than 5 years prior to date of submission of the completed application). Only IRWA ethics can be used toward initial certification.

- Course 103, Ethics and the Right of Way Profession
- Course 104, Standards of Practice for the Right of Way Profession
-

Capstone Examination:

Path 1: Appraisal Foundation Sponsor member or Appraisal Institute member:

No capstone examination required.

Path 2: Appraisal Foundation International Sponsor member or Appraisal Institute of Canada member:

No capstone examination required.

Path 3: IRWA affiliate organization member:

Must successfully complete the IRWA's Appraisal Capstone Examination.

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Completion:

Once all requirements have been met, submit application form and fee to IRWA Headquarters Office. Incomplete applications received will be returned.

Applications will be processed in order of receipt and may take up to 6 weeks.

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Recertification:

Maintaining the Right of Way Appraisal Certification (R/W-AC) requires recertification every 5 years. To recertify, the required credits must be accumulated within a period of no more than 5 years from the date of initial Certification approval or 5 years from the date of the previous recertification. Failure to recertify will result in the loss of the Certification.

Requirements

Path 1: Appraisal Foundation Sponsor member or Appraisal Institute member:

1. Meet the continuing education requirements of the State Certified General Real Estate Appraiser's license and of The Appraisal Foundation Appraisal Sponsor organization or of the Appraisal Institute, and
2. Successfully complete an IRWA ethics course
3. Successfully complete a minimum of 7 Continuing Education Units (CEUs) in any IRWA appraisal course (400 series)*

*Individual education credit may be granted for participation, other than as a student in appraisal educational processes or programs. Examples of activities for which credit may be granted are teaching, program development, textbook authorship, or similar activities, which are determined to be equivalent to obtaining continuing education. Teaching of a course with the same, or substantially the same subject content, may be claimed only once for credit during the renewal cycle.

Path 2: Appraisal Foundation International Sponsor member or Appraisal Institute of Canada member:

1. Meet the continuing education requirements of The Appraisal Foundation International Sponsor organizations or of the Appraisal Institute of Canada, and
2. Meet the continuing education requirements of jurisdiction (if required by law), and
3. Successfully complete an IRWA ethics course
4. Successfully complete a minimum of 7 Continuing Education Units (CEUs) in any IRWA appraisal course (400 series)*

*Individual education credit may be granted for participation, other than as a student in appraisal educational processes or programs. Examples of activities for which credit may be granted are teaching, program development, textbook authorship, or similar activities, which are determined to be equivalent to obtaining continuing education. Teaching of a course with the same, or substantially the same subject content, may be claimed only once for credit during the renewal cycle.

Path 3: IRWA affiliate organization member:

1. Successfully complete 75 Continuing Education Units (CEUs) in appraisal topics, as approved by the IRWA, and
2. Successfully complete an IRWA ethics course
3. Successfully complete a minimum of 7 continuing education units (CEUs) in any IRWA appraisal course (400 series)*

*Individual education credit may be granted for participation, other than as a student in appraisal educational processes or programs. Examples of activities for which credit may be granted are teaching, program development, textbook authorship, or similar activities, which are determined to be equivalent to obtaining continuing education. Teaching of a course with the same, or substantially the same subject content, may be claimed only once for credit during the renewal cycle.

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R/W-ACs attending a class for recertification credit are not required to complete the course examination; however taking the examination is strongly encouraged to allow the course credit to be applied for any other credentialing program which may require examination. If a class was attended for recertification and the examination was not taken at the time of the class, the examination cannot be challenged at a future date.

Participants taking an IRWA course for continuing education (CE) or other type of credit, for license renewal or other purposes may be required to take the course examination. Examinations must be taken with all online courses to earn recertification credit.

R/W-ACs may receive up to 24 CEUs of recertification credit for paid attendance at an IRWA Annual International Education Conference.

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Application

Once all recertification requirements have been met submit recertification application form and fee to IRWA Headquarters Office. Incomplete recertification applications received will be returned.

Recertification applications will be processed in order of receipt and may take up to 8 weeks.

Credit for Non-IRWA Courses

In order to be awarded recertification credit, the subject matter of a non-IRWA course must be consistent with current right of way principles and practices, and enhance the practitioner's appraisal knowledge.

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Appeals

To appeal a denial of recertification credit for a non-IRWA course, the applicant must forward a letter of appeal to IRWA Headquarters Office within 30 days of receipt of notification. IRWA Headquarters Office will undertake a review and advise the applicant of its final approval/disapproval.

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Inactive Status

During an inactive period, (when not employed in or otherwise involved with the right of way profession) a R/W-AC may request an inactive status:

1. Submit a letter, along with the processing fee requesting the R/W-AC Right of Way Appraisal Certification be held in an inactive status and acknowledging that during such period, the R/W-AC Right of Way Appraisal Certification may not be used.
2. Pay an annual maintenance fee during inactive status.

To apply for inactive status, Right of Way Appraisal Certification must be current. Inactive status may not be applied for if recertification has expired.

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Reinstatement

To re-establish to active status:

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

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