



Right of Way Professional Career Path

Senior Right of Way Professional SR/WA

Completion Application



2010-2011

Effective 10.01.10



Senior Right of Way Professional (SR/WA) Designation Program Completion Application Process

SUBMIT COMPLETION APPLICATION ONCE ALL REQUIREMENTS HAVE BEEN MET.

INCOMPLETE APPLICATIONS RECEIVED BY PDC CHAIR WILL BE RETURNED TO CANDIDATE

INCOMPLETE APPLICATIONS RECEIVED AT IRWA HEADQUARTERS WILL BE RETURNED TO THE PDC CHAIR.

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

Instructions for completing this application:

- Fill in COMPLETELY, type or print clearly and legibly
- Be as accurate as possible with regard to dates
- Be careful to not duplicate information
- Attach extra sheets as necessary
- Attach supporting documentation where indicated
- Include payment information
- Submit completed application to:

Chapter PDC Chair



Senior Right of Way Professional (SR/WA) Designation Program Completion Application Applicant Information & Payment Page

Once all requirements are met, complete and return this application along with your **non-refundable** application fee* , including supporting materials to your PDC Chair for review and verification.

Only complete applications will be processed all others will be returned.

Applicant Information

Name _____ Member # _____

Mailing Address _____ Chapter # _____

City, State/Province _____

Zip/Postal Code _____ Phone (____) _____

Email _____

Agency or Company _____

Address _____

City, State/Province _____

Zip/Postal Code _____ Phone (____) _____

Email _____

Payment Information

Card Number _____ Exp. Date ____/____

Signature _____ *Amount \$ _____

Name as it appears on card _____

Please indicate method of payment:

- Check Enclosed (made payable to IRWA)
- Visa MasterCard American Express

***REFER TO FEE SCHEDULE FOR CURRENT FEES**

**For any questions regarding the Professional Experience Requirements, contact your
Chapter Professional Development Committee Chair**



**Senior Right of Way Professional (SR/WA) Designation Program
Completion Application
-Right of Way Experience Page**

Detail the required 5 years minimum of relevant Right of Way professional experience in the appropriate section below; attach additional sheets as necessary. **Please use a separate page for each employer and each job title.**

Company or Agency Details

From (mm/dd/yyyy) ____/____/____ To (mm/dd/yyyy) ____/____/____

Total Number of Months _____ Agency Name _____

Company or Agency Address _____
Street

_____ City, State/Province _____ Zip/Postal Code

Position or Job Title _____

Describe duties below (attached resume as supporting documentation)

Verification: (Current Supervisor or someone with personal knowledge of your work*)

** If you are self employed, a professional associate familiar with your work who is NOT a member of your immediate family.*

Name _____

Title _____

Phone (____) _____ Fax (____) _____

Email Address _____

I have examined the above statement and hereby certify that to the best of my knowledge, it is true and correct.

Signature _____ Date ____/____/____



Senior Right of Way Professional (SR/WA) Designation Program Completion Application Applicant Reference Page

List two (2) references: (References must hold the SR/WA Designation)

Reference #1				
Name _____		Membership Number _____		
First	M.I.	Last		
Mailing Address _____				
Street	City	State/Province	Zip/Postal Code	
Present Employer _____				
Business Phone (____) _____		Fax (____) _____		
Email Address _____				

Reference #2				
Name _____		Membership Number _____		
First	M.I.	Last		
Mailing Address _____				
Street	City	State/Province	Zip/Postal Code	
Present Employer _____				
Business Phone (____) _____		Fax (____) _____		
Email Address _____				



**Senior Right of Way Professional (SR/WA) Designation Program
Completion Application
Education and Coursework Requirements**

Education Requirement

Education Checklist:

**CATEGORY 1: 4 YEAR COLLEGE/UNIVERSITY DEGREE
(BA/BS in US and University Diploma in CA)**

Copy of degree/diploma attached

CATEGORY 2: 2 YEAR COLLEGE DEGREE/DIPLOMA

Copy of degree/diploma attached

And 1 of the following:

2 Years of additional qualifying ROW Experience

or

128 additional units of IRWA approved coursework

CATEGORY 3: CAPL (CA) OR AAPL (US) CERTIFICATION

PLUS 2 years additional qualifying ROW Experience

or

PLUS 128 additional units of IRWA approved coursework

CATEGORY 4: NO COLLEGE DEGREE/DIPLOMA

4 Years of additional qualifying ROW Experience

or

256 additional units of IRWA approved coursework



Coursework Checklist:

1. **40 units Core Courses:** Check up to 16 units in each series (courses may not have been previously applied at RWA, ARWP or RWP levels.)

100 Series – Basic right of way	N/A
200 Series – Negotiations and Acquisitions	<input type="checkbox"/> 201 Communications in R.E. Acquisition <input type="checkbox"/> 203 Alternative Dispute Resolution <input type="checkbox"/> 205 Bargaining Negotiations <input type="checkbox"/> 207 Practical Negotiations for U.S. Federal Funded Land Acquisitions <input type="checkbox"/> 209 Negotiating Effectively with a Diverse Clientele <input type="checkbox"/> 215 Right of Way Agent's Development Program <input type="checkbox"/> 218 Right of Way Acquisition for Non-Transportation Projects <input type="checkbox"/> 222 Negotiating for Interests on Native Lands in Canada
300 Series – Management	<input type="checkbox"/> 303 Managing the Consultant Process <input type="checkbox"/> 304 When Public Agencies Collide
400 Series – Appraisal	<input type="checkbox"/> 403 Easement Valuation <input type="checkbox"/> 406A 15-Hour National USPAP Course <input type="checkbox"/> 406B 7 Hour National USPAP Course <input type="checkbox"/> 408 The Valuation of Native Lands in Canada <input type="checkbox"/> 409 Integrating Appraisal Standards <input type="checkbox"/> 410 Reviewing Appraisals in Eminent Domain <input type="checkbox"/> 417 The Valuation of Environmentally Contaminated Real Estate <input type="checkbox"/> 421 The Valuation of Partial Acquisitions
500 Series – Relocation Assistance	<input type="checkbox"/> 501 Residential Relocation Assistance <input type="checkbox"/> 502 Business Relocation² <input type="checkbox"/> 503 Mobile Home Relocation <input type="checkbox"/> 504 Computing Replacement Housing Payments <input type="checkbox"/> 505 Advanced Residential Relocation Assistance <input type="checkbox"/> 506 Advanced Business Relocation Assistance
600 Series – Environmental	<input type="checkbox"/> 603 Understanding Environmental Contamination in Real Estate <input type="checkbox"/> 604 Environmental Due Diligence and Liability <input type="checkbox"/> 606 The Environmental Process
700 Series – Asset/Property Management	<input type="checkbox"/> 701 Property/Asset Management: Leasing <input type="checkbox"/> 703 Real Property Asset Management
800 Series – Law	<input type="checkbox"/> 801 United States Land Titles <input type="checkbox"/> 802 Legal Aspects of Easements <input type="checkbox"/> 803 Eminent Domain Law Basics for Right-of-Way Professionals <input type="checkbox"/> 804 Skills of Expert Testimony
900 Series – Engineering	<input type="checkbox"/> 901 Engineering Plan Development and Application <input type="checkbox"/> 902 Property Descriptions



Inactive Courses	<input type="checkbox"/> 202 [24 units] Interpersonal Relations of Real Estate Acquisition <input type="checkbox"/> 206 [16 units] Presentation Skills <input type="checkbox"/> 301 [24 units] Leadership Skills for ROW and Real Property Professionals <input type="checkbox"/> 302 [8units] Team Building <input type="checkbox"/> 303 [8 units] Real Property Asset (not to be confused with the newer Course 303: Managing the Consultant) <input type="checkbox"/> 401 [40 units] The Appraisal of Partial Acquisitions May not use if C421 checked above <input type="checkbox"/> 404 [48 units] Appraisal Theory and Principles <input type="checkbox"/> 405 [48 units] Applications of Appraisal Principles <input type="checkbox"/> 407 [8 units] Valuation of Contaminated Properties <input type="checkbox"/> 601 [32 units] Environmental Considerations
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2. **24 units IRWA Elective Courses:** *List 24 units of intermediate or advanced course work completed (courses may not have been previously applied at RWA, ARWP, or RWP levels) and attach a printout of course history or completion certificates*

C#-_____	Name of course:
C#-_____	Name of course:
C#-_____	Name of course:

3. **8 units IRWA Ethics within past 5 years from date of completion application:**
 Indicate below which course was taken to fulfill the ethics requirement and attach a printout of course history or completion certificate.

Ethics [8 units]	<input type="checkbox"/> 103 Ethics and the Right of Way Profession <input type="checkbox"/> 104 Standards of Practice for the Right of Way Profession
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Exam(s) Checklist: *Indicate which exam option chosen and attach pass letter(s) **

** Capstone exam is valid for 5 years from the pass date*

Option A

<input type="checkbox"/> Capstone Comprehensive Exam
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Option B (successfully pass any 4 of the following exams)

<input type="checkbox"/> Appraisal Capstone Exam	<input type="checkbox"/> Environmental Capstone Exam
<input type="checkbox"/> Asset Management Capstone Exam	<input type="checkbox"/> Law Capstone Exam
<input type="checkbox"/> Negotiations/Acquisition Capstone Exam	<input type="checkbox"/> Engineering Capstone Exam URA Capstone Exam
<input type="checkbox"/> Relocation Assistance Capstone Exam	See current fee schedule



**Senior Right of Way Professional (SR/WA) Designation Program
Completion Application
IRWA Association
Code of Ethics
Applicant Signature Page**

Answer the following questions

Have you ever been convicted of fraud, misrepresentation or misappropriation of funds or property? *If yes, attach a detailed explanation.* Yes No

Have you ever been subject to disciplinary action by any professional organization? *If yes, attach a detailed explanation.* Yes No

Signature

By signing below, I agree to abide by the IRWA Code of Ethics and to be subject to disciplinary action as adopted by the International Executive Committee (IEC). All of the information provided by me is complete and correct to the best of my knowledge and belief. If I made or at any time make statements with knowledge of the statements falseness, I understand that it shall be cause for denial or revocation of the designation.

Printed Name _____

Signature _____

Date: ____/____/____



Senior Right of Way Professional (SR/WA) Designation Program Completion Application Agreement Page

Applicant Name _____

In completing this application, I hereby consent to the following terms:

- 1 I subscribe to the aims and purposes and agree to abide by the Code of Ethics of the IRWA.
- 2 I hereby irrevocably waive any claim or right of action at law or in equity that I might have any time hereafter against the IRWA, its governing officers, committee members, or other officials, either as a group or as individuals, for any official act in connection with the business of the Designation Program and particularly as to its or their acts in admitting or failing to admit me to Designation status; or, disciplining me for any reason whatsoever.
- 3 I hereby authorize the IRWA to verify all information contained herein and further to make all investigations in any manner it deems necessary.
- 4 I hereby certify that all statements made in this application are true to the best of my knowledge, and I agree and understand that any misstatements of material facts herein will cause forfeiture on my part of all rights to Designation status with no refund of my application fee(s).
- 5 Attached hereto is my application fee (payable to IRWA).
- 6 If I become certified by the IRWA, I agree that I will comply with any future requirements the International Executive Committee of the IRWA, or its appointed oversight committee, decides are appropriate for me to retain my registration as a Senior Right Of Way Professional of the IRWA.

Applicants Signature _____ Date ____/____/____

For Chapter PDC Chair Use Only

PDC Name _____

Mailing Address _____ Chapter # _____

City, State/Province _____

Zip/Postal Code _____ Phone (____) _____

Email _____ Date ____/____/____

PDC Signature _____