

## Associate Right of Way Professional (ARWP) Certification Program Completion Application Applicant Information and Payment Page

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

Only complete applications will be processed. All incomplete applications will be returned to the PDC Chair.

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**

**Associate Right of Way Professional (ARWP) Certification Program  
Completion Application  
Right of Way Experience Page**

Detail the required 2 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 (attach resume as additional 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 \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## Associate Right Of Way Professional Certification Program Completion Application Education and Coursework Requirements

### Education Checklist: check ONE of the following

2 Year College Degree (US) or 2 Year Diploma (CDN) *Attach copy of diploma*

*or*

2 Years of additional qualifying ROW Experience

*or*

128 additional units of IRWA approved coursework

### Coursework Checklist: 40 units IRWA Approved Courses

**40 units Core Courses:** *Check up to 16 units in each series (beginning or intermediate courses only and courses may not have been previously applied at RWA level.)*

100 – Basic right of way	<input type="checkbox"/> 105 <a href="#">The Uniform Act Executive Summary</a>
200 – Negotiations and Acquisitions	<input type="checkbox"/> 200 [16 units] <a href="#">Principles of R.E. Negotiation</a> <input type="checkbox"/> 201 [24 units] <a href="#">Communications in R.E. Acquisition</a> <input type="checkbox"/> 203 [16 units] <a href="#">Alternative Dispute Resolution</a> <input type="checkbox"/> 207 [16 units] <a href="#">Practical Negotiations for U.S. Federal Funded Land Acquisitions</a> <input type="checkbox"/> 209 [16 units] <a href="#">Negotiating Effectively with a Diverse Clientele</a> <input type="checkbox"/> 213 [8 units] <a href="#">Conflict Management</a> <input type="checkbox"/> 215 [16 units] <a href="#">Right Of Way Agent's Development Program</a> <input type="checkbox"/> 218 [16 units] <a href="#">Linear Acquisition for non-transportation</a> <input type="checkbox"/> 220 [16 units] <a href="#">Cultural Awareness</a> <input type="checkbox"/> 222C [8 units] <a href="#">Negotiating for Interests on Native Lands in Canada</a>
300 - Management	<input type="checkbox"/> 303 [16 units] <a href="#">Managing the Consultant Process</a> <input type="checkbox"/> 304 [8 units] <a href="#">When Public Agencies Collide</a>
400 - Appraisal	<input type="checkbox"/> 400 or 400C [16 units] <a href="#">Principles of Real Estate Appraisal</a> <input type="checkbox"/> 402 [8 units] <a href="#">Introduction to the Income Capitalization Approach</a> <input type="checkbox"/> 403 [8 units] <a href="#">Easement Valuation</a> <input type="checkbox"/> 406A [16 units] <a href="#">15 Hour National USPAP Course Uniform Standards of Professional Appraisal Practice</a> <input type="checkbox"/> 406B [8 units] <a href="#">7 Hour National USPAP Course Uniform Standards of Professional Appraisal Practice</a> <input type="checkbox"/> 408C [16 units] <a href="#">Valuation of Native Lands in Canada</a> <input type="checkbox"/> 410 [8 units] <a href="#">Reviewing Appraisals in Eminent Domain</a>
500- Relocation Assistance	<input type="checkbox"/> 501 [16 units] <a href="#">Residential Relocation Assistance</a> <input type="checkbox"/> 502 [16 units] <a href="#">Business Relocation</a> <input type="checkbox"/> 503 [8 units] <a href="#">Mobile Home Relocation</a> <input type="checkbox"/> 504 [16 units] <a href="#">Computing Replacement Housing Payments</a>

600 - Environmental	<input type="checkbox"/> 600 or 600 C [8 units] <a href="#">Environmental Awareness</a> <input type="checkbox"/> 603 or 603C [8 units] <a href="#">Understanding Environmental Contamination in Real Estate</a> <input type="checkbox"/> 604 [8 units] <a href="#">Environmental Due Diligence and Liability</a>
700 – Asset/Property Management	<input type="checkbox"/> 700 [16 units] <a href="#">Introduction to Property/Asset Management</a> <input type="checkbox"/> 701 [16 units] <a href="#">Property/Asset Management: Leasing</a> <input type="checkbox"/> 703 [8 units] <a href="#">Real Property/Asset Management</a>
800 - Law	<input type="checkbox"/> 800 or 800C [16 units] <a href="#">Principles of Real Estate Law</a> <input type="checkbox"/> 801 or 801C [16 units] <a href="#">Land Titles</a> <input type="checkbox"/> 803 [16units] <a href="#">Eminent Domain Law Basics for Right-of-Way Professionals</a>
900 - Engineering	<input type="checkbox"/> 900 or 900C [16 units] <a href="#">Principles of Real Estate Engineering</a> <input type="checkbox"/> 901 [8 units] <a href="#">Engineering Plan Development and Application</a>
Inactive Courses	<input type="checkbox"/> 101A [16 units] Principles of Real Estate Acquisition and Appraisal May not use if C400 or C400C checked above  <input type="checkbox"/> 101E [16 units] Principles of Real Estate Engineering May not use if C900 or C900C checked above  <input type="checkbox"/> 101L [16 units] Principles of Real Estate Law May not use if C800 or C800C checked above  <input type="checkbox"/> 101N [16 units] Principles of Real Estate Negotiation May not use if C200 checked above  <input type="checkbox"/> 203 [16 units] Transactional Analysis: A communication skill <input type="checkbox"/> 204 [24 units] Group Communications <input type="checkbox"/> 206 [16 units] Presentation Skills <input type="checkbox"/> 210 [8 units] Nonverbal Communications <input type="checkbox"/> 211 [8 units] Effective Written Communications <input type="checkbox"/> 212 [8 units] Creatively Solving Problems in Groups <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 <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 Consideration <input type="checkbox"/> 602 [16 units] Project Development and the Environmental Process <input type="checkbox"/> 702 [8 units] Land Management

**8 units IRWA Elective Courses:** *List 8 units of beginning, or intermediate course work completed (courses may not have been checked above or previously applied at RWA level) and attach a printout of course history or completion certificates.*

C#-_____	Name of course:
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**8 units IRWA Ethics within past 5 years of 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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**Associate Right Of Way Professional (ARWP) Certification Program  
Completion Application  
IRWA Association  
Code of Ethics  
Applicant Signature Page**

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**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 certification.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Associate Right Of Way Professional (ARWP) Certification Program Completion Application Agreement Page

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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 Certification Program and particularly as to its or their acts in admitting or failing to admit me to Certification 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 Certification 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 Certified Right Of Way Professional of the IRWA.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### For Chapter PDC Chair Use Only

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PDC Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Chapter # \_\_\_\_\_

City, State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

PDC Signature \_\_\_\_\_