

# Course Catalog

2024-2025

Education



In-Person | Virtual | Online (On-Demand)



# IRWA EDUCATION EVERYWHERE. ANYWHERE.



Do you like the interactive setting of in-person and virtual trainings? Experience one of IRWA's 70 right of way education courses and receive instruction by the industries leading subject matter experts. Training for professionals by the professionals. Visit our [in-person and virtual class schedule](#) and register for one of our upcoming class offerings today!

Prefer the convenience and flexibility of online, on-demand learning? IRWA offers online courses 24 hours a day 7 days a week from any location. Learn on your schedule and at your pace. Visit [IRWA U](#) today to explore IRWA's on-demand education offerings.





# CREDENTIALING

FOR THE RIGHT OF WAY PROFESSIONAL



IRWA credentialing programs are the most recognized in the right of way industry. Whether you are acquiring land, relocating clients, or negotiating the next deal, an IRWA credential enhances your knowledge and experience to help you stand out in today's complex marketplace.

IRWA offers industry-leading credentials in each of the following five specific disciplines:

- [Appraisal](#)
- [Asset Management](#)
- [Negotiations/Acquisition](#)
- [Relocation Assistance](#)
- [Uniform Relocation Act](#)

# SENIOR RIGHT OF WAY DESIGNATION



In addition to six credentialing options, the IRWA offers the industry's most prestigious designation, the Senior Right of Way Professional (SR/WA). Those who attain this designation have proven their professional status through a combination of experience, education, and examination. They represent the most seasoned professionals who have acquired the highest level of knowledge and expertise within all the major disciplines of the right of way industry.

Together with the RWA and RWP, earning the SR/WA designation can help create employment opportunities, career advancement, salary increases, and professional development growth.

Click [here](#) to learn more about our new SR/WA Program!





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## **Contact Information:**

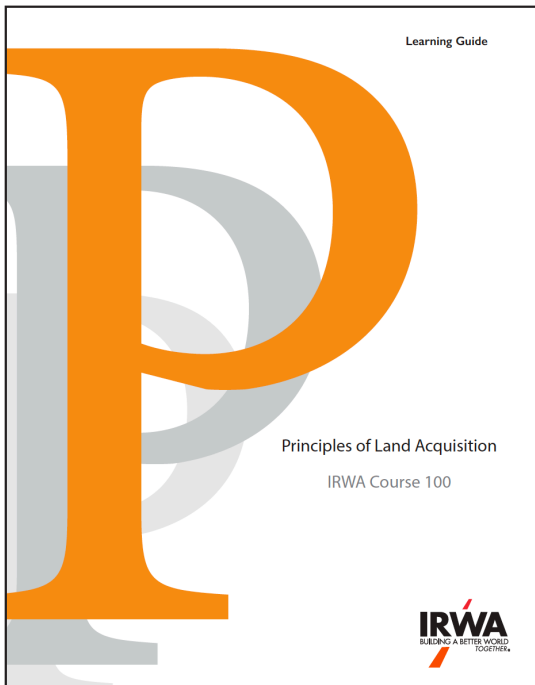
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19210 South Vermont Ave.  
Building A, Suite 100  
Gardena, CA 90248  
Phone: (310) 538-0233  
<http://www.irwaonline.org>

## **Let's Connect!**



# Course 100 Series: Basic Right of Way Disciplines

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**100 – Principles of Land Acquisition:** This two-day, beginning-level course is designed as an educational offering to the global community of right of way and infrastructure professionals, and to anyone who directly or indirectly engages in this profession. The purpose and content of this course are centered on members of the Project Team, with specific emphasis on the right of way agent. This course is an introduction to industry-specific disciplines, which have overlapping roles and responsibilities with project managers, designers and legal needs. Agents who typically participate on a project team are from the following disciplines: environment, engineering/surveying, appraisal, negotiation, relocation assistance, law and real property management. Law is included not only because of the attorney’s role in compulsory purchases (condemnation, expropriation, etc.), but also because it is a vital component of the agent’s responsibility to prepare legal documents and obtain the correct signatures of vesting property owners. This ensures the document is legal and enforceable. This course provides an awareness of the disciplines involved in right of way and infrastructure projects, and the importance of a team approach to the work. **Available Online.**

**102 – Elevating Your Ethical Awareness:** This one-day, beginning-level course is intended to help resolve ethics and compliance issues by providing the information, tools and resources necessary to make good decisions. Participants will leave this course with an overview of IRWA’s Code of Conduct, Rules and Standards. These are what guide us and provide an understanding of how to apply this knowledge in serving our clients and members in the utmost ethical manner while always striving to fulfill our purpose of “improving the quality of people’s lives through infrastructure development. **Available Online.**



# Course 100 Series: Basic Right of Way Disciplines

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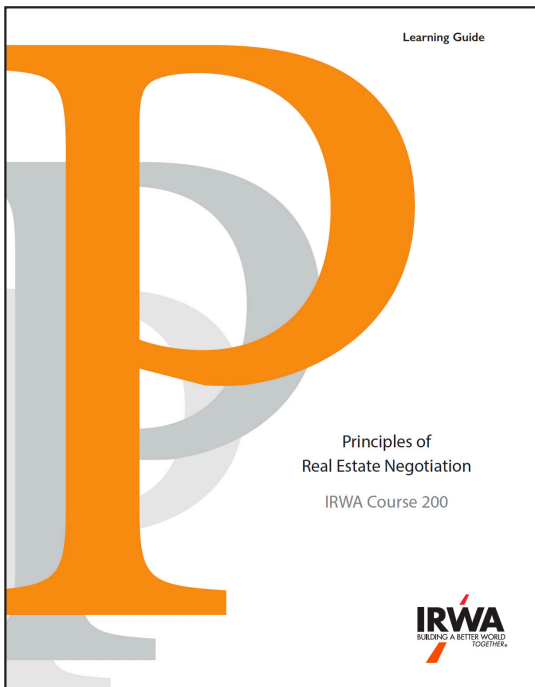


**105 – The Uniform Act Executive Summary:** This one-day, beginning-level course will benefit anyone who wants to learn more about the Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970, as amended, and provides a better understanding of land acquisition activities that receive federal financial assistance or that utilize federal regulations. Participants will have knowledge in relocation assistance and the steps in a typical land acquisition project; specifically, project components and impacts on both project schedules and budgets. **Available Online.**

**145 – Overview of the Uniform Act Requirements (4 hours):** This four-hour, beginning-level course offers a general understanding of the rules and the negative impacts of URA non-compliance on projects, including the possible loss of Federal funding, and provides a balanced view of all aspects of the rule and an introduction to the interdependent nature of disciplines involved in infrastructure projects. This course does not focus on the intricacies of requirements, nor does it put too heavy an emphasis on the more complicated relocation assistance calculations and provisions. It is intended to provide a hands-on experience and heavily relies upon individual and group participation in examining (and demystifying) the URA regulations. The participants will be asked to read aloud certain sections of the Code of Federal Regulations (CFR) and provide subsequent comment and reflection. Anyone not comfortable with this may simply choose to pass to the next reader and is always welcome to participate in other ways.

# Course 200 Series: Communication/Negotiations

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**200 – Principles of Real Estate Negotiation:** This two-day, beginning-level course is designed to first introduce you to the primary communication principles and concepts associated with right of way acquisitions. The course begins with a brief introduction of the three major types of negotiation: Integrative, Bargaining, and Intra-Agency. Next, there is a discussion of the basic negotiation principles, as well as the characteristics and attitudes of successful negotiators. From there, you will engage in an in-depth study of the acquisition process and be introduced to a plan for effective negotiations. The course concludes with a discussion of the most important communication variables affecting negotiations and strategies to employ when negotiations fail. **Available Online.**

**201 – Principles of Real Estate Negotiation:** This two-day, intermediate-level course utilizes self-learning exercises, role-playing and simulations of actual acquisition interviews, this course helps to instill confidence in participants and to enhance their communication/negotiation skills. Participants are given the opportunity for extensive individual participation, and are encouraged to experiment with the practical application of communication concepts and skills presented and discussed. Following the self-learning exercises and role-playing sessions, participants receive feedback regarding what they are doing effectively, as well as the areas in which they are in need of improvement. The acquisition interview is presented in a step-by-step approach: how to start, how to develop trust, how to handle problems and objections, and how to close. Using video cameras, participants can then practice these steps by taking part in simulations of actual acquisition interviews. These video demonstrations are then replayed, enabling participants to see themselves “in action.” **PLEASE NOTE: Each participant is required to bring an example of an actual acquisition case that has already been conducted or will soon be conducted. This case is needed on the first day of class.**



# Course 200 Series: Communication/Negotiations

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**203 – Alternative Dispute Resolution:** This two-day, intermediate-level course provides the right of way professional with information regarding alternate methods to resolve negotiation disputes. Participants will learn how to identify different alternative dispute resolution (ADR) methods and how to recognize each method's strengths and weaknesses. Participants will also learn how to bust through deadlock, how to save money when negotiations are not successful, and how to avoid getting involved in court proceedings. **Available Online.**

**205 – Bargaining Negotiations:** This two-day, advanced-level teaches the skills required to win at bargaining negotiations. Problem-solving negotiations are widely accepted as the preferred type of negotiations. However, successful acquisition professionals must be effective at both bargaining and problem-solving negotiations so they are thoroughly prepared in the event that they encounter an attorney or property owner who insists upon a hard bargaining stance. Participants will learn: the steps in a bargaining negotiation; how to analyze the negotiations to determine if they are progressing in a bargaining or problem-solving mode; how to identify the specific skills and attitudes required of successful bargainers; how to make the initial offer How and when to grant concessions; how to secure concessions from the other party; self-examination, role play and case studies tie negotiations to on-the-job situations. **Available Online.**

**207 – Practical Negotiations for U.S. Federal Funded Land Acquisitions:** This two-day, intermediate-level course reviews the Uniform Act acquisition (negotiation) requirements for Federal and federally assisted programs. During this course, participants examine negotiations styles and explore practical approaches, and are also provided with tips on how to improve settlement rates for right of way acquisitions, with adequate consideration to significant right of way elements involved in the location and design of the project, including possible social, economic, and environmental effects.

# Course 200 Series: Communication/Negotiations

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**209 – Negotiating Effectively with a Diverse Clientele:** This two-day, intermediate-level course explores the processes, dynamics, challenges and opportunities involved when negotiating with a diverse clientele, with the goal of maximizing each participant’s personal negotiating power and effectiveness. Participants will increase their cultural awareness and sensitivity, gain awareness of different negotiation styles, learn intercultural communication skills for resolving conflicts and will be exposed to collaborative negotiation for reaching mutually satisfying agreements with people of diverse backgrounds. Participants will also gain a greater understanding of the causes and roots of misinterpretation, which can cause cultural collisions due to factors such as: the dynamics of communication, behavioral prescriptions, assumptions, perceptions, values, reasoning styles, attitudes, language, social relations, ethnocentrism, ambiguity, orientations and patterns, formality, emotion, different values, attitudes and reasoning styles and their relationships to communication and negotiation.

**213 – Conflict Management:** This two-day, beginning-level course provides focused strategies towards establishing collaborative solutions to minimize potential negative aspects of conflict and maximize successful outcomes that strive to resolve conflict. During this course, participants will learn how effective conflict management can open doors to healthier workplace relationships and more productive working relationships with both property owners as well as the general public. **Available Online.**



# Course 200 Series: Communication/Negotiations

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**215 – Right of Way Acquisition for Pipeline Projects:** This two-day course focuses on the primary duties that a right of way professional may be required to undertake on pipeline projects. This course is intended to improve the right of way practitioner’s knowledge about pipeline projects, project development and management, records development and management, title research and curative matters, surveys, permits, negotiations and strategy, public relations, stakeholder engagement, construction, damage settlement, and field-related activities.

**218 – Right of Way Acquisition for Electrical Transmission Projects:** This two-day, intermediate-level course creates an awareness of the full-scope process involved in right of way acquisition for electrical transmission projects. The course also provides effective techniques for successful negotiations in the process and exposes right of way agents to what their role may be throughout the process. The course also exposes the participants to the idea of “resourcefulness,” so they can recognize a problem when it develops and determine a solution, or know where to go and who to ask for help in finding that solution. The course culminates in a scenario-based, live team challenge where students apply their new skills and develop critical thinking to solve a real world, electrical transmission project crisis.

**219 – Adult Communication Principles and Methods:** This two-day, intermediate-level course introduces three primary methods to communicate effectively with any type of audience you may encounter and provides the necessary tools to improve your daily communication skills. Participants will engage in instructional exercises that will empower them to determine which method to employ in different situations, set the stage, and deal with fear of speaking in various situations. Moreover, participants will learn about the three types of communication: presentation, instruction, and facilitation; time management; accepting constructive feedback; facilitation preparation; practice and delivery; and handling disruptions and disturbances, including conflict and working toward resolution.

# Course 200 Series: Communication/Negotiations

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**225 – Social Ecology - Listening to Community:** This one-day, intermediate-level course will provide you with those vital leading edge skills to approach community engagement from a unique cultural awareness perspective — putting community first at the front-end of the project by actively listening to and engaging with the very people who will be impacted by the project. Participants will learn essential information on how to create authentic community engagement, how to discover human patterns that organically exist in the community, develop solutions to mitigate impact, and how to honestly listen to the people in the community in their own environment by learning how to visit the local restaurants, libraries, schools, etc., where “life happens.” With this new knowledge gained, infrastructure-based companies will be able to incorporate community needs in the acquisition process.

**230 – Oil and Gas Land Basics & Related Surface Rights Issues:** This one-day, intermediate-level course examines how the oil and gas lease is the base agreement governing the right to own and transport hydrocarbons from, over and across an oil and gas field. This and other related agreements are usually the exclusive domain of the Exploration Landman. You will learn in this course that this need not be the case. The purpose of this course is to expand the knowledge base of the Right of Way Agent/Surface Landman (and related infrastructure professionals) so that he or she can fully understand (1) the basics of exploration land work and (2) when, where and why the lessee (or their assigns), under the terms of an oil and gas lease, has the right to build pipelines and related facilities for transporting hydrocarbons across an oil and gas lease. This course is a lecture based in-person classroom learning experience and is one of IRWA’s premier courses for IRWA’s Oil/Gas Pipeline Industry Pathway. Whether as a primer to understand exploration land work or to expand your talents in the infrastructure/right of way field, this course has significant value, helping to secure IRWA’s purpose of improving the quality of people’s lives through infrastructure development.



# Course 200 Series: Communication/Negotiations

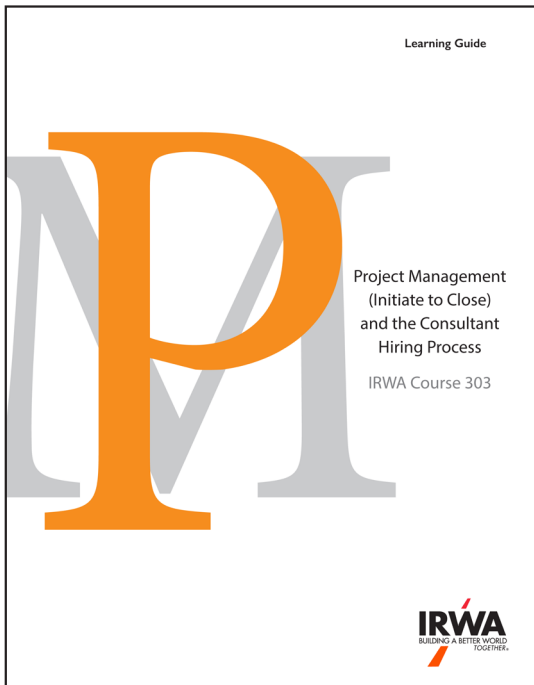
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**235C – The Canadian Oil and Gas Industry Overview:** This two-day, intermediate-level course provides participants with an overview of the oil and gas industry in Canada- knowledge and skills that positively impact the industry. You will learn about the applicable legislation and regulation related to oil and gas projects located within the Northwest Territories and the Yukon, Offshore, within each Province as well as Federal projects that cross provincial, territorial and international boundaries. You will gain an understanding of upstream, midstream and downstream activities, applications and approvals. Throughout this course, you will be able to have the opportunity to apply basic industry knowledge, tools and best practices, culminating in a live dynamic team challenge where you will use critical thinking to create the solution for a serious right of way/infrastructure project crisis.

**239 – Principles of Wind Energy, Land Rights, and Acquisition:** This two-day, intermediate-level course provides participants with current knowledge and skills required for wind energy land rights and acquisition. Throughout the course, the terms infrastructure professional and agent are synonymous. In addition, this course will: familiarize participants with the types of energy and the metrics for comparing energy types; present the history, advantages, and disadvantages of wind energy; focus on aspects of wind energy right of way acquisition that differs from other infrastructure right of way work; and provide participants with a valuable reference document.

# Course 300 Series: Management

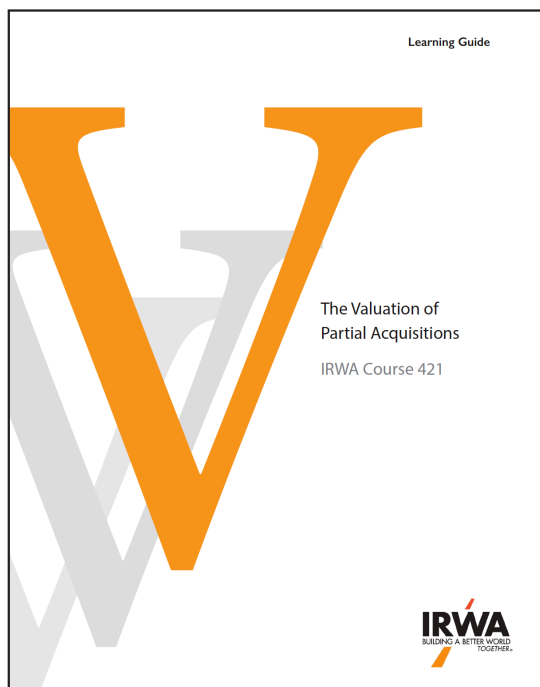


**303 – Project Management (Initiate to Close) and the Consultant Hiring Process:** This two-day, intermediate-level course focuses on the consultant and leads you through: The Project Phases, when a specific need for a consultant is identified; Processes, starting with the hiring process to the closing of the project, which ends the contractual agreement between the consultant and the public agency or private industry; and Application of Concepts, from the consultant’s and agency’s/industry’s perspectives using case studies. **Available Online.**

**304 – When Public Agencies Collide:** This one-day, intermediate-level managerial course presents sources of, and solutions to, conflicts between public agencies. The course is interactive, utilizing the experiences of the facilitator and participants, text material, and a progressively complex participant exercise. The goal of the course is to provide participants with insights and tools for avoiding, resolving and managing conflicts in the public sector. **Available Online.**

**305 – The 1-2-3’s of Right of Way Project Management (Online):** This one-day, beginning-level course is designed to provide an overview of project management principles and explains the process for a right of way acquisition project in a step-by-step fashion that is applicable in most jurisdictions. This practical approach identifies the goal and product of each task, indicates how agencies typically procure services for tasks, and gives general times to allocate for task completion. The material highlights Uniform Act requirements, which are mandated for any project with federal assistance, and they also provide a sound path for non-federal projects. The training discusses the use of consultants to perform many of the tasks since most agency administrators would rely on contractors for title, appraisal, negotiations, and relocation efforts. **Available Online.**

# Course 400 Series: Appraisal



**400 – Principles of Real Estate Appraisal:** This two-day, beginning-level course introduces the valuation process, basic terminology, and three approaches used to develop real estate value opinions. Two case studies (residential and commercial) are utilized throughout the course. At the conclusion of this two-day course, participants will be able to: express an understanding of basic real estate terms and principles; demonstrate a basic knowledge of the valuation process and its components; discuss the definitions of, and steps in, each of the three approaches to value (cost, sales comparison and income capitalization); and solve problems which show an understanding of the three approaches to value. **Available Online.**

**400C– Principles of Real Estate Appraisal (Canadian):** This two-day, beginning-level course introduces the valuation process, basic terminology, and three approaches used to develop real estate value opinions. Two case studies (residential and commercial) are utilized throughout the course. At the conclusion of this two-day course, participants will be able to: express an understanding of basic real estate terms and principles; demonstrate a basic knowledge of the valuation process and its components; discuss the definitions of, and steps in, each of the three approaches to value (cost, sales comparison and income capitalization); and solve problems that show an understanding of the three approaches to value.

**402 – Introduction to the Income Capitalization Approach:** This one-day, beginning-level course introduces the income capitalization approach, which is a method of evaluating an investment by estimating future cash flows and taking into consideration the time value of money. This approach is presented in a concise, easy-to-understand format, and combines lecture, case studies and exercises to teach participants how to apply income capitalization in a variety of situations. **Available Online.**





# Course 400 Series: Appraisal

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**409 – Integrating Appraisal Standards:** This one-day, advanced-level course assists industry professionals in learning how to utilize and apply appraisal standards uniformly while meeting USPAP and other relevant requirements, and also clarifies assignments for agency staff and outside consultants. This course is a combination of lecture, PowerPoint presentation, exercises and case studies, with emphasis on participation and interaction. **PLEASE NOTE: Each participant is required to bring an example of an appraisal problem with them to the class presentation** (*preferably of a partial take with illustration/map*). A memorandum with further clarification of this requirement is sent to all participants prior to the class date so that they will be prepared to discuss the details of the case upon arrival.

**410 – Reviewing Appraisals in Eminent Domain:** This one-day, advanced-level course includes sample types of reviews, which are presented along with required disclosures, certification and limiting conditions. This course concludes with an actual case study during which participants will apply review techniques to a specific problem.

**411 – Appraisal Concepts for the Negotiator (Online):** This one-day, intermediate-level course is designed to assist negotiators in focusing on appraisal issues that are important during the negotiation process, which can enhance the agent’s ability to effectively negotiate with property owners. Topics include sales verification, realty and personalty, larger parcel, highest and best use, consistent use, damages, and approaches to value. Participants will apply these concepts through interactive exercises and case study scenarios. Progress quizzes at the end of each lesson keep the learner engaged, and the student’s learning is evaluated with an exam at the end of the course. **Available Online.**

# Course 400 Series: Appraisal

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**413 – Uniform Appraisal Standards for Federal Land Acquisitions (Yellow Book):** This three-day, intermediate-level course explores sixth edition of the Uniform Appraisal Standards for Federal Land Acquisitions, commonly known as the “Yellow Book”, has been restructured to provide clarity and readability resulting in practical guidance for appraisers, attorneys, and the public. The purpose of the Yellow Book is to promote fairness, uniformity and efficiency in the appraisal of real property in federal land acquisitions. This sixth edition contains four main sections: Appraisal Development, Appraisal Reporting, Appraisal Review and Legal Foundations. It also includes: rRelevant new appraisal methodology and theory; new case law and other federal requirements; consistency with professional appraisal standards.

**415 – USPAP and the Yellow Book: A Guide to Understanding Their Relationship:** This two-day, advanced-level course approved through the Appraiser Qualifications Board’s Course Approval Program. The course provides an opportunity to explore and learn more about some of the commonalities and—equally as important—some of the differences between the two most important and significant appraisal standards in the United States. Understand the commonalities and differences between the two Standards; and Apply knowledge about the Standards to specific appraisal issues.es.

**417 – The Valuation of Environmentally Contaminated Real Estate:** This one-day, advanced-level course sets out the big picture with techniques, exercises and case studies used in environmental damage analysis. Participants should have basic knowledge of the three approaches to value. The goal of this course is to provide theoretical knowledge and practical skill that will allow an appraiser, on a basic level, to develop an opinion of the impaired value of an environmentally damaged property.



# Course 400 Series: Appraisal

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**421 – The Valuation of Partial Acquisitions:** This three-day, intermediate appraisal course includes discussions, exercises, and case studies related to the Federal (Before-and-After) Rule and the State (Summation) Method. This course also includes valuation principles applicable to the identification and valuation of the larger parcel, acquisition area, and analysis of benefits and severance damages. The components of compensation (i.e., value of the part taken, damages to the remainder, benefits to the remainder and cost to cure) and methods to quantify each impact will be analyzed. Various easement types and valuation methods are examined.

**421C – The Valuation of Partial Acquisitions (Canadian):** This three-day, intermediate appraisal course deals with the valuation of partial acquisitions. The course includes discussions, exercises and case studies related to the Before and After Method and the Summation Method. The components of compensation (i.e., value of the part taken, damages to the remainder, benefits to the remainder, and cost to cure) and methods to quantify each impact are analyzed. Various easement types and valuation methods are examined.

**431 – Problems in the Valuation of Partial Acquisitions:** This one-day, intermediate-level course presents more complex partial acquisition valuation problems and offers opportunities for the participants to understand better the possible applications of appraisal theory to specific partial acquisition appraisal situations.

# Course 400 Series: Appraisal

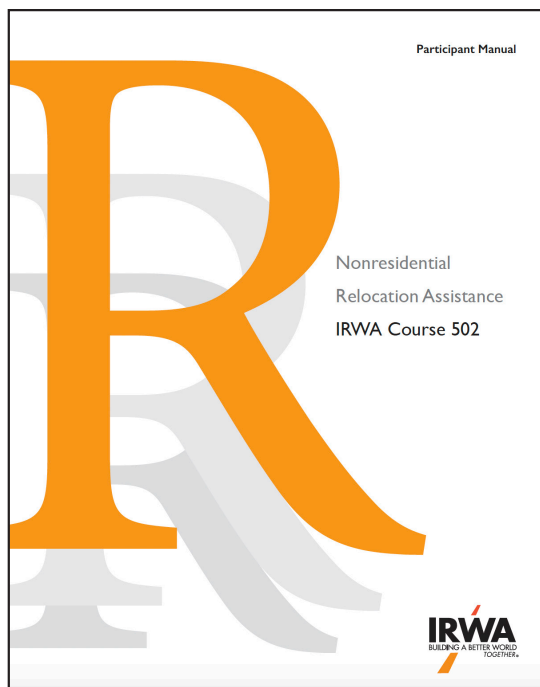
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**431C – Problems in the Valuation of Partial Acquisitions (Canadian):** This one-day, intermediate-level course increases what is expected to be an already thorough understanding of the valuation of partial acquisitions. Various concepts and techniques are discussed in this course and then through a series of exercises, students will examine the specific issues, theory, and applications as they relate to partial acquisitions. At the conclusion this course, participants will be able to: highlight some of the special rules and considerations applicable in determining compensation in a legal proceeding; understand how the determining compensation may differ from *real life*; interpret and apply both common and uncommon valuation situations; have a better (or different) appreciation of alternative applications and interpretations to both common and uncommon valuation situations.



# Course 500 Series: Relocation Assistance



**501 – Residential Relocation Assistance:** This two-day, intermediate-level course discusses the processes and procedures involved in providing relocation assistance to residential occupants. Materials presented are based on the lead agency’s (Federal Highway Administration) regulations in implementing the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended. **PLEASE NOTE: Participants must read 49 CFR Part 24 prior to attending this class.**

**502 – Non-Residential Relocation Assistance:** This two-day, intermediate-level course presents the processes necessary to relocate a business. Participants will learn how to apply provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, in conjunction with the Surface Transportation and Relocation Assistance Act of 1987, and subsequent revisions, to the relocation of non-residential entities. **PLEASE NOTE: Participants must read 49 CFR Part 24 prior to attending this class.**

**503 – Mobile home Relocation:** This one-day, intermediate-level course is designed for the experienced practitioner involved in providing relocation assistance to mobile home occupants, either as owners or tenants of the coach and/or-site. The course covers mobile homes, real or personal property, categories of mobile home displaces and general relocation benefits for mobile home occupants. It also discusses typical problems presented by mobile home relocations such as zoning, replacement resources and entry requirements. **Available Online.**



# Course 500 Series: Relocation Assistance

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**504 – Computing Replacement Housing Payments:** This two-day, intermediate-level course is designed for participants with thorough knowledge and experience implementing the Uniform Act. Realistic and complex situations are used as if the participants have been assigned to a small project requiring the relocation of the occupants of twelve (12) residential properties. The household surveys have been conducted and a copy of each interview sheet is contained in the materials provided. The participants act as the individuals assigned to compute the replacement housing payments on behalf of the Agency. Participants should have the knowledge to calculate basic payments, as group discussions and exercises maximizing practical application of the cases studies will be the emphasis of this course.

**505 – Advanced Residential Relocation Assistance:** This one-day, advanced-level course requires a thorough understanding of the relocation process. This course begins with an awareness exam; then, in case-study format, covers residential relocation issues. There is a detailed analysis of each case study so that participants understand the lead agency's theory behind its interpretation of the situation. Facts are applied in order to simulate a relocation that is consistent with the intent of the Uniform Act.

**506 – Advanced Business Relocation Assistance:** This two-day, advanced-level course begins with a pre-assessment of the participants' knowledge, followed by case study analysis of complex business relocation issues which require a thorough understanding of the relocation process and the Uniform Act. A detailed analysis of each case study is provided so participants understand the lead agency's theory behind its interpretation of the situation. Facts are applied in order to simulate a relocation that is consistent with the intent of the Uniform Act.

# Course 500 Series: Relocation Assistance

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**507 – Specialized Nonresidential Payments (Online)**: This one-day, intermediate-level course is designed to demonstrate the benefits of certain nonresidential relocation payments, such as actual direct loss and substitute personal property, and how relocation agents can apply these specialized payments to facilitate a successful business relocation. Students will practice concepts through interactive exercises and case study scenarios. Progress quizzes at the end of each lesson will gauge knowledge transfer. There will also be an exam at the end of the course. **Available Online.**

**520 – Special Topics in Replacement Housing (Online)**: This one-day, intermediate-level course is designed to assist relocation agents in addressing specialized topics encountered in replacement housing situations. These topics include multiple occupants, aliens not lawfully present in the U.S., incidental expenses, and partial-interest owner-occupants. Students will practice concepts through interactive exercises and case study scenarios. Progress quizzes at the end of each lesson will gauge knowledge transfer. There will also be an exam at the end of the course. **Available Online.**

**521 – Nonresidential Fixed Payments (Online)**: This one-day, intermediate-level course is designed to address the key elements of the nonresidential fixed payment (in-lieu-of payment), such as eligibility requirements, the number of businesses operating at a site, average annual net earnings, and the differences that may exist for eligibility or payment computation among businesses, farms and nonprofit organizations. Students will practice concepts through interactive exercises and case study scenarios. Progress quizzes at the end of each lesson will gauge knowledge transfer. There will also be an exam at the end of the course. **Available Online.**

# Course 500 Series: Relocation Assistance

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**[530 – The Business Move Process \(Online\)](#)**: This two-day, intermediate-level course examines the steps involved in relocating a business and explains how the Uniform Act regulations (which provide important protections and assistance for people affected by federally-funded projects government-wide) relate to the process of assisting a business with its move. The topics include: nonresidential move options; the importance of the initial interview; how to perform an inventory and obtain move bids or estimates; and when to require move specifications and monitoring. Students practice concepts through interactive exercises and case study scenarios. Progress quizzes at the end of each lesson gauge knowledge transfer. There is also an exam at the end of the course. **Available Online.**



# Course 600 Series: Environment

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**600i – Environmental Awareness (International)**: This one-day, beginning-level course has been developed to provide IRWA members and non-members with an awareness of the environment and an overview of the environmental issues that may arise on right of way (ROW) projects. It discusses the environmental impact of right of way projects and of energy sources. The course also provides information on the processes related to the mitigation of environmental impacts and sustainability.

**600 – Environmental Awareness (Online)**: This one-day, beginning-level course provides basic principles of ecology, history of the environmental movement, a review of federal/state/local environmental legislation, the right of way professional's role in the environmental process, and mitigation of environmental impacts. Participants will become familiar with environmental issues and problems facing companies and agencies acquiring or managing real property and rights of way, will learn various environmental issues and the mitigating measures used to decrease environmental impacts, and will gain increased awareness of environmental laws, regulations and associated regulatory agencies. **Available Online.**

**603 – Understanding Environmental Contamination in Real Estate**: This one-day, intermediate-level course is geared toward right of way professionals who may face the issue of contaminated properties, focusing on causes, effects and remedies of environmental contamination. This course emphasizes the importance of knowing the behavior of contaminants in the environment, environmental liabilities and auditing processes, underground storage tank removal and contamination assessment, cleanup and closures. Participants will learn how to evaluate potential problems that occur as a result of acquiring contaminated properties, and to evaluate, manage and minimize risks and liabilities.

# Course 600 Series: Environment

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**603C – Understanding Environmental Contamination in Real Estate (Canadian):** This one-day, intermediate-level course is geared toward right of way professionals who may face the issue of contaminated properties, focusing on causes, effects and remedies of environmental contamination. This course emphasizes the importance of knowing the behavior of contaminants in the environment, environmental liabilities and auditing processes, underground storage tank removal and contamination assessment, cleanup and closures. Participants will learn how to evaluate potential problems that occur as a result of acquiring contaminated properties, and to evaluate, manage and minimize risks and liabilities.

**604 – Environmental Due Diligence and Liability:** This one-day, intermediate-level course provides the right of way professional with an understanding of the environmental due diligence components. Participants learn to recognize when a due diligence report should be ordered, as well as how reports should be analyzed.

**606 – The Environmental Process:** This one-day, advanced-level course familiarizes participants with the National Environmental Policy Act (NEPA) and other important legislation which guides the project development process, as well as the various agencies and stakeholders involved. Participants are also introduced to the right of way professional's role in each phase of the project development process and the responsibilities for which he or she will be held accountable when seeing a project through to completion. For purposes of this course, right of way acquisition and management is defined broadly to include acquisition and management of real property, typically for construction projects (linear and non-linear), but also for other purposes such as environmental mitigation. **Available Online.**

# Course 600 Series: Environment

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**606C – The Environmental Process (Canadian):** This one-day, advanced-level course familiarizes participants with the Canadian Environmental Assessment Act (CEAA) and other important legislation which guides the project development process, as well as the various agencies and stakeholders involved. Participants are also introduced to the right of way professional’s role in each phase of the project development process and the responsibilities for which he or she will be held accountable when seeing a project through to completion. For purposes of this course, right of way acquisition and management is defined broadly to include acquisition and management of real property, typically for construction projects (linear and non-linear), but also for other purposes such as environmental mitigation.

**640i – Water Basics (International):** This four-hour, beginning-level course provides participants with the basics of our renewable resource: water. This course covers water sources and our relationship with water. In addition, the terms aquatic ecosystem and watershed will be introduced, and based on environmental analysis requirements, are included in project documentation. The environment and natural resources are complex, diverse, and complicated. It takes time to assess the viability of a project prior to kicking off activities. For example, if the proposed project is located near a wetland, has endangered species, and/or high community engagement, the scope, location, and route are usually discussed, and if possible, the area is avoided. Participants will also learn how agencies and the collective community might work together to conserve and protect our water resources.



# Course 600 Series: Environment

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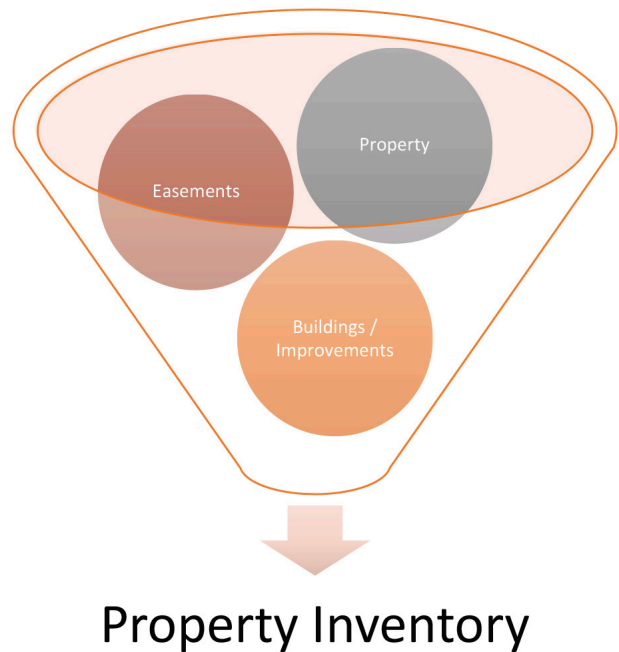
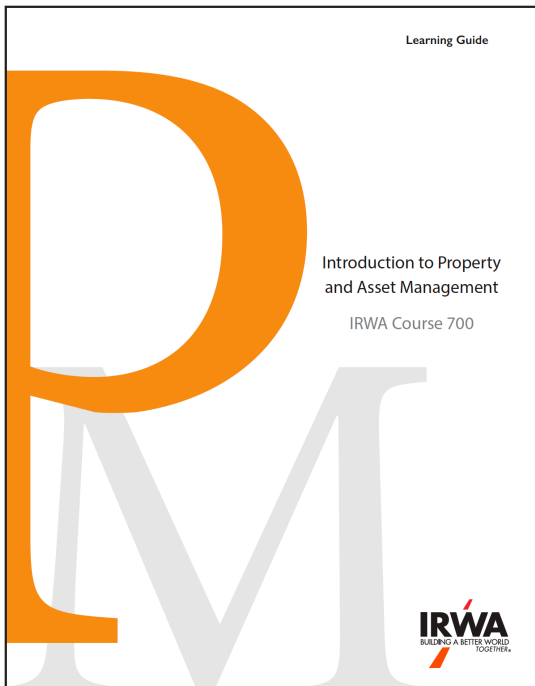


**643i – Air Basics (4 hours):** This four-hour course will provide participants with an introduction to air terminology, quality, and pollution as well as wind events, project effects, and mitigation. This course will also include international content. Application of course content will be applied using exercises and knowledge assessed using a final exam.

**646i – Soil Basics (4 hours):** This four-hour course will provide participants with an introduction to soil terminology, soil levels, erosion, soil management, protection, project effects, and mitigation. This course will also include international content. Application of course content will be applied using exercises, and knowledge assessed using a final exam.

# Course 700 Series: Asset/Property Management

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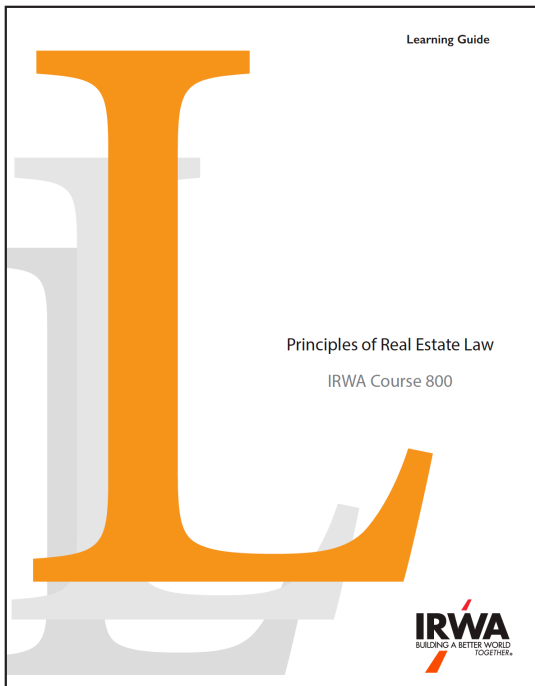
**700 – Introduction to Property and Asset Management:** This two-day, intermediate-level course addresses all major aspects of property and asset management. Participants will gain the necessary knowledge and skills to establish a cost-effective management plan that increases profitability, conserves resources, and reduces risk exposure. **Available Online.**

**701– Property/Asset Management: Leasing:** This two-day, intermediate-level course, discusses the fundamentals and practical aspects of leasing through exercises, case studies and sample documents. Participants will gain a clear understanding of the reasoning and rationale behind leasing decisions. This course emphasizes the practical aspects of leasing, specifically focusing upon two leasing situations: acquisition leases (when the agency is the lessee) and revenue leases (when the agency is the lessor). Special consideration is given to the complex problems which can arise when the lessee will construct substantial improvements.

**703 – Real Property/Asset Management:** This one-day, intermediate-level course is designed to teach participants the necessary skills and knowledge to introduce and implement an asset management program within an organization. Asset management is the comprehensively planned management of a diverse portfolio of real estate for the optimum use of available assets. Participants will explore the comprehensively planned management of a diverse portfolio of real estate for the optimum use of available assets.

# Course 800 Series: Real Estate Law

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**800 – Principles of Real Estate Law:** This two-day, beginning-level course is designed to build on the basics of real estate law provided by Course 100 “Principles of Land Acquisition” and to assist right of way agents, property managers and others in collaborating with property owners and attorneys. This introductory level course provides novice employees dealing with real estate issues with basic right of way information and experienced employees with a broader perspective on legal issues and applicable law. **Available Online.**

**800C – Principles of Real Estate Law (Canadian):** This two-day, beginning-level course is designed to build on the basics of real estate law provided by Course 100C “Principles of Land Acquisition – Canadian” and to assist right of way agents, property managers and others in collaborating with property owners and attorneys. This course provides novice employees dealing with real estate issues with basic right of way information and experienced employees with a broader perspective on legal issues and applicable law.

**801 – U.S. Land Titles:** This two-day, intermediate-level course builds upon prior professional knowledge. This course provides participants with information regarding the analysis of abstracts to determine who must execute a conveyance. Participants will become familiar with terminology such as title estates, covenants, liens, encumbrances, and contracts; and will also understand the preparation of chains of title from public records. **Available Online.**

**801C – Canadian Land Titles:** This two-day, intermediate-level course builds upon prior professional knowledge. This course provides participants with information regarding the analysis of abstracts to determine who must execute a conveyance. Participants will become familiar with terminology such as title estates, covenants, liens, encumbrances, and contracts; and will also understand the preparation of chains of title from public records.



# Course 800 Series: Real Estate Law

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**802 – Legal Aspects of Easements:** This one-day, advanced-level course focuses on terminology, and concepts that are brought to life with examples and exercises. By gaining a thorough understanding of all relevant legal considerations, right of way professionals become better equipped to avoid future problems in the appraisal, acquisition and management of easements. **Available Online.**

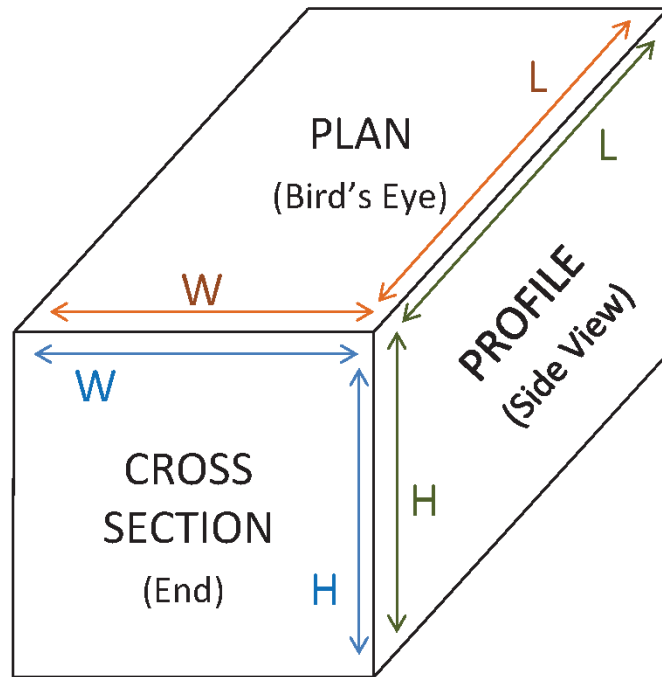
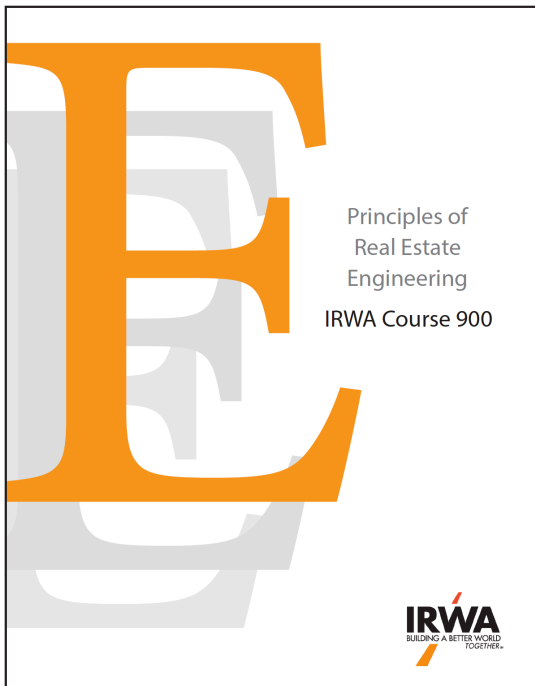
**802C – Legal Aspects of Easements (Canadian):** This one-day, advanced-level course focuses on terminology, and concepts that are brought to life with examples and exercises. By gaining a thorough understanding of all relevant legal considerations, right of way professionals become better equipped to avoid future problems in the appraisal, acquisition and management of easements.

**803 – Eminent Domain Law Basics for Right of Way Professionals:** This two-day, intermediate-level course discusses the characteristics and sources of eminent domain law, and analyzes the many components of the constitutional right of eminent domain. Participants will gain an understanding of the meaning of just compensation and the legal aspects of valuation, and will be able to describe the key players in the eminent domain process.

**803C – Expropriation Law Basics for Right of Way Professionals:** This two-day, intermediate-level course enables participants to gain knowledge of the purpose of expropriation powers, as an integral part of a project, and understand the role of the right of way professional from the development of the project, to the resolution of all compensatory claims resulting from expropriation.

**804 – Skills of Expert Testimony:** This one-day, advanced-level course is facilitated by an attorney and/or an experienced appraiser. The situations faced by the expert witness are analyzed through extensive use of simulations based on actual cases, creating a unique learning situation.

# Course 900 Series: Engineering



**900 – Principles of Real Estate Engineering:** This two-day, beginning-level course introduces participants to the basic principles of engineering drawings. By the end of this course, participants will be able to understand and interpret engineering drawings, use an engineer's scale, determine the engineering effects of a project on a property, understand the background and become knowledgeable about the most common systems and methods of property descriptions, and be able to write and plot property descriptions using various methods.

**Available Online.**

**900C – Principles of Real Estate Engineering (Canadian):** This two-day, beginning-level course introduces participants to the basic principles of engineering drawings. By the end of this course, participants will be able to understand and interpret engineering drawings, use an engineer's scale, determine the engineering effects of a project on a property, understand the background and become knowledgeable about the most common systems and methods of property descriptions, and be able to write and plot property descriptions using various methods.

**901 – Engineering Plan Development and Application:** This one-day, intermediate-level course presents engineering fundamentals and the practical applications of information contained in engineering plans. The course covers topographic and property information on engineering plans, the inter-relationship of plan, profile and cross section views, the horizontal and vertical alignment of a centerline, aerial photogrammetry, state plane coordinates, utility line crossings of highways, contours, calculating earthwork and the interpretation of right of way plans.

# Course 900 Series: Engineering

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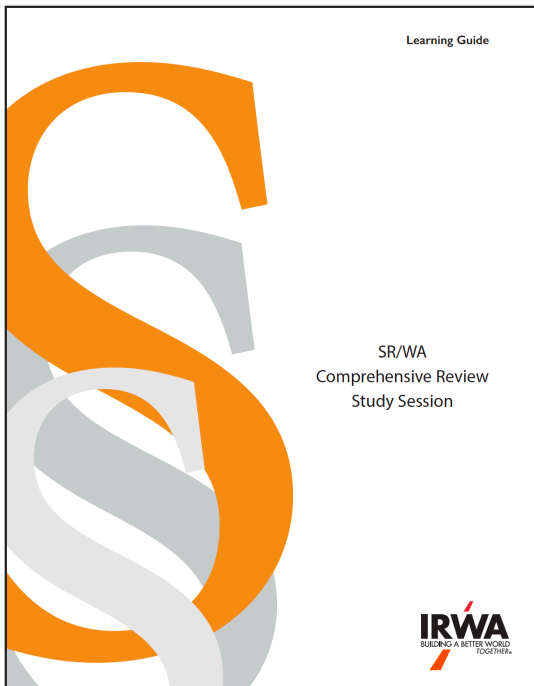
**902 – Property Descriptions:** This one-day, advanced-level course provides a working knowledge of plotting and interpreting property descriptions. The course discusses several methods of property descriptions (e.g., metes and bounds, centerline, point, subdivision and lot and block, Public Land Survey System (PLSS), and State Plane Coordinate System).

**904 – GIS Principles and Use in Infrastructure and Asset Managements:** This one-day, intermediate-level course provides participants with a brief history and methodology for the use of Geographic Information Systems (GIS) in infrastructure acquisition and management. The course will provide practical guidance to right of way professionals on the basics of GIS — how it is developed and how it can be used to full advantage in the management of infrastructure projects.



# SR/WA Review Study Session

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**SR/WA Review Study Session & Exam:** This three-day, review class is designed to prepare Candidates to take the SR/WA Comprehensive Examination by reviewing the seven (7) core disciplines of the right of way profession. It is intended to allow participants to brush up on areas in which they may have limited experience or knowledge. The Comprehensive Exam (United States version) will be administered at the conclusion of the review session, in the afternoon of the third day, and covers the seven (7) core disciplines: Engineering, Law, Negotiation, Valuation, Environment, Relocation, and Asset Management.

**SR/WAC Review Study Session & Exam (Canadian):** This three-day, review class is designed to prepare Candidates to take the SR/WA Comprehensive Examination by reviewing the six (6) core disciplines of the right of way profession. It is intended to allow participants to brush up on areas in which they may have limited experience or knowledge. The Comprehensive Exam (Canadian version) will be administered at the conclusion of the review session, in the afternoon of the third day, and covers the six (6) core disciplines: Engineering, Law, Negotiation, Valuation, Environment, and Asset Management.

# Coming Soon!

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**Course 240: Geothermal Energy Basics (4 hours):** This four-hour course will provide participants with IRWA proposes new course development relating to geothermal energy basics. This course will include, terminology, project types, environmental concerns, and mitigation. In addition to project management concepts, this course will include international content and/or resources. This course will be designed for in-person and virtual delivery. Course content will be applied using exercises, and knowledge will be assessed using a final exam.

**Course 241: Solar Energy Basics (4 hours):** This four-hour course will provide participants with IRWA proposes new course development relating to geothermal energy basics. This course will include, terminology, project types, environmental concerns and mitigation. In addition to project management concepts, this course will include international content and/or resources. This course will be designed for in-person and virtual delivery. Course content will be applied using exercises, and knowledge will be assessed using a final exam.

**Course 306i: Project Management Basics (PM 1):** This two-day course will provide IRWA global members and non-members with project management basics, and more. PM has the capability to: 1. develop strong technical skills as a project team member, 2. integrate technical skills, leadership, and knowledge of infrastructure projects to support excellent project managers, and 3. learn to effectively deliver projects on schedule, on time and within budget and based on the project plans. The participants will gain an understanding of project planning, scope, budget, schedule, team development, managing risks and addressing project challenges, and improving on communication and reporting skills as they relate to project management decisions.

**Course 307i: Project Management – Application (PM2):** This two-day course will provide participants with knowledge, skills, and experience to manage a project in the role of Project Manager, including how to manage cost estimation and management, risk assessment, and management, initiating project changes, determining gaps and delivery principles. Participants will gain an understanding of team management, established requirements to adjust to issues, project briefings and reports, and enhance project management decisions to deliver a successful right of way (infrastructure) project.

# Coming Soon!

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**Course 308i: Project Management – Case Studies (PM3):** This two-day course will provide participants with advance project assessment and management using case studies to enhance developed project management skills. This course will also provide participants with Project Management knowledge, skills, and experience using case studies related to various disciplines and industries. Participants will work through various projects from initiation to closure, develop documentation, establish project communication, and learn to pivot in response to project issues.





IRWA includes professional members composed of appraisers, asset managers, acquisition agents, lawyers, surveyors, engineers, environmentalists and relocation assistance agents. Since its inception as a not-for-profit association in 1934, IRWA has been recognized as the central authority for infrastructure/right of way education and credentialing programs worldwide. Visit [www.irwaonline.org](http://www.irwaonline.org) for more information.

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