



Guidelines for Approval of IRWA Continuing Education Units (CEUs) Effective March 1, 2026

Over the years, IRWA Headquarters (HQ) and the International Professional Education Committee (IPEC) Credentialing Subcommittee have reviewed Continuing Education Unit (CEU) requests submitted by Chapters, Regions and Committees and found the events to be consistently high in quality. As a result, the International Governing Council voted to allow Chapters, Regions and Committees to approve their own events for continuing education. The policy will continue as originally approved with the following updates effective March 1, 2026. Any questions should be directed to the Credentialing Subcommittee vice chair.

Chapters, Regions and Committees Hosting Events with IRWA CEUs

CEU Approval Authority

- Chapters, Regions and Committees are responsible for determining and assigning the appropriate number of CEUs for events they host. No review or approval by HQ or IPEC is required.
- Chapters, Regions and Committees are expected to maintain the high standards of IRWA when selecting educational content and assigning CEU credits.

Assigning CEU Credit

- 50 minutes of instruction or participation time equals one (1) hour of IRWA Recertification CEU.
- Breaks, meals and registration time may not be included in the 50-minute calculation.

Completion Certificate Requirements

Chapters, Regions or Committees must issue a completion certificate that includes the following information:

- Name of the Attendee
- Name of the Course or Event
- Date(s) of the Course or Event
- Number of IRWA-approved Recertification CEUs
- Name, Title and Signature of one of the following:
 - IRWA Chapter/Region/Committee Officer
 - Chapter Professional Development Committee Chair
 - Chapter Education Committee Chair
- IRWA logo

Record Keeping

- Chapters, Regions and Committees must maintain all event and certificate records for a minimum of seven (7) years.
- HQ does not retain CEU records for Chapter/Region/Committee sponsored events.

Individuals Attending Events for IRWA CEUs

CEU Approval Authority

- Chapters, Regions and Committees are responsible for determining and assigning the appropriate number of IRWA CEUs for events they host.
- Individuals attending events offered by outside vendors (non-IRWA) do not need to submit the event

for CEU approval in advance.

Record Keeping

- Event coordinators should provide a completion certificate to all attendees upon completion of the event.
- Attendees are responsible for keeping completion certificates for submission with their recertification application.
- Attendees are also responsible for retaining a copy of the event agenda and speaker information for their own personal records.

Recertification Credit Unit Allocations

- **Specialist Certification Programs**

Details regarding recertification credit unit allocations for each certification can be found in the Program Guides located on the IRWA website, under:

Education → Credentialing → Specialist Program

- **SR/WA Designation**

Details regarding recertification credit unit allocations for the SR/WA Designation can be found in the Program Guide located on the IRWA website under:

Education → Credentialing → Professional Right of Way Program

