



R/W-AC Appraisal Certification Program

Recertification Application

Applicant Information

Please complete and return this application with any requested supporting documentation and the non-refundable \$50 USD (\$70 USD for a non-member) recertification fee to IRWA Headquarters. Applicable tax based on the country's tax laws will be added to the fee.

Only complete applications will be processed. Incomplete applications will be returned to the local Chapter PDC Chair. Processing of recertification applications takes approximately 6 weeks.

Submit completed applications to IRWA Credentialing Staff at vicente@irwaonline.org or mendoza@irwaonline.org.

Applicant Information

Recertification Due Date			
Name		Membership Number	
Address			
City/State/Zip			
Phone			
Email Address			

Agency or Company

Agency or Company	
Address	
City/State/Zip	
Phone	

For HQ Use Only

Date Received		HQs Approved	
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Qualifications Summary

Attach a copy of the current license or member certificate that supports your R/W-AC certification. For any license submitted, the license must be current and there must have been no disciplinary action during the past 5 years.

Check the applicable qualification(s) and attach documentation of approval and completion. Use additional sheets as necessary.

Attach Required Documentation

U.S. Appraisers

- ☐ Certified General Real Estate Appraiser License
- ☐ Certified Residential Real Estate Appraiser License

Canadian Appraisers

- ☐ AACI Designation
- ☐ If required by law or regulation, Certified Real Estate Appraiser License

International Appraisers

- ☐ If required by law or regulation, Certified Real Estate Appraiser License

Cross-Certified Appraisers

- ☐ Member certificate from an IRWA affiliate organization or the Appraisal Institute of Canada
- ☐ If required by law or regulation, Certified Real Estate Appraiser License

Supporting documentation may include a current license, designation certificate, member certificate, or other documentation demonstrating that the applicable qualification remains current.



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Credit Units Summary

To recertify, appraisers must:

1. Complete 8 credit units by taking Course 102 – Elevating Your Ethical Awareness.

2. Then complete either:

- The C-413 Yellow Book Course (24 credit units), which is recommended as a refresher for U.S. appraisers; or
- 8 credit units of IRWA appraisal coursework, plus 16 credit units of additional IRWA coursework or non-IRWA electives (e.g., courses, conferences, webinars, etc.).

C-102 applies only toward the ethics requirement. Exams must be taken for any online course or seminar to obtain recertification credit. Applications may be submitted up to 1 year before the recertification due date.

IRWA Courses Attended or Instructed (attach a copy of course history or certificates)

Course Number and Name	Date / Credit Units

Approved Non-IRWA Courses (attach documentation and completion certificates)

Course or Program Name	Date / Credit Units

Advance approval is not required for IRWA Chapter/Region seminars, symposiums, or non-IRWA courses. Retain certificates or other proof of attendance and completion and submit them with this application.



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Credit Units Summary (continued)

Conference Education Sessions / Chapter Educational Seminars (complete fully)

Event Name	Date / Credit Units
Total Credit Units	

Certification and Payment

I certify that the information presented above and the accompanying materials are, to the best of my knowledge, true and correct.

Signature		Date	
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☐ Check enclosed (made payable to IRWA) ☐ Visa ☐ MasterCard ☐ American Express

Card Number		Exp. Date	
Signature		Amount \$	
Name as it appears on card			



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International Right of Way Association Code of Ethics Applicant Signature Page

Answer the Following Questions

Question	Yes	No
Have you ever been convicted of fraud, misrepresentation, or misappropriation of funds or property? If yes, attach a detailed explanation.	☐	☐
Have you ever been subject to disciplinary action by any professional organization? If yes, attach a detailed explanation.	☐	☐

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 information provided by me is complete and correct to the best of my knowledge and belief. If I make any statement knowing it to be false, I understand that such statement may be cause for denial or revocation of the designation.

Printed Name	
Signature	
Date	