



Reinstatement of Lapsed Credentials Policy

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Administering Entity: The Credentialing Subcommittee of the International Professional Education Committee (IPEC) and IRWA Staff

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Mandated Review: Annually

Responsibility for Review: The Credentialing Subcommittee of the IPEC and IRWA Staff

Purpose

From time to time, an individual does not recertify their IRWA credentials and allows them to lapse for a variety of reasons. The Credentialing Subcommittee of the IPEC will use this policy to assess an individual's request for reinstatement of previously held and lapsed credentials. Since this is an uncommon occurrence, an individual's circumstances will be taken into consideration. However, this policy is not to be used as a shortcut or workaround to achieve recertification to the preferred method of meeting all requirements within the standard recertification period.

Background

An individual who has earned any of the IRWA's credentials (excluding the RWA) is required to recertify every five (5) years. This is to ensure that the individual is up to date on the continuously changing world of infrastructure/right of way legislation, standards, and practices. Recertification includes a minimum number of credit units, which varies among industry and specialist credentials.

Provision of Reinstatements

The individual who has previously held credentials requiring recertification and has failed to recertify within the extension policy's allowable periods may be eligible for reinstatement if a request for reinstatement has been made within one (1) year of the original recertification date. Each application will be reviewed on an individual basis, using the following criteria:

- Completion of all minimum continuing education hours that would have been required had the individual's recertification(s) been met in a timely manner, including:
 - All minimum IRWA coursework hours, including the successful completion of an IRWA ethics course within the last five (5) years.
 - Additional IRWA coursework or IRWA sponsored events.
 - Any non-IRWA courses, conferences, or seminars.
- Payment of normal recertification fees that would have been paid had the individual's recertification(s) been completed in a timely manner.
- Member status at the time of the request will be considered. Note: IRWA membership is not a requirement to hold a certification or designation.
- Payment of a \$200 processing and reinstatement fee.
- All fees must be paid within 30 days of notice approval of reinstatement request. If fees are not received within 30 days, the approval will be withdrawn. All fees are non-refundable in the event the individual fails to complete the recertification requirements.



- All continuing education requirements must be completed within two (2) years of the original recertification due date. No extensions will be allowed.
- Demonstration of right of way experience during lapsed period.
- Within 60 days of the original recertification date, all credentials are suspended and may not be used until all recertification requirements have been met.
- Requests for reinstatement of a credential or certification that have lapsed more than one (1) year past the last recertification date will be considered on a case by case basis and may or may not be approved.

Process for Requesting Reinstatement

- A. Individuals may apply for reinstatement of their credentials, only once per credential and are required to send a formal request (via email) to the IRWA Credentialing Manager or designated IRWA staff member.
 - a. The request must provide a detailed explanation of why the member was unable to meet the original recertification deadline and when the required recertification credits will be completed.
 - b. The request will then be forwarded, along with relevant certification/recertification information, to the Credentialing Subcommittee of the IPEC.
- B. The Credentialing Subcommittee will review the reinstatement request within twenty (20) business days and will submit a recommendation to the IEC. The recommendation from IPEC will contain the following elements:
 - a. Whether or not a reinstatement option should be provided to the member along with an explanation of reasoning for the recommendation made by the Credentialing Subcommittee.
 - b. The length of the recommended extension, which will in no case extend beyond two (2) years from the original recertification date.
- C. The IEC will review the reinstatement request at their next scheduled meeting. The IRWA Executive Director, International President, or designee will notify the IPEC Chair and Credentialing Manager of any decisions on reinstatement requests, and the Credentialing Manager will promptly update the member(s) who submitted the request on the final decision of the IEC.
- D. The reinstatement of credentials, if approved, does not alter the next five-year recertification date (e.g., if an individual is granted an extension and completes the required recertification requirements within nine (9) months of their initial recertification deadline, they will need to recertify within four (4) years and three (3) months).
- E. In the event an individual does not complete their recertification requirements within the extension period and does not seek an additional extension, the member will formally lose their certification/designation and will not be able to use it on any form of documentation or refer to themselves as having it. In such situations, the IPEC Chair will promptly notify the IEC. After an individual has formally lost their certification or designation, they must reapply and complete all current requirements for that certification or designation.



If the reinstatement request is granted, IRWA Headquarters staff will provide the individual with a list of the required continuing education hours and a breakdown of the fees to be paid.

The recertification date will be backdated to the last appropriate recertification date for the individual once all requirements have been completed. Normal recertification requirements will continue from that day forward.