International Right of Way Association

Right of Way Appraisal Certification Program (R/W-AC)

Program Guide and Application

The Professional Standard of Excellence

Revised: 02/2026

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Welcome to the IRWA Certification Program!

IRWA certification is a journey and a destination. For a right of way professional like yourself, your certification validates your skills and demonstrates your proficiency in your chosen discipline. The R/W-AMC Certification Program is a structured process designed to provide you with the knowledge and tools that will help you advance in your profession.

Stay Ahead of the Curve
Today's marketplace is complex and constantly changing. Therefore, individuals and businesses must stay ahead of the curve to be marketable and proficient in the right of way business. You can rely on an IRWA certification to develop a solid, competitive advantage so you and your company for whatever lies ahead can remain ahead of that curve.

The Only Name That Counts
IRWA supports high quality adult education and a professional standard of excellence. An IRWA certification includes a rigorous qualifying process that will work to differentiate you from other right of way professionals. The IRWA's high academic standards are internationally recognized and respected by customers, businesses, and colleagues across the right of way disciplines.

The Right Stuff
Companies whose employees are IRWA certified report impressive performance results and have often won business in competitive situations. Companies have also indicated their certified professionals often make better employees because these individuals exhibited higher productivity, reduced learning curves, increased technical competencies, limited error rate, and elevated job satisfaction.

Individual Benefits
In addition to gaining new skills, enhancing your knowledge base and adding to your list of credentials, you can expect to attain a wide range of workplace benefits. These benefits may be in the form of peer recognition or demonstrated financially through a promotion, pay raise or other performance benefits.

Benefits to Employer
Employers who support staff continuing education can expect significant benefits, including higher employee retention, increased productivity and a boost in employee morale and confidence. Retaining experienced staff is an enormous competitive advantage for any employer.

Overview: How the Program Works and Purpose of this Guidebook
This program guide is your simplified reference, which identifies your education requirements to obtain your certification. Many of the forms as well as links to the forms on the IRWA website you will need along the way are included in this guidebook.

To get started, please read the requirements outlined in this program guide. If your experience appears to qualify, submit your candidacy declaration to IRWA Headquarters (HQs). If you are uncertain about any of this process, please contact your local Professional Development Committee Chair (PDC Chair). Your local Chapter PDC Chair can answer any questions you have as you progress through the program. Once you have filled out your completion application, please submit it to your local Chapter PDC Chair.

We congratulate you on your decision to pursue an IRWA certification.

Glossary of Terms

CAPSTONE EXAM: Final Examination, available in single discipline or comprehensive

Credit Units: number of course credit hours granted for initial certification or for recertification

HQs: IRWA Headquarters

IEC: International Executive Committee

Credentialing Subcommittee: provides structure & oversight for IRWA's Credentialing Programs

IRWA: International Right of Way Association

PDC CHAIR: Professional Development Committee Chair (Chapter Level)

R/W-AC: Right of Way Appraisal Certification

R/W: Right of Way

USD: U.S. Dollars

International Right of Way Association
Code of Ethics

RECOGNIZING the responsibility of our profession to the people and business of our country and believing that we should encourage and foster high ethical standards in our profession, we do hereby adopt the following CODE OF ETHICS for our constant guidance and inspiration predicated upon the basic principles of truth, justice and fair play.

To show faith in the worthiness of our profession by industry, honesty and courtesy, in order to merit a reputation for high quality of service and fair dealing.

To add to the knowledge of our profession by constant study and to share the lessons of our experience with our fellow members.

To build an ever increasing confidence and good will with the public and our employers by poise, self-restraint and constructive cooperation.

To ascertain and weigh all of the facts relative to real properties in making an appraisal thereof, using the best and most approved methods of determining the just and fair market value.

To conduct ourselves in the most ethical and competent manner when testifying as an expert witness in court as to the market value of the real properties, thus meriting confidence in our knowledge and integrity.

To accept our full share of responsibility in constructive public service to community, state and nation.

To strive to attain and to express a sincerity of character that shall enrich our human contacts, ever aiming toward that ideal -- "The Practice of the Golden Rule."

Application Process and Fee Schedule

Right of Way (R/W) - Certification Application Process

- Read through program brochure and description.
- Submit Declaration of Candidacy form to IRWA HQs after local Chapter PDC Chair's verification of qualifying experience.
- Complete Experience, IRWA Coursework and Examination requirements.
- Submit Completion Application form to local Chapter's PDC Chair.
- Local Chapter PDC Chair will review and if approved, will forward to IRWA HQs.
- Notification will be sent by IRWA HQs of receipt/approval of application.

Right of Way (R/W) - Certification Fee Schedule for Members

Applicable tax based on country's tax laws to be added to the fees below.

- **R/W Certification Application Fee**
  - Candidacy Declaration - $25 USD per discipline.
  - Completion Application - $50 USD per discipline.
- **R/W Certification Change to Inactive Status Processing Fee**
  - $20 USD per discipline.
- **R/W Certification Inactive Status Maintenance Fee**
  - $25 USD annually.
- **R/W Certification Reinstatement to Active Status Fee**
  - $50 USD per discipline.
- **R/W Certification Recertification Application Fee**
  - $50 USD per discipline.
- **R/W Certification Reinstatement/Lapsed Status Fee**
  - $50 USD.
- **R/W Certification Capstone Individual Discipline Exam Fee**
  - $50 USD per discipline.
- **R/W Certification Course Challenge Exam Fee**
  - $50 USD per 8 credit units (per course day).

Right of Way (R/W) - Certification Fee Schedule for Non-Members

Applicable tax based on country's tax laws is added to the fees below.

- **R/W Certification Application Fee**
  - Candidacy Declaration - $35 USD per discipline.
  - Completion Application - $70 USD per discipline.

- **R/W Certification Active Status Annual Maintenance Fee***
  - $135 USD.

- **R/W Certification Change to Inactive Status Processing Fee**
  - $28 USD.

- **R/W Certification Inactive Annual Maintenance Fee**
  - $35 USD per discipline.

- **R/W Certification Reinstatement to Active Status Fee**
  - $70 USD annually.

- **R/W Certification Recertification Application Fee**
  - $70 USD per discipline.

- **R/W Certification Reinstatement/Lapsed Status Fee**
  - $70 USD per discipline.

- **R/W Certification Capstone Individual Capstone Exam Fee**
  - $70 USD per discipline.

- **R/W Certification Course Challenge Exam Fee**
  - $70 USD per 8 credit units (per course day).

*Annual maintenance fee of $135 will be billed for non-member who obtained the certification starting on the first anniversary of approval date.

R/W-AC - Appraisal Certification Program at a Glance

For U.S. Appraisers

Experience and Qualifications	• If required by law or regulation, be a Certified General Real Estate Appraiser or a Certified Residential Real Estate Appraiser and comply with the applicable jurisdiction/association's regulatory requirements. • Complete 1,000 verifiable hours of right of way appraisal experience obtained in no less than 24 months and no more than 60 months. Experience hours are subject to audit by requesting appraisal logs and or sample reports. • Trainee significant appraisal assistance and administrative functions do not apply toward the experience requirement.
Mandatory IRWA Courses – 112 credit units	**Complete all of the following courses:** • C-105 - The Uniform Act Executive Summary – 8 credit units. • C-413 - Uniform Appraisal Standards for Federal Land Acquisitions / Yellow Book or other qualifying UASFLA Yellow Book Courses (Appraisal Foundation) – **24 credit units** (See footnote below)[1]. • C-421 - The Valuation of Partial Acquisitions – 32 credit units. • C-431 - Problems in the Valuation of Partial Acquisitions – 8 credit units. • C-600i - Environmental Awareness – 8 credit units. • C-800 - Principles of Real Estate Law – 16 credit units. • C-900 - Principles of Real Estate Engineering – 16 credit units.

[1] Note: A 14-hour UASFLA (Yellow Book) course from an approved provider may be accepted in lieu of IRWA Course 413; however, candidates must complete an additional one-day IRWA 400-Series course to satisfy the majority of the remaining credit units.

Required Elective Appraisal Courses – 16 credit units	**Choose from the following:** • C-403 - Easement Valuation – 8 credit units. • C-409 - Integrating Appraisal Standards – 8 credit units. • C-410 - Reviewing Appraisals in Eminent Domain – 8 credit units. • C-415 - USPAP and the Yellow Book: A Guide to Understanding Their Relationship – 8 credit units. • C-417 - The Valuation of Environmentally Contaminated Real Estate – 16 credit units.
IRWA Ethics Requirement – 8 credit units	• C-102 – Elevating Your Ethical Awareness – 8 credit units. Ethics courses will only apply towards ethics requirement. Good only for 5years from the completion date.
Capstone Exam	• Appraisal

R/W-AC - Appraisal Certification Program at a Glance

For Canadian Appraisers

Experience and Qualifications	• Hold the Appraisal Institute of Canada's AACI Designation. • If required by law or regulation, be a jurisdictionally Licensed/Certified Real Estate Appraiser and comply with the applicable jurisdiction/association's regulatory requirements. • Complete 1,000 verifiable hours of right of way appraisal experience obtained in no less than 24 months and no more than 60 months. Experience hours are subject to audit by requesting appraisal logs and or sample reports. • Trainee significant appraisal assistance and administrative functions do not apply toward the experience requirement.
Mandatory IRWA Courses – 88 credit units	**Complete all of the following courses:** • C-403 - Easement Valuation – 8 credit units. • C-421C - The Valuation of Partial Acquisitions – 32 credit units. • C-431C - Problems in the Valuation of Partial Acquisitions – 8 credit units. • C-600i - Environmental Awareness – 8 credit units. • C-800C - Principles of Real Estate Law – 16 credit units. • C-900C - Principles of Real Estate Engineering – 16 credit units.
IRWA Ethics Requirement – 8 credit units	• C-102 – Elevating Your Ethical Awareness – 8 credit units. Ethics courses will only apply towards ethics requirement. Good only for 5years from the completion date.
Capstone Exam	Appraisal

R/W-AC - Appraisal Certification Program at a Glance

For International Appraisers

Experience and Qualifications	• Have 300 verifiable hours of real property appraisal classroom credits (must include examination). • If required by law or regulation, be a be a jurisdictionally Licensed/Certified Real Estate Appraiser and comply with the applicable jurisdiction/association's regulatory requirements. • Complete 1,000 verifiable hours of right of way appraisal experience obtained in no less than 24 months and no more than 60 months. Experience hours are subject to audit by requesting appraisal logs and or sample reports. • Trainee significant appraisal assistance and administrative functions do not apply toward the experience requirement.
Mandatory IRWA Courses	Complete all of the following courses. **Note:** C-400 – Principles of Real Estate Appraisal in bold only needs to be completed in lieu of jurisdictional licensing requirements: • **C-400 - Principles of Real Estate Appraisal – 16 credit units.** • C-403 - Easement Valuation – 8 credit units. • C-410 - Reviewing Appraisals in Eminent Domain – 8 credit units. • C-417 - The Valuation of Environmentally Contaminated Real Estate – 16 credit units. • C-421 - The Valuation of Partial Acquisitions – 32 credit units. • C-431 - Problems in the Valuation of Partial Acquisitions – 8 credit units. • C-600i - Environmental Awareness – 8 credit units. • C-800 - Principles of Real Estate Law – 16 credit units. • C-900 - Principles of Real Estate Engineering – 16 credit units.

IRWA Ethics Requirement – 8 credit units	• C-102 – Elevating Your Ethical Awareness – 8 credit units. Ethics courses will only apply towards ethics requirement. Good only for 5years from the completion date.
Capstone Exam	Appraisal

R/W-AC - Appraisal Certification Program at a Glance

For Cross Certification

Experience and Qualifications	• Be a member of an IRWA affiliate organization (Partners of the Appraisal Foundation who are appraiser membership organization and award a designation, Appraisal Institute of Canada, or China Real Estate Valuers Association). • Hold a Senior Designation from an IRWA Affiliate member organization. • If required by law or regulation, be a jurisdictionally Licensed/Certified Real Estate Appraiser and comply with the applicable jurisdiction/association's regulatory requirements, or 30 hours of university courses in economics, finance, statistics, business law, real estate law, real estate, accounting and business management, and 300 hours of real property education as listed in the Appraisal Foundation's AQB's Real Property Appraiser Qualification Criteria for a Certified General Real Estate Appraiser, and 15-Hour National USPAP Course or equivalent. • Complete 1,000 verifiable hours of right of way appraisal experience obtained in no less than 24 months and no more than 60 months. Experience hours are subject to audit by requesting appraisal logs and or sample reports. • Trainee significant appraisal assistance and administrative functions do not apply toward the experience requirement.
Mandatory IRWA Courses	**Complete all of the following courses:** • C-105 - The Uniform Act Executive Summary – 8 credit units **(For U.S. appraisers only)**. • C-403 - Easement Valuation – 8 credit units **(For Canadian and International appraisers only).** • C-413 - Uniform Appraisal Standards for Federal Land Acquisitions / Yellow Book or other qualifying UASFLA Yellow Book Courses (Appraisal Foundation) **(For U.S. appraisers**

	only) – **24 credit units** (See footnote below)[2]. • C-421/421-C - The Valuation of Partial Acquisitions – 32 credit units. • C-431/431-C - Problems in the Valuation of Partial Acquisitions – 8 credit units. • C-600i - Environmental Awareness – 8 credit units. • C-800/800C - Principles of Real Estate Law – 16 credit units. • C-900/900C - Principles of Real Estate Engineering – 16 credit units.
IRWA Ethics Requirement – 8 credit units	• C-102 – Elevating Your Ethical Awareness – 8 credit units. Ethics courses will only apply towards ethics requirement. Good only for 5years from the completion date.
Capstone Exam	Appraisal

[2] Note: A 14-hour UASFLA (Yellow Book) course from an approved provider may be accepted in lieu of IRWA Course 413; however, candidates must complete an additional one-day IRWA 400-Series course to satisfy the majority of the remaining credit units.

International Right of Way (R/W) Certification Program

What is a Right of Way Certification?

The Right of Way (R/W) Certification is granted to candidates who have achieved professional status through experience, education and examination in a single right of way discipline.

Earning this certification demonstrates an unparalleled achievement in a single discipline and reinforces a standard of excellence. The International Right of Way Association offers certification in the following 5 disciplines*:

Discipline	R/W Certification
Appraisal	R/W-AC
Asset Management	R/W-AMC
Negotiation/Acquisition	R/W-NAC
Relocation Assistance	R/W-RAC
Uniform Act	R/W-URAC

*Candidates can only become certified in 2 disciplines until the SR/WA designation is earned.

What are the prerequisites for the R/W Certification?

Any candidate involved in one of these 5 right of way professional disciplines is eligible. A candidate must have the relevant right of way professional experience and meet the coursework and exam requirements.

What happens after the R/W Certification is earned?

The R/W Certification expands employment opportunities, increases salary potential, boosts chances for career advancement and demonstrates professional commitment.

Employers benefit from the R/W Certification, too. Most employers recognize the roles that professional development and continuing education play and encourage their staff to pursue such things. The R/W Certification helps employers to identify and reward employees with proven initiative, dedication and knowledge. It helps to create a strong professional foundation and training ladder. The Certification enhances employee skills through multidiscipline training and examination. It also assures continuous educational updates through recertification.

Please contact Credentialing Staff for any questions about the Certification program. 310.538.0233, Ext. 123 or education@irwaonline.org

International Right of Way (R/W) Certification Program

Right of Way Professional Experience, Course, and Exam Requirements

Candidate must have completed 1,000 verifiable hours of right of way appraisal experience obtained in no less than 24 months and no more than 60 months. Experience hours are subject to audit by requesting appraisal logs and or sample reports.

Appraisal Experience:
Principal practice in professional appraisal services, including:

1. Experience as the signed Appraiser of record primarily responsible for the written appraisal report, in compliance with the applicable jurisdiction's regulatory requirements, in the appraisal of whole takings or partial takings involving severance or consequential damages or injurious affection and working knowledge of expropriation or eminent domain law and procedures, or
2. Full time professional services developing economic analyses or feasibility studies when such services involve licensed appraisers in the interpretation of real estate valuation principles related to the potential impacts to the real property of proposed or actual right of way projects.
3. Experience as the signed Review Appraiser performing a Technical Appraisal Review, responsible for the written review report and responsible for the approved value as defined by the appropriate jurisdiction.

When you upload your resume to the Credentialing Concierge for verification of your qualifying experience, we require that your resume be in this format.

IRWA Coursework Requirements

To obtain the R/W Certification, the candidate must successfully complete a coursework requirement that consists of both core courses and elective courses. The coursework requirement is different for each of the 5 disciplines.

Challenging a Course

If the candidates feel that they have sufficient professional experience and knowledge ina certain discipline, they can challenge a core course. To do this, they must complete and submit the Course Challenge Request form, along with the challenge fee, and then successfully complete the exam for that course. If the candidate does not pass the exam, the candidate **may not** challenge the course again and must attend the class and successfully pass the exam to receive credit.

The following core course may be challenged:

C-400 – Principles of Real Estate Appraisal

Capstone Examination Requirements

The candidate must fulfill the capstone examination* requirement for the applied-for discipline certification.

An approved candidate can take the capstone examination anytime within their 5-year candidacy period.

To take an exam, the candidate must complete and submit, along with the appropriate exam fee(s), the Exam Request form.

* Capstone exam is valid for 5 years from the "pass" date

International Right of Way (R/W) Certification Program

R/W Recertification

Certified individuals holding a R/W Certification must recertify every 5 years. To recertify, certified individuals must accumulate the required credit within a 5-year period from the date of receipt of the Certification or from the date of the previous recertification. Failure to recertify will result in the loss of the certified individual's certification.

Recertification Requirements

To recertify, appraisers must have valid licenses with no disciplinary actions in the past 5 years. They need to complete 8 credit units by taking Course 102 – Elevating Your Ethical Awareness. Additionally, they should take either the C-413 Yellow Book course (24 credit units), which is recommended as a refresher for U.S. appraisers, or complete 8 credit units of IRWA appraisal coursework, plus 16 credit units of IRWA or non-IRWA electives (e.g., additional IRWA courses or IRWA/non-IRWA conferences, webinars, etc.).

R/W Certification Inactive Status (Parked Status)

R/W Certified individuals can retain their right to the R/W Certification during an inactive period, when they are not employed in or otherwise involved with the right of way profession. A R/W Certified individual may request the inactive status as follows:

1. Submit a letter, along with the processing fee requesting the R/W Certification be held in an inactive status and acknowledge that during such period, the R/W Certification may not be used*
2. During each year the R/W certification is maintained in an inactive status, an annual fee shall be assessed for maintenance of the R/W Certification. The Annual fee shall entitle the certified individual to receive the IRWA magazine.

*To apply for inactive status, certification must be current. Inactive status may not be applied for if recertification has expired.

International Right of Way (R/W) Certification Program

R/W Certification Inactive Status (Reinstatement)

When the certified individual is ready to re-establish their active status, the process is as follows:

1. Submit a letter requesting to re-establish the active status of the R/W Certification, including a reinstatement fee.
2. Complete current recertification requirements for the R/W Certification. (Recertification must be completed within what remains of the original R/W Certification 5 year period from the time the inactive status was entered into).
3. Comply with any current recertification or other requirements as may be established by the Credentialing Committee.

Applying for Award of Recertification Credit for a Non-IRWA Course – no longer required effective July 1, 2017

In order to be awarded R/W recertification credit, the subject matter of a non-IRWA course must be consistent with current Right of Way principles and practices, and will enhance the Right of Way practitioner in the fields of:

1. Appraisal.
2. Communication/Negotiations.
3. Engineering.
4. Environment.
5. Management/Supervision.
6. Relocation Assistance.
7. Property Management.
8. Real Estate Law.

Course content must cover a minimum of 70% of IRWA subject matter to be awarded R/W Certification Program recertification credit.

Appeals

If recertification credit is not granted for a non-IRWA course, you may consider the following appeal process:

1. Applicant forwards a Letter of Appeal to IRWA HQs within 30 days of receipt of notification.
2. HQs will forward request form to the Credentialing Committee for full review.
3. Credentialing Committee review and then advises HQs of approval/disapproval.
4. HQs will notify applicant of final decision.

Helpful Hints

DO NOT SUBMIT COMPLETION APPLICATION UNTIL ALL REQUIREMENTS HAVE BEEN MET.

ALL INCOMPLETE APPLICATIONS RECEIVED BY LOCAL CHAPTER PDC CHAIR WILL BE RETURNED TO CANDIDATE.

INCOMPLETE APPLICATIONS RECEIVED AT IRWA HEADQUARTERS WILL BE RETURNED TO THE LOCAL CHAPTER PDC CHAIR.

Applications will be processed in order of receipt.

Processing of completion applications **takes approximately 6 weeks**.

Instructions for completing this application:

- Fill in COMPLETELY
- Be as accurate as possible with regard to dates
- Type or print clearly and legibly
- Be careful to not duplicate information
- Use extra sheets as necessary
- Attach supporting documentation where indicated
- Submit payment information
- Submit completed application to local **Chapter PDC Chair**

R/W-AC Appraisal Certification Program
Declaration of Candidacy

Complete and return this declaration along with your **non-refundable** candidacy fee of $25 USD ($35 USD for non-member) to IRWA Headquarters after verifying professional experience with local Chapter PDC Chair. Applicable tax based on country's tax laws to be added to the fee above.

❒ Check enclosed (made payable to IRWA) -or-

❒ Visa □ MasterCard □ American Express

Card Number_____Exp. Date_/_____

Signature_____Amount $_____

Name as it appears on card _____

Applicant Information

Name_____ Member # _____

Mailing Address _____ Chapter # _____

City, State/Province _____

Zip/Postal Code_____ Phone (_____)_____

Email _____

By signature below, I acknowledge that I have thoroughly reviewed the Professional Experience Summary Page and have personally verified with my local Chapter Professional Development Committee Chair that my professional experience qualifies as right of way experience.

I hereby certify that all of the information provided on this form is, to the best of my knowledge, true and correct. I will be in a violation of the Ethical Policy if I knowingly misrepresent myself.

Applicant's Signature _____

Printed Name _____

Date_____/_____/_____

For any questions regarding the professional experience requirements, contact your local Chapter Professional Development Committee Chair

Submit this application to IRWA HQs
19210 S. Vermont Ave, Building A, Suite 100
Gardena, CA 90248
Or via fax 866-388-7419

R/W-AC Appraisal Certification Program Completion Application
Applicant Information Page

Complete and return this application along with your **non-refundable** application fee of $50 USD ($70 USD for non-member) and all requested supporting materials to your local Chapter PDC Chair for review once all requirements have been met. Applicable tax based on country's tax laws to be added to the fee above.

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

❒ Check enclosed (made payable to IRWA) -or-
❒ Visa ☐ MasterCard ☐ American Express

Card Number_____Exp. Date_/_____

Signature_____Amount $_____

Name as it appears on card _____

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 _____

For any questions regarding the Professional Experience Requirements, contact your local Chapter Professional Development Committee Chair

Date Received: _____

HQs Approved: _____

R/W-AC Appraisal Certification Program Completion Application
R/W Professional Experience Page

This section must detail the applicant's required verifiable hours of right of way appraisal experience. **Note: Use a separate page for each employer and each job title.**

Appraisal Experience: Please see page 16 of the Program Guide for detailed information regarding qualifying experience.

Company or Agency Details

From (mm/dd/yyyy)_____/_____/_____ To (mm/dd/yyyy)_____/_____/_____
(date application is signed)

Total Number of Months_____Company Name_____

Total Hours of Right of Way Appraisal Experience_____

When were the Right of Way Appraisal Experience hours accumulated?

From (mm/dd/yyyy)_____/_____/_____ To (mm/dd/yyyy)_____/_____/

Company or Agency Address _____
Street

_____
City, State/Province Zip/Postal Code

Position or Job Title _____

Description of Duties (list actual duties performed for this job title – use additional sheet of paper and attached with this page.)

_____

_____

_____

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_____/_____/_____

R/W-AC Appraisal Certification Program Completion Application
Course Work and Examination Requirement

FOR U.S. APPRAISERS

To obtain the R/W Certification, the candidate must successfully complete a coursework requirement that consists of both core courses and elective courses.

IRWA Coursework Checklist:

Complete the following and attach copies of certificates of completion or copy of course history

❒ C-102	Elevating Your Ethical Awareness – 8 credit units
❒ C-105	The Uniform Act Executive Summary – 8 credit units
❒ C-413	Uniform Appraisal Standards for Federal Land Acquisitions / Yellow Book or other qualifying UASFLA Yellow Book Courses (Appraisal Foundation) – **24 credit units** (See footnote below)[3]
❒ C-421	The Valuation of Partial Acquisitions – 32 credit units
❒ C-431	Problems in the Valuation of Partial Acquisitions – 8 credit units
❒ 16 credit units of additional IRWA appraisal courses	C-403 - Easement Valuation – 8 credit units C-409 - Integrating Appraisal Standards – 8 credit units C-410 - Reviewing Appraisals in Eminent Domain – 8 credit units C-415 - USPAP and the Yellow Book: A Guide to Understanding Their Relationship – 24 credit units C-417 - The Valuation of Environmentally Contaminated Real Estate – 16 credit units
❒ C-600i	Environmental Awareness – 8 credit units
❒ C-800	Principles of Real Estate Law – 16 credit units
❒ C-900	Principles of Real Estate Engineering – 16 credit units

C-102 – Elevating Your Ethical Awareness will only apply towards ethics requirement. Good only for 5 years from the completion date.

Exam Checklist:

Complete the following and attach Pass letter*

❒ Appraisal Capstone Exam

* Capstone exam is valid for 5 years from the "pass" date

[3] Note: A 14-hour UASFLA (Yellow Book) course from an approved provider may be accepted in lieu of IRWA Course 413; however, candidates must complete an additional one-day IRWA 400-Series course to satisfy the majority of the remaining credit units.

R/W-AC Appraisal Certification Program Completion Application
Course Work and Examination Requirement

FOR CANADIAN APPRAISERS

To obtain the R/W Certification, the candidate must successfully complete a coursework requirement that consists of both core courses and elective courses.

IRWA Coursework Checklist:

Complete the following and attach copies of certificates of completion or copy of course history

❒ C-102	Elevating Your Ethical Awareness – 8 credit units
❒ C-403	Easement Valuation – 8 credit units
❒ C-421C	The Valuation of Partial Acquisitions – 32 credit units
❒ C-431C	Problems in the Valuation of Partial Acquisitions – 8 credit units
❒ C-600i	Environmental Awareness – 8 credit units
❒ C-800C	Principles of Real Estate Law – 16 credit units
❒ C-900C	Principles of Real Estate Engineering – 16 credit units

C-102 – Elevating Your Ethical Awareness will only apply towards ethics requirement. Good only for 5 years from the completion date.

Exam Checklist:

Complete the following and attach Pass letter*

❒ Appraisal Capstone Exam

* Capstone exam is valid for 5 years from the "pass" date

R/W-AC Appraisal Certification Program Completion Application
Course Work and Examination Requirement

FOR INTERNATIONAL APPRAISERS

To obtain the R/W Certification, the candidate must successfully complete a coursework requirement that consists of both core courses and elective courses.

IRWA Coursework Checklist:

Complete the following and attach copies of certificates of completion or copy of course history

❒ C-102	Elevating Your Ethical Awareness – 8 credit units
❒ **C-400** ❒ C-403 ❒ C-410 ❒ C-417 ❒ C-421 ❒ C-431	Principles of Real Estate Appraisal – 16 credit units **(only required in lieu of jurisdictional licensing requirements).** Easement Valuation – 8 credit units Reviewing Appraisals in Eminent Domain – 8 credit units The Valuation of Environmentally Contaminated Real Estate – 16 credit units The Valuation of Partial Acquisitions – 32 credit units Problems in the Valuation of Partial Acquisitions – 8 credit units
❒ C-600i	Environmental Awareness – 8 credit units
❒ C-800	Principles of Real Estate Law – 16 credit units
❒ C-900	Principles of Real Estate Engineering – 16 credit units

C-102 – Elevating Your Ethical Awareness will only apply towards ethics requirement.
Good only for 5 years from the completion date.

Exam Checklist:

Complete the following and attach Pass letter*

❒ Appraisal Capstone Exam

* Capstone exam is valid for 5 years from the "pass" date

R/W-AC Appraisal Certification Program Completion Application
Course Work and Examination Requirement

FOR CROSS CERTIFICATION

To obtain the R/W Certification, the candidate must successfully complete a coursework requirement that consists of both core courses and elective courses.

IRWA Coursework Checklist:

Complete the following and attach copies of certificates of completion or copy of course history

❒ C-102	Elevating Your Ethical Awareness – 8 credit units
❒ **C-105**	The Uniform Act Executive Summary – 8 credit units **(For U.S. appraisers only)**
❒ **C-403**	Easement Valuation – 8 credit units **(For Canadian & International appraisers only)**
❒ **C-413**	Uniform Appraisal Standards for Federal Land Acquisitions / Yellow Book or other qualifying UASFLA Yellow Book Courses (Appraisal Foundation) – 24 credit units **(For U.S. appraisers only)**
❒ C-421/421C	The Valuation of Partial Acquisitions – 32 credit units
❒ C-431/431C	Problems in the Valuation of Partial Acquisitions – 8 credit units
❒ C-600i	Environmental Awareness – 8 credit units
❒ C-800/800C	Principles of Real Estate Law – 16 credit units
❒ C-900/900C	Principles of Real Estate Engineering – 16 credit units

C-102 – Elevating Your Ethical Awareness will only apply towards ethics requirement. Good only for 5 years from the completion date.

Exam Checklist:

Complete the following and attach Pass letter*

❒ Appraisal Capstone Exam

* Capstone exam is valid for 5 years from the "pass" date

R/W-AC Appraisal Certification Program Completion Application
International Right of Way Association
Code of Ethics
Applicant Signature Page

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 designation.

Printed Name _____

Signature _____

R/W-AC Appraisal Certification Program Completion Application Agreement Page

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 International Right of Way Association.

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 International Right of Way Association, 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 as a certified individual 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), per discipline.

6 If I become R/W Certified by 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 an IRWA Certified R/W Professional.

Applicants Signature_____Date_____/_____/_____

For Local Chapter PDC Chair Use Only

PDC Name_____SR/WA # _____

Address_____ Chapter # _____

City, State/Province _____

Zip/Postal Code_____ Phone (_____)_____

Email_____Date_____/_____/_____

PDC Signature _____

R/W-AC Appraisal Certification Program
Course Challenge Exam Request Form

Challenging a Course

If the candidates feel that they have sufficient professional experience and knowledge ina certain discipline, they can challenge a core course by submitting this form, along with the challenge fee, and then successfully complete the exam for that course. If the candidate does not pass the exam, the candidate **may not** challenge the course again and must attend the class and successfully pass the exam to receive credit.

❒ C-400 Principles of Real Estate Appraisal

IMPORTANT NOTE: Successful challenge will fulfill part of the coursework requirements for the R/W Certification. NO course education credit will be granted and course will not show in candidate's course history.

Submit completed form, along with non-refundable fee of $100 USD ($140 USD for non-member) to Chapter PDC Chair. Applicable tax based on country's tax laws to be added to the feeabove.

Name_____Member # _____

Address_____ Chapter # _____

City, State/Province _____

Zip/Postal Code_____ Phone (_)_____

Email _____

❒ Check Enclosed (made payable to IRWA)
❒ Visa □ MasterCard □ American Express

Card Number_____Exp. Date_____/_____

Signature_____Amount $_____

Name as it appears on card _____

Local Chapter PDC Chair signature is required below

Proctor Name_____SR/WA # _____

Address_____Chapter # _____

City, State/Province _____

Zip/Postal Code_____ Phone (_)_____

Email _____

PDC Signature_____Application Approval Date_____/_____/_____

R/W-AC Appraisal Certification Program
Capstone Examination Request Form

An approved candidate can take the capstone examination anytime within their 5-year candidacy period. Exams are valid 5 years from the pass date.

To take an exam, the candidate must complete form and submit, along with the **non-refundable** exam fee(s) of $50 USD ($70 USD for non-member). Applicable tax based on country's tax laws to be added to the fee above.

Request to take the following Capstone Exam(s):

❒ Appraisal Capstone Exam

Name_____Member # _____

Address_____Chapter # _____

City, State/Province _____

Zip/Postal Code_____ Phone (_)_____

Email _____

❒ Check Enclosed (made payable to IRWA)
❒ Visa □ MasterCard □ American Express

Card Number_____Exp. Date_____/_____

Signature_____Amount $_____

Name as it appears on card _____

Local Chapter PDC Chair signature is required below

Proctor Name_____SR/WA # _____

Address_____Chapter # _____

City, State/Province _____

Zip/Postal Code_____ Phone (_)_____

Email _____

PDC Signature_____Application Approval Date_____/_____/_____

Right of Way Certification Program
R/W-AC Appraisal Certification
Recertification

International Right of Way Certification (R/W) Recertification

Why do R/W professionals need to recertify?

The International Right of Way Association believes that all professionals holding the R/W Certification must continue their personal and professional development through a combination of continued work experience and continuing education. Therefore, the IRWA requires all R/W individuals to recertify every 5 years to maintain their professional certification.

What is required to recertify?

To recertify, appraisers must have valid licenses with no disciplinary actions in the past 5 years. They need to complete 8 credit units by taking Course 102 – Elevating Your Ethical Awareness. Additionally, they should take either the C-413 Yellow Book course (24 credit units), which is recommended as a refresher for U.S. appraisers, or complete 8 credit units of IRWA appraisal coursework, plus 16 credit units of IRWA or non-IRWA electives (e.g., additional IRWA courses or IRWA/non-IRWA conferences, webinars, etc.).

C-102 – Elevating Your Ethical Awareness will only apply towards the ethics requirement.

R/W Certification designees may receive up to 16 credit units for paid attendance at IRWA's International Educational Conference.

IRWA Chapter/Region seminars, symposiums, etc. and non-IRWA courses will no longer need to be submitted to Headquarters or the Credentialing Committee for approval.

Certificate or proof of attendance/completion must be kept in designee's records and must only be submitted to HQs as supporting documentation along with the recertification application.

The recertification period is 5 years from the initial certification and applications will be accepted by HQs up to 1 year before the due date.

R/W Certification designees taking an IRWA course for recertification credit are not required to take the course exam.* However, participants taking an IRWA course for CE or other type of credit, for license renewal or other purposes are required to take the course exam.

* Exams **must** be taken for any online course or seminar to obtain recertification credit.

R/W-AC Appraisal Certification Program
Recertification Requirements Helpful Hints

DO NOT SUBMIT APPLICATION UNTIL ALL REQUIREMENTS FOR THE R/W RECERTIFICATION HAVE BEEN MET. ALL INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED AND WILL BE RETURNED TO THE LOCAL CHAPTER PDC CHAIR.

Applications will be processed in order of receipt. Processing of recertification applications **takes approximately 6 weeks**.

Instructions for filling in application:

- Fill in COMPLETELY
- Complete a separate application for each discipline
- Be as accurate as possible with regard to dates
- Type or print clearly and legibly
- Be careful to not duplicate information
- Use extra sheets as necessary
- Attach supporting documents where indicated
- Attach **non-refundable** fee of $50 USD ($70 USD for non-member)
- Submit completed application to:

Credentialing Staff
IRWA Headquarters
19210 S. Vermont Ave, Building A, Suite 100
Gardena, CA 90248

R/W-AC Appraisal Certification Program
Recertification Application
Applicant Information Page

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

Only complete applications will be processed. All incomplete applications will be returned. Processing of recertification applications takes approximately 6 weeks.

Applicant Information

Recertification Due Date:_____/_____/_____(MM/DD/YY)

Name _____

Membership Number_____ Chapter _____

Address/City_____

State/Provence, Zip/Postal Code_____

Phone (____)_____ Fax (____)_____

Email Address _____

Agency or Company _____

Address_____

City/State/Zip _____

Phone (____)_____ Fax (____)_____

Email Address _____

Date Received: _____

HQs Approved: _____

R/W-AC Appraisal Certification Program
Recertification Application
Credit Units Summary Page

Attach additional sheets as necessary. Provide documentation of approval and completion.

IRWA Courses attended or instructed (attach copy of course history or certificates)

Course Number & Name	Date/Number of Credit Units

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

Course/Program Name	Date/Number of Credit Units

Conference Education Session/Chapter Educational Seminars (fill in completely)

Event Name	Date/Number of Credit Units

Total Credit Units _____

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

Signature_____ **Date**_____/_____/_____

❒ Check Enclosed (made payable to IRWA)
❒ Visa □ MasterCard □ American Express

Card Number_____Exp. Date_____/_____

Signature_____Amount $_____

Name as it appears on card _____

R/W-AC Appraisal Certification Program
Recertification Application

International Right of Way Association
Code of Ethics
Applicant Signature Page

Answer the following questions

Have you ever been convicted of fraud, misrepresentation or misappropriation of funds or property? ☐ Yes ☐ No

If yes, attach a detailed explanation.

Have you ever been subject to disciplinary action by any professional organization? ☐ Yes ☐ No

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 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 designation.

Printed Name _____

Signature _____