International Right of Way Association

Right of Way Uniform Act Certification Program (R/W-URAC)

Program Guide and Application

The Professional Standard of Excellence

Revised: 10/2026

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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-NAC 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 Declaration of Candidacy through the Credentialing Concierge or directly to your local Chapter PDC Chair and IRWA Credentialing Staff. If you are uncertain about any of this process, please contact your local 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, submit it through the Credentialing Concierge or directly to your local Chapter PDC Chair and IRWA Credentialing Staff.

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

Glossary of Terms

CAPSTONE EXAM: Final Examination for a single right of way discipline.

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

Credentialing Concierge: IRWA's online system for submitting and tracking credentialing applications and supporting documentation.

Credentialing Subcommittee: Provides structure & oversight for IRWA's credentialing programs.

Five-year candidacy period: The five-year period begins on the date IRWA approves the Declaration of Candidacy. If the candidate does not complete all certification requirements and submit the Completion Application within five years, the candidacy expires and a new Declaration of Candidacy is required under the current program requirements.

HQ: IRWA Headquarters.

IEC: International Executive Committee.

IRWA: International Right of Way Association.

PDC CHAIR: Professional Development Committee Chair at the chapter level.

R/W-URAC: Right of Way Uniform Act Certification.

URA: Uniform Relocation Assistance and Real Property Acquisition Policies Act (Uniform Act).

R/W: Right of Way.

USD: U.S. Dollars.

International Right of Way Association
Code of Ethics

Members of the International Right of Way Association recognize the responsibility of the right of way profession to the people and businesses we serve, and believe that we should encourage and foster high ethical standards in our profession. Therefore, we do hereby adopt the following Rules of Professional Conduct & Standards of Practice for the Right of Way Professional as our Code of Ethics for our constant guidance and inspiration predicated upon the basic principles of professional competence, character, integrity, fairness, commitment, and trustfulness. These basic principles provide the foundation for establishing and maintaining all professional relationships. Therefore, all Members shall dedicate themselves to a course of conduct which manifests respect, confidence and trust on the part of the general public and all users of right of way services.

- Rules of Professional Conduct & Standards of Practice for the Right of Way Professional
- Disciplinary Procedures
- Ethics Officer Position Description
- Ethics Complaint Form

Application Process and Fee Schedule

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

- Read through the program guide and requirements.
- Submit the Declaration of Candidacy with your resume through the Credentialing Concierge or directly to your local Chapter PDC Chair and IRWA Credentialing Staff.
- Complete the professional experience, IRWA coursework, and examination requirements.
- Submit the Completion Application and supporting materials through the Credentialing Concierge or directly to your local Chapter PDC Chair and IRWA Credentialing Staff.
- The local Chapter PDC Chair will review the application, and approved applications will be forwarded to IRWA Credentialing Staff for processing.
- IRWA HQs will notify the candidate when the application is received. It will be reviewed within four to six weeks, and the candidate will be notified when approved or if additional information is needed.

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

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

Fee	Amount
R/W Certification Application Fee	Candidacy Declaration - $50 USD per discipline; Completion Application - $175 USD per discipline.
Active Status Annual Maintenance Fee*	Included with annual membership dues.
Change to Inactive Status Processing Fee	$20 USD.
Inactive Status Maintenance Fee	$50 USD annually.
Reinstatement to Active Status Fee	$50 USD per discipline.
Recertification Application Fee	$100 USD per discipline.
Reinstatement/Lapsed Status Fee†	$100 USD per discipline.
Capstone Individual Discipline Exam Fee	$50 USD per discipline.
Course Challenge Exam Fee	$50 USD per 8 credit units (per course day).

* Active status annual maintenance is included with annual membership dues for members.

† Reinstatement/Lapsed Status fees and eligibility are governed by IRWA's current Reinstatement of Lapsed Credentials Policy. Refer to the current policy for eligibility deadlines and any available fee waivers.

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

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

Fee	Amount
R/W Certification Application Fee	Candidacy Declaration - $70 USD per discipline; Completion Application - $245 USD per discipline.
Active Status Annual Maintenance Fee*	$135 USD annually.
Change to Inactive Status Processing Fee	$28 USD.
Inactive Status Maintenance Fee	$70 USD annually.
Reinstatement to Active Status Fee	$70 USD per discipline.
Recertification Application Fee	$140 USD per discipline.
Reinstatement/Lapsed Status Fee†	$140 USD per discipline.
Capstone Individual Discipline Exam Fee	$70 USD per discipline.
Course Challenge Exam Fee	$70 USD per 8 credit units (per course day).

**For non-members, the $135 USD annual maintenance fee is billed beginning on the first anniversary of the certification approval date.*

† Reinstatement/Lapsed Status fees and eligibility are governed by IRWA's current Reinstatement of Lapsed Credentials Policy. Refer to the current policy for eligibility deadlines and any available fee waivers.

R/W-URAC - Uniform Act Certification Program Overview
Required Courses and Capstone Examination

Experience	At least 5 years of relevant right of way experience in one or more of these Uniform Act practice areas: • Appraisal • Negotiation/Acquisition • Relocation Assistance
Core Courses	**Complete all of the following courses:** • C-100 - Principles of Land Acquisition or C-100C Principles of Land Acquisition (Canadian) – 16 credit units • C-105 – The Uniform Act Executive Summary or NHI – 141045 – 8 credit units
Basic Appraisal Course	**Complete the following course:** • C-400i – Principles of Real Estate Appraisal or NHI-141043. - 16 credit units
Advanced Appraisal Course	**Complete the following course:** • Complete C-421 – The Valuation of Partial Acquisition or C-421C – The Valuation of Partial Acquisition (Canadian), or an equivalent course from a sponsor of The Appraisal Foundation accepted by IRWA. – 24 credit units
Negotiation/Acquisition Courses	**Complete all of the following courses:** • C-200 – Principles of Real Estate Negotiation – 16 credit units • C-207 – Practical Negotiations for U.S. Federal and Federally Assisted Projects – 16 credit units
Relocation Assistance Courses	**Complete all of the following courses:** • C-501 – Residential Relocation Assistance or NHI-141029 - 16 credit units • C-502 – Nonresidential Relocation Assistance or a Federal Partner equivalent – 16 credit units • C-503 – Mobile Home Relocation or a Federal Partner equivalent – 8 credit units • C-504 – Computing Replacement Housing Payments or a Federal Partner equivalent – 16 credit units • C-505 – Advanced Residential Relocation Assistance or NHI-141030 – 8 credit units • C-506 – Advanced Business Relocation Assistance or NHI-141031 – 16 credit units
IRWA Ethics Requirement	• C-102 - Elevating Your Ethical Awareness – 8 credit units. *
Capstone Exam	• Uniform Act Capstone Examination.

**C-102 applies only toward the ethics requirement and is valid for 5 years from the completion date.*

The Uniform Act capstone examination is required in addition to the specified coursework. The examination is valid for 5 years from the pass date.

When you submit your resume, either through the Credentialing Concierge or directly to your local Chapter PDC Chair and IRWA Credentialing Staff, for verification of your qualifying experience, it is recommended that your resume follow this format. The supervisor or other qualified verifier must sign the experience page included with the Completion Application. The local Chapter PDC Chair will review the completed application before it is submitted to IRWA Credentialing Staff.

IRWA Coursework Requirements

To obtain the R/W-URAC Certification, complete every applicable course and approved equivalent listed in the Program Overview, and document the coursework and Uniform Act Capstone Exam in the Completion Application.

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 seven disciplines:*

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

**Candidates can become certified in no more than two disciplines until the SR/WA designation is earned.*

What are the prerequisites for the R/W-URAC Certification?
For R/W-URAC prerequisites, course alternatives, experience, and examination requirements, see the "R/W-URAC – Uniform Act Certification Program Overview" on page 8.

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. The certification helps employers identify and reward employees with proven initiative, dedication, and knowledge; supports a strong professional foundation and training ladder; enhances employee skills through multidisciplinary training and examination; and assures continuing educational updates through recertification.

Please contact Credentialing Staff with questions about the Certification Program: 310.538.0233, Ext. 123, or education@irwaonline.org.

Right of Way Professional Experience, Course, and Exam Requirements

Candidates must have at least 5 years of relevant right of way professional experience, conducted in compliance with applicable jurisdictional requirements (including the Uniform Act where applicable), in one or more of the following practice areas.

Appraisal Experience:

Principal practice in professional appraisal services, including:

1. Appraisal of partial takings involving severance or consequential damages or injurious affection, with working knowledge of expropriation or eminent domain law and procedures; or
2. Full-time professional economic studies and feasibility analyses involving real estate valuation principles.

Negotiation/Acquisition Experience:

Professional negotiation or acquisition services compensated on a fee or salary basis, rather than a brokerage commission. Qualifying work involves:

1. Real estate valuation principles.
2. Semi-legal or paralegal preparation or review of documents.
3. Understanding of real property law, maps, construction plans, and transaction documentation.

Negotiations must concern the acquisition or disposal of an interest in real property, including licenses, leases, and settlements of property-damage claims.

Relocation Assistance Experience:

Principal practice in professional relocation assistance services involving displaced persons, businesses, farm operations, and nonprofit organizations. Qualifying work includes:

1. Relocating and re-establishing displaced persons or operations.
2. Computing replacement housing payments using real estate valuation principles.
3. Conducting studies and analyses used to develop relocation program plans.

Challenging a Course

Candidates who believe they have sufficient professional experience, and knowledge may challenge an eligible core course. To do so, the candidate must submit the Course Challenge Exam Request Form with the applicable fee and then successfully complete the course examination. If the candidate does not pass the examination, the candidate may not challenge that course again and must attend the course and successfully pass its examination to receive credit.

The following courses may be challenged:

- C-100 – Principles of Land Acquisition
- C-200 – Principles of Real Estate Negotiation
- C-400i – Principles of Real Estate Appraisal

Capstone Examination Requirements

The candidate must pass the Uniform Act Capstone Examination requirement. An approved candidate may take the capstone examination at any time within the 5-year candidacy period. To request the examination, the candidate must complete and submit the Capstone Examination Request Form with the appropriate fee.

The capstone examination is valid for 5 years from the pass date.

R/W Recertification

Certified individuals holding an R/W Certification must recertify every 5 years. To recertify, certified individuals must accumulate the required credit within the 5-year period beginning on the date of initial certification or the previous recertification. Failure to recertify will result in the loss of the certification.

Recertification Requirements

Seventy-two credit units must be earned by attending (in-person, virtual, or on-demand) or instructing courses or seminars with right of way or real estate-related content. At least 24 of those units must be earned in the 100-, 200-, 400-, or 500-series coursework relevant to the certification. An additional requirement within the 72 units is 8 credit units of ethics coursework.

R/W Certification designees may earn up to 24 credit units for paid attendance at IRWA's Annual International Education Conference.

*R/W certified individuals taking class 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 with all online courses to earn recertification credit.

International Right of Way (R/W) Certification Program

R/W Certification Inactive Status (Parked Status)

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

1. Submit a letter with the processing fee requesting that the R/W Certification be held in inactive status and acknowledging that the certification may not be used during that period.
2. Pay the annual fee assessed for maintenance of the R/W Certification during each year in inactive status.

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

R/W Certification Inactive Status (Reinstatement)

1. Submit a letter requesting re-establishment of active status and include the reinstatement fee.
2. Complete the current recertification requirements within the time remaining in the original 5-year certification period when inactive status began.
3. Comply with any current recertification or other requirements established by the Credentialing Subcommittee.

Non-IRWA Recertification Credit

Prior approval is no longer required. To qualify for R/W recertification credit, a non-IRWA course must be consistent with current right of way principles and practices, enhance the practitioner's knowledge, and contain at least 70% right of way subject matter in one or more of the following fields:

Appraisal	Communication/ Negotiations	Engineering	Environment	Management/Supervision
Project Management	Relocation Assistance	Property Management	Real Estate Law	Surveying/Engineering

Helpful Hints

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

INCOMPLETE APPLICATIONS RECEIVED THROUGH EITHER SUBMISSION CHANNEL WILL BE RETURNED TO THE CANDIDATE FOR CORRECTION.

COMPLETE APPLICATIONS WILL BE REVIEWED BY THE LOCAL CHAPTER PDC CHAIR AND FORWARDED TO IRWA CREDENTIALING STAFF FOR PROCESSING.

Applications will be processed in the order received. Processing of completion applications takes approximately 6 weeks.

Instructions for completing the application:

- Fill in the application completely.
- Be as accurate as possible with regard to dates.
- Type or print clearly and legibly.
- Do not duplicate information.
- Use extra sheets as necessary.
- Attach supporting documentation where indicated.
- Submit payment information.
- Submit the completed application through the Credentialing Concierge or directly to your local Chapter PDC Chair and IRWA Credentialing Staff.

R/W-URAC Uniform Act Certification Program
Declaration of Candidacy

Complete and submit this declaration with the non-refundable candidacy fee of $50 USD ($70 USD for a non-member) through the Credentialing Concierge or directly to your local Chapter PDC Chair and IRWA Credentialing Staff with your resume. Applicable tax based on the country's tax laws will be added to the fee.

□ 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 signing below, I acknowledge that I have reviewed the Uniform Act professional experience requirements and have personally verified with my local Chapter Professional Development Committee Chair that my professional experience qualifies in appraisal, negotiation/acquisition, and/or relocation assistance.

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

Applicant's Signature _____

Printed Name _____

Date _____

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

Submit this declaration through the Credentialing Concierge or directly to your local Chapter PDC Chair and IRWA Credentialing Staff.

R/W-URAC Uniform Act Certification Program
Completion Application
Applicant Information Page

Complete and submit this application with the non-refundable application fee of $100 USD ($140 USD for a non-member) and all requested supporting materials through the Credentialing Concierge or directly to your local Chapter PDC Chair and IRWA Credentialing Staff after all requirements have been met. 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 candidate for correction through the applicable submission channel.

□ 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

Agency/ Company _____ **Position/Title** _____

Address _____ **City, State/ Province** _____

Zip/Postal Code _____ **Phone** _____

Email _____

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

Date Received _____ **HQs Approved** _____

R/W-URAC Uniform Act Certification Program
Completion Application
R/W Professional Experience Page

Document at least 5 years of relevant right of way experience qualifying under the Uniform Act certification program. Use a separate copy of this page for each employer and job title.

Uniform Act Experience: See page 10 for the qualifying appraisal, negotiation/acquisition, and relocation assistance experience criteria.

Company or Agency Details

From (mm/dd/yyyy)		**To (mm/dd/yyyy)**	
Total Number of Months		**Company Name**	
Company Address		**City, State/Province**	
Zip/Postal Code		**Position or Job Title**	

Description of Duties

Describe the actual appraisal, negotiation/acquisition, and/or relocation assistance duties performed in this role. Attach additional sheets as necessary.

Verification

Current supervisor or another person with personal knowledge of your work. If self-employed, provide a professional associate familiar with your work who is not a member of your immediate family.

Name		**Title**	
Phone		**Email**	

I have examined the above statement and certify that, to the best of my knowledge, it is true and correct.

Signature _____ **Date** _____

R/W-URAC Uniform Act Certification Program
Completion Application
Coursework and Examination Requirements

Use this checklist to document all required coursework and accepted alternatives. Select one option for each "or" requirement; both C-200 and C-207 and all six relocation course requirements are mandatory. Attach course history or completion certificates.

IRWA Coursework Checklist

□ **C-100 or C-100C**	Principles of Land Acquisition (16 credit units)
□ **C-105 / NHI-141045**	Uniform Relocation Act Executive Summary (8 units), or NHI Real Estate Acquisition Under the Uniform Act: An Overview (6 units)
□ **C-102 (Ethics)**	Elevating Your Ethical Awareness (8 units). Prior C-103/C-104 may qualify.*
□ **C-400i or NHI-141043**	Principles of Real Estate Appraisal (16 units), or NHI Appraisal for Federal-Aid Highway Programs (16 units)
□ **C-421 / C-421C or approved equivalent**	The Valuation of Partial Acquisitions (24 units), or an approved Appraisal Foundation sponsor equivalent
□ **C-200**	Principles of Real Estate Negotiation (16 units)
□ **C-207**	Practical Negotiations for U.S. Federally Funded Land Acquisitions (16 units)
□ **C-501 / NHI-141029**	Residential Relocation Assistance (16 units), or NHI Basic Relocation under the Uniform Act (24 units)
□ **C-502 / federal equivalent**	Nonresidential Relocation Assistance (16 units), or an accepted Federal Partner equivalent
□ **C-503 / federal equivalent**	Mobile Home Relocation (8 units), or an accepted Federal Partner equivalent
□ **C-504 / federal equivalent**	Computing Replacement Housing Payments (16 units), or an accepted Federal Partner equivalent
□ **C-505 / NHI-141030**	Advanced Residential Relocation Assistance (8 units), or NHI Advanced Relocation under the Uniform Act (24 units)
□ **C-506 / NHI-141031**	Advanced Business Relocation Assistance (16 units), or NHI Business Relocation under the Uniform Act (24 units)

**C-102, C-103, and C-104 apply only toward the ethics requirement and are valid for 5 years from the completion date.*

Capstone Examination Checklist

□	**Uniform Act Capstone Exam**	Attach pass letter

The Uniform Act Capstone Examination pass result is valid for 5 years from the pass date.

R/W-URAC Uniform Act Certification Program Completion Application
Coursework Documentation and Examination Verification

Use this page as a final documentation check before submitting the Completion Application through the Credentialing Concierge or directly to your local Chapter PDC Chair and IRWA Credentialing Staff.

	Requirement	Documentation
□	**Core coursework (C-100 and C-105/equivalents)**	Course history or certificates attached
□	**Basic and advanced appraisal coursework**	Course history or certificates attached
□	**Negotiation/acquisition coursework (C-200 and C-207)**	Course history or certificates attached
□	**All six relocation assistance requirements**	Course history or certificates attached
□	**Ethics course requirement**	Course history or certificate attached
□	**Uniform Act Capstone Examination**	Pass letter attached

Capstone Examination Record

Exam Date _____ **Pass Date** _____

Pass Letter Attached _____ **Candidate ID** _____

Candidate Certification

I certify that I have completed the requirements shown above and that all supporting documentation submitted with this application is accurate and complete.

Signature _____ **Date** _____

The local Chapter PDC Chair will review the completion materials before the approved application is submitted to IRWA Credentialing Staff.

R/W-URAC Uniform Act Certification Program
Completion Application
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 statements knowing that they are false, I understand that such statements will be cause for denial or revocation of the designation.

Printed Name _____

Signature _____

Date _____

R/W-URAC Uniform Act Certification Program
Completion Application Agreement Page

Applicant Name _____

In completing this application, I consent to the following terms:

1. I subscribe to the aims and purposes of the International Right of Way Association and agree to abide by its Code of Ethics.
2. I irrevocably waive any claim or right of action at law or in equity that I might have now or in the future against the International Right of Way Association, its governing officers, committee members, or other officials, as a group or as individuals, for any official act connected with the Certification Program, including admitting or failing to admit me to certification status or disciplining me as a certified individual.
3. I authorize IRWA to verify all information contained in this application and to make any investigations it deems necessary.
4. I certify that all statements made in this application are true to the best of my knowledge. I understand that any material misstatement will cause forfeiture of all rights to certification status with no refund of my application fee(s).
5. I have included the required application fee, payable to IRWA.
6. If I become R/W Certified by IRWA, I agree to comply with any future requirements that the International Executive Committee, or its appointed oversight committee, determines are appropriate for retaining my certification as an IRWA Certified R/W Professional.

Applicant's Signature _____ **Date** _____

For Local Chapter PDC Chair Use Only

PDC Name		**SR/WA #**	
Address		**Chapter #**	
City, State/Province		**Zip/Postal Code**	
Phone		**Email**	
PDC Signature		**Date**	

R/W-URAC Uniform Act Certification Program
Course Challenge Exam Request Form

Challenging a Course

A candidate who believes that sufficient professional experience and knowledge have been acquired may challenge an eligible core course by submitting this form with the applicable challenge fee and successfully completing the course examination. If the candidate does not pass, the candidate may not challenge that course again and must attend the course and successfully pass its examination to receive credit.

□	**C-100/100C – Principles of Land Acquisition/Principles of Land Acquisition (Canadian) (16 credit units)**	$100 member/ $140 non-member
□	**C-200 – Principles of Real Estate Negotiation (16 credit units)**	$100 member/ $140 non-member
□	**C-400i – Principles of Real Estate Appraisal (16 credit units)**	$100 member/ $140 non-member

IMPORTANT NOTE: A successful challenge fulfills the applicable coursework requirement. No course education credit will be granted, and the course will not appear in the candidate's course history.

Submit this form with the non-refundable fee shown above through the Credentialing Concierge or directly to your local Chapter PDC Chair and IRWA Credentialing Staff. Applicable tax based on the country's tax laws will be added to the fee.

Name _____ **Member #** _____

Address _____ **Chapter #** _____

City, State/ Province _____ **Zip/Postal Code** _____

Phone _____ **Email** _____

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

Card Number _____ **Exp. Date** _____

Signature _____ **Amount $** _____

Name as it appears on card _____

Local Chapter PDC Chair Signature Is Required

Proctor Name _____ **SR/WA #** _____

PDC Signature _____ **Approval Date** _____

R/W-URAC Uniform Act Certification Program
Capstone Examination Request Form

An approved candidate may take the capstone examination at any time within the 5-year candidacy period. The examination is valid for 5 years from the pass date.

To request the examination, complete this form and submit it with the non-refundable examination fee of $50 USD ($70 USD for a non-member). Applicable tax based on the country's tax laws will be added to the fee.

Request to take the following Capstone Exam:

□	**Uniform Act Capstone Exam**

Name		**Member #**	
Address		**Chapter #**	
City, State/ Province		**Zip/Postal Code**	
Phone		**Email**	

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

Card Number		**Exp. Date**	
Signature		**Amount $**	

Name as it appears on card

Local Chapter PDC Chair Signature Is Required

Proctor Name		**SR/WA #**	
Address		**Chapter #**	
Phone		**Email**	
PDC Signature		**Approval Date**	

Right of Way Certification Program
R/W-URAC Uniform Act 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 an R/W Certification must continue their personal and professional development through a combination of continued work experience and continuing education. Therefore, IRWA requires R/W certified individuals to recertify every 5 years to maintain their professional certification.

What is required to recertify?

R/W-URAC recertification requires 72 credit units in each 5-year certification cycle. At least 24 units must come from relevant 100-, 200-, 400-, or 500-series coursework, and 8 units must satisfy the ethics course requirement. Qualifying credit may be earned through attending or instructing right of way or real estate-related courses or seminars.

C-102 - Elevating Your Ethical Awareness applies only toward the ethics requirement.

R/W Certification designees may earn up to 24 credit units for paid attendance at IRWA's Annual International Education Conference.

IRWA Chapter/Region seminars, symposiums, and non-IRWA courses no longer need to be submitted to Headquarters or the Credentialing Subcommittee for advance approval. Certificates or other proof of attendance and completion must be retained and submitted to HQs with the recertification application when requested.

The recertification period is 5 years from the initial certification or previous recertification date. IRWA Headquarters will accept applications 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 examination. Participants taking an IRWA course for non-IRWA continuing education, license renewal, or another purpose may be required to take the examination. Examinations must be taken for online courses or seminars to obtain recertification credit.

R/W-URAC Uniform Act Certification Program
Recertification Requirements Helpful Hints

DO NOT SUBMIT THE APPLICATION UNTIL ALL R/W RECERTIFICATION REQUIREMENTS HAVE BEEN MET. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED AND WILL BE RETURNED TO THE CANDIDATE FOR CORRECTION THROUGH THE APPLICABLE SUBMISSION CHANNEL.

Applications will be processed in the order received. Processing of recertification applications takes approximately 6 weeks.

Instructions for completing the application:

- Fill in the application completely.
- Complete a separate application for each discipline.
- Be as accurate as possible with regard to dates.
- Type or print clearly and legibly.
- Do not duplicate information.
- Use extra sheets as necessary.
- Attach supporting documents where indicated.
- Attach the non-refundable fee of $100 USD ($140 USD for a non-member).
- Submit the completed application through the Credentialing Concierge or directly to your local Chapter PDC Chair and IRWA Credentialing Staff.

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Recertification Application
Applicant Information Page

Complete and submit this application with any requested supporting documentation and the non-refundable $100 USD ($140 USD for a non-member) recertification fee through the Credentialing Concierge or directly to your local Chapter PDC Chair and IRWA Credentialing Staff. 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 candidate for correction through the applicable submission channel. Processing takes approximately four to six weeks.

Applicant Information

Recertification Due Date _____

Name		**Membership Number**	
Address/City		**Chapter**	
State/ Province		**Zip/Postal Code**	
Phone		**Email Address**	

Agency or Company

Agency/ Company		**Position/Title**	
Address		**City/State/Zip**	
Phone		**Email Address**	

Date Received		**HQs Approved**	

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Credit Units Summary Page

Attach additional sheets as necessary. Provide documentation of completion.

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

Course Number & Name	Date / Credit Units

Non-IRWA Courses (attach documentation and completion certificates)

Course/Program Name	Date / Credit Units

Conference Education Sessions / Chapter Educational Seminars

Event Name	Date / 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) -or- □ Visa □ MasterCard □ American Express

Card Number _____ **Exp. Date** _____

Signature _____ **Amount $** _____

Name as it appears on card _____

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Recertification Application
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 statements knowing that they are false, I understand that such statements will be cause for denial or revocation of the designation.

Printed Name _____

Signature _____

Date _____