

Right of Way Certification Program



A Professional Standard of Achievement



Revised 09/24/07

Right of Way Certification

What is a Right of Way Certification?

The Right of Way (R/W) Certification is an esteemed professional designation granted to IRWA members 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 in services provided to the public.

Which disciplines are available for Certification?

The International Right of Way Association offers Certification in five disciplines:

Discipline	R/W Certification
Appraisal	R/W-AC
Asset (Property) Management	R/W-AMC
Environmental	R/W-EC
Negotiation/Acquisition	R/W-NAC
Relocation Assistance Certified	R/W-RAC

Who is eligible for the R/W designation?

Anyone involved in one of these five right of way professional disciplines is eligible.

Why do I need a R/W designation?

Right of way professionals who have earned the esteemed R/W designation have gained valuable skills and knowledge that has enhanced their confidence and expanded their job opportunities.

- Expands your employment opportunities
- Increases your salary potential
- Boosts your chances for career advancement
- Demonstrates your professional commitment

How will my employer benefit?

Most employers recognize the role that professional development plays and encourage their staff to pursue continuing education. Employees who are supported by their management are typically more motivated and perform better.

- Increases morale by giving employees a sense of direction and continued growth
- Helps identify and reward employees with proven initiative, dedication and knowledge
- Creates a strong professional foundation and training ladder
- Enhances employee skills through multi-disciplined training and examination
- Assures continuous learning updates through recertification

How do I apply for the program?

The application process is easy:

- Obtain a Candidacy Application Form from your chapter or online at www.irwaonline.org.
- Submit your form to your local chapter PDC chair with an application fee.
- Upon approval, you will receive a confirmation letter from IRWA with your Candidacy Registration number.
- Once all the requirements are completed, submit a Certification Program application form to your local PDC chair with the registration fee.

Right of Way Experience Requirements

To qualify, experience must be in one or more of the substantive right of way disciplines listed. Candidates must work full-time in a given discipline as one of the following: practitioner, reviewer, or supervisor.

Appraisal Experience:

Principal practice in professional appraisal services, including:

- Experience in the appraisal of partial takings involving severance or consequential damages and working knowledge of expropriation or eminent domain law and procedures; or,
- Full-time professional services making economic studies and feasibility analyses when such services involve interpretation of real estate valuation principles.

Asset (Property) Management Experience:

Principal practice in professional asset (property) management services, provided that compensation is received on a fee or salary basis rather than on a brokerage basis involving a commission. Such services must involve interpretation of real estate valuation principles, semi-legal work in preparation or review of documents, and an understanding of real property law. The following types of property management work shall be considered qualifying experience:

- Acquisition of a leasehold interest in real property
- Negotiations for leasehold interests covering public or company-owned real property
- Negotiation for sale or exchange of public or company-owned real property
- Acquisition or disposal of joint-use property rights
- Management and rental of properties on a temporary basis pending demolition or clearance of right of way
- Demolition contract supervision involved in clearance of right of way
- House or building sales for clearing right of way
- Asset (property) management involving caretaker, custodial, rental collection and similar operating capacity functions

Environmental Experience:

Principal practice in the preparation of professional environmental studies, and the collection and analysis of data leading to recommendations or conclusions relevant to right of way activities in one or more of the following environmental impact areas: social, economic, noise, aesthetics, historical and archeological sites, air quality, water quality, ecology and land use. Such services involve understanding, interpreting and applying scientific principles, documenting studies, developing alternatives to mitigate right of way impacts, and reliance by a client, employer or the public on the professional judgments rendered.

Negotiation/Acquisition Experience:

Principal practice in professional negotiation or acquisition services, provided that compensation is received on a fee or salary basis rather than a brokerage basis involving a commission. Such services must involve:

- a. Interpretation of real estate valuation principles
- b. Semi-legal or paralegal work in preparation or review of documents
- c. Understanding of real property law, interpretation of maps and construction plans, and documentation of the transaction

Negotiations must be for the acquisition or disposal of an interest in real property, including licenses, leases and settlement of property damage claims.

Relocation Assistance Experience:

Principal practice in professional relocation assistance services including experience in:

- a. Relocating and re-establishing persons, businesses, farm operations and nonprofit organizations
- b. Making replacement housing computations when such services involve an interpretation of real estate valuation principles
- c. Conducting studies and analyses for the development of a relocation program plan

Additional Candidate Information:

- No time limit will be established for the completion of candidacy.
- A candidate who does not complete certification requirements within five years will be required to resubmit a supplemental candidacy application for an additional five years.
- The application processing fee will be charged for supplemental applications.

R/W RECERTIFICATION

Members holding a Certification Certificate must recertify every five years. To recertify, a member must accumulate the required credit within a five-year period from the date of receipt of the certification or from the date of previous recertification.

Recertification requirements consist of 30 hours of continuing education courses or seminars approved for credit by the IRWA, of which 16 hours must be earned as a participant at a course in that certification discipline.

Certification designees can receive 16 hours of recertification credit for attending IRWA's Annual International Educational Conference.

All members holding a Certification Certificate must successfully complete IRWA's Course 103 - Ethics (1 day) or 104 - Standards of Practice (1 day) during the appropriate 5 (five) year cycle. Additionally, Appraisal Certified (R/W-AC) members must complete the appropriate required course on the Uniform Standards of Professional Appraisal Practice: IRWA Course 406B - USPAP or The Standards (Canadian) every two years.

Important Information:

- 1) Students taking an IRWA class for recertification credits are not required to take the course exam. However, students taking an IRWA class for Continuing Education (CE), or other type of credit, for license renewal or other purposes are required to take the course exam.
- 2) Because the Certification Program is a stepping-stone to the SR/WA Designation, members can only be certified in two disciplines.
- 3) Failure to pay all appropriate IRWA membership dues after six months will result in the loss of the member's Certification Certificate.

QUALIFICATIONS FOR CERTIFICATIONS

Certification is granted to IRWA members who have attained professional status in a single discipline.

A. DISCIPLINES

The name of the Certification for each discipline, and the corresponding abbreviation, shall be:

- Right of Way – Appraisal Certified (R/W-AC)
- Right of Way – Asset Management Certified (R/W-AMC)
- Right of Way – Environmental Certified (R/W-EC)
- Right of Way – Negotiation/Acquisition Certified (R/W-NAC)
- Right of Way – Relocation Assistance Certified (R/W-RAC)

B. QUALIFICATIONS FOR CERTIFICATION

1. Be a member in good standing of the International Right of Way Association.
2. An approved candidate for certification.
3. Experience: A minimum of 2 years of qualifying right of way experience in the discipline applied for within the last 5 years.
4. Successfully complete the general requirements and core courses associated with the discipline(s).
5. For Appraisal and Relocation Assistance only, candidate must pass the SR/WA exam.

C. GENERAL COURSE REQUIREMENTS (Required for all disciplines)

- C-103 Ethics and the Right of Way Profession (1 day); or
- C-104 Standards of Professional Practice for the Right of Way Professional (1 day)

D. CORE COURSE REQUIREMENTS (Required for individual disciplines)

RIGHT OF WAY — APPRAISAL CERTIFIED

- a) C-400 Principles of Real Estate Appraisal (2 days)
- b) C-401 The Appraisal of Partial Acquisitions (5 days)
- c) C-406A USPAP (2 days) or The Standards (Canadian)
- d) 4 additional days of appraisal courses from IRWA or appraisal sponsors of the Appraisal Foundation

RIGHT OF WAY — ASSET (PROPERTY) MANAGEMENT CERTIFIED

- a) C-600 Environmental Awareness (1 day)
- b) C-700 Introduction to Property Management (2 days)
- c) C-701 Property Management: Leasing (2 days)
- d) C-703 Real Property Asset Management (1 day)
- e) C-800 Principles of Real Estate Law (2 days)
- f) 2 days of any IRWA 200 level course

RIGHT OF WAY — ENVIRONMENTAL CERTIFIED

- a) C-600 Environmental Awareness (1 day)
- b) C-602 Project Development and the Environmental Process (2 days)
- c) C-603 Understanding Environmental Contamination in Real Estate (1 day)
- d) C-604 Environmental Due Diligence and Liability
- e) 3 days of any IRWA 200 level course

RIGHT OF WAY — NEGOTIATION/ACQUISITION CERTIFIED

- a) C-802 Legal Aspects of Easements (1 day)
- b) C-901 Engineering Plan Development and Application (1 day)
- c) C-902 Property Descriptions (1 day)
- d) C-801 (2 days)/C-801C (1 day) – Land Titles; or C-803 – Eminent Domain Law Basics for Right of Way Professionals (2 days); or C-800 – Principle of Real Estate Law (2 days)
- e) 3 days of any IRWA 200 level course

RIGHT OF WAY - RELOCATION ASSISTANCE CERTIFIED

- a) C-501 Residential Relocation Assistance (2 days)
- b) C-502 Business Relocation (2 days)
- c) C-504 Computing Replacement Housing Payments (2 days)
- d) Two (2) of the following courses:
 - C-503 Mobile Home Relocation (1 day); or
 - C-505 Advanced Relocation Assistance I (Residential) (1 day); or
 - C-506 Advanced Business Relocation (2 days)

E. EXAM REQUIREMENTS

Relocation and Appraisal Certification – *NEW Requirement*

Effective July 1, 2006, Relocation (R/W-RAC) Certification will require an exam. The SR/WA Relocation exam must be taken and passed in order to earn this certification.

Effective July 1, 2006, Appraisal (R/W-AC) Certification will require an exam. The SR/WA Appraisal exam must be taken and passed in order to earn this Certification.

For those who decide to pursue their SR/WA designation at a later date, the exam credit is transferable to the SR/WA credentialing program. Also, if you have taken the exams to fulfill your SR/WA requirements, you may choose to apply them toward the Certification requirement.