



CANDIDACY APPLICATION FORM FOR SR/WA DESIGNATION AND CERTIFICATION PROGRAM

(Please print/type all information)

Member Name: _____
First Middle Initial Last

IRWA Membership #: _____ Chapter #: _____ IRWA Region #: _____

Mailing Address: _____
Street City State/Province Zip/Postal Code

Present Employer: _____ Position Held: _____

Business Address: _____
Street City State/Province Zip/Postal Code

Business Telephone: (_____) _____ Home Telephone: (_____) _____

E-mail Address: _____

I am applying for the following program(s):
 Please check box(es)

SR/WA and/or CERTIFICATION (maximum of two Certification Disciplines)

Certification Disciplines (check maximum of 2 disciplines):

Appraisal - Asset (Property) Management - Environmental - Negotiation/Acquisition - Relocation Assistance

REQUIREMENTS FOR CANDIDACY

1. MEMBERSHIP
 An applicant must be a member in good standing of the International Right of Way Association (IRWA).
2. CANDIDACY REQUIREMENT
 Complete application form (includes right of way experience section and agreement section).

HOW TO COMPLETE THE CANDIDACY APPLICATION FORM

- ➔ Page 2 - Describe all your work experience that meets the definition of "qualifying right of way experience." Fill out a separate page:
 - (a) For each employer, and, (b) For each job title
- ➔ Give a complete description of your job duties:
 - (a) Attach a company job description if available, and, (b) If you are an independent contractor, list employers
- ➔ If 100% of your time is not involved in work that meets the definition of right of way experience, indicate the percentage of your time that does meet the definition.
- ➔ VERIFICATION: This must be signed by:
 - (a) Your immediate supervisor or someone with personal knowledge of your job, and, (b) If you are self-employed, by a professional associate familiar with your work who is not a member of your immediate family.
- ➔ Page 3 - Complete all items, read agreement and sign application.
- ➔ Submit this form, along with a check in U.S. Dollars, (payable to IRWA). \$20.00 for SR/WA and \$20.00 for each Certification discipline), to your Chapter Professional Development Chair (PDC).
- ➔ Headquarters will review work experience form and will notify applicant of number of months granted towards the minimum number of years of experience required (SR/WA-5 years, Certification-2 years).

ADMINISTRATIVE PROCESS/EXAM FEES

- ➔ After completing all requirements (see page 4) complete SR/WA and/or Certification form and submit with registration application fee to chapter PDC, (applications available on IRWA's web site at www.irwaonline.org). Please make all checks payable to IRWA.
- ➔ Certification Program: Candidacy Application Fee: \$20.00 – Registration Application Fee: \$50/00 (each discipline, maximum of two disciplines - U.S. Dollars)
- ➔ SR/WA Program: Candidacy Application Fee: \$20.00 – Exam(s) Fee \$100.00 – Registration Application Fee: \$160.00 (U.S. Dollars)

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RIGHT OF WAY EXPERIENCE SECTION

(Please use a separate page for each employer and for each job title)

Member Name: _____

Employer's Name: _____

Employer's Address: _____
Street City State/Province Zip/Postal Code

Job Title: _____

Dates of Employment: From: _____ To: _____ = Total Number of Months: _____
month/day/year month/day/year

SR/WA Applicants Only: Attach a copy of your diploma, or registration if you are claiming credit for engineering or surveying work.
(Check for appropriate box(es): A graduate engineer A licensed engineer A registered land surveyor

➔ Description of Duties: _____

➔ If 100% of your work does not involve the definition of right of way experience, please indicate the percentage of Right of Way experience involved in your work: _____%

➔ Verification: (Immediate Supervisor)
Name: _____
Title: _____
Organization/Company: _____
Address: _____
Telephone #: (_____) _____
E-mail Address: _____

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

➔ Signature _____ Date _____

Chapter Comments: _____

International Headquarter Comments: _____

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AGREEMENT SECTION

Member Name: _____

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

- A. I subscribe to the aims and purposes and agree to abide by the Code of Ethics of the International Right of Way Association.
- B. 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 Registration Program and particularly as to its or their acts in:
 - 1) Admitting or failing to admit me to candidacy status; or,
 - 2) Disciplining me as a member for any reason whatsoever.
- C. I hereby authorize the IRWA to verify all information contained herein and further to make all investigations in any manner it deems necessary.
- D. 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 candidacy status.
- E. Attached hereto is my SR/WA and/or Certification application fee in U.S. Dollars (\$20 for SR/WA and \$20 for each Certification discipline).
- F. If I become registered as an SR/WA and/or Certification Member of the International Right of Way Association, I agree that I will comply with any future requirements that the **Board of Directors of the International Right of Way Association** decides are appropriate for me to retain my registration as an SR/WA and/or Certification Member of the International Right of Way Association.

➔ Applicant's Signature: _____

_____ Date: _____

FOR CHAPTER USE ONLY

**To be completed by the Chapter Professional Development Chair (PDC)
before submitting to International Headquarters.**

Date application received by Chapter: _____ Date applicant was interviewed by Chapter: _____

Date candidacy application was approved by vote of Chapter P.D.C.: _____

It is the opinion of the Committee that all experience described in this application meets the definition of qualifying right of way experience unless otherwise indicated on page 2 under chapter comments.

Chapter #: _____ P.D.C. Chair: _____
(Print Name)

Signature: _____ Date: _____

Telephone #: () _____ Fax #: () _____

E-mail Address: _____

➔ Questions: Please contact Francis Vicente, via E-mail,
at vicente@irwaonline.org or by telephone at (310) 538-0233, Ext. 123

◆ **Certification Education and Experience Requirements** ◆

1. Two (2) years of qualifying right-of-way related experience within the last five (5) years;
2. IRWA Course 103 (1 day) or 104 (1 day);
3. Course Study Requirements For Individual Disciplines:

APPRAISAL (R/W - AC)

C-400 (2 days)
C-401 (5 days)
USPAP (2 days)
Four (4) days of approved appraisal courses from IRWA or other approved providers.

NEGOTIATIONS/ACQUISITION (R/W - NAC)

C-802 (1 day)
C-901 (1 day)
C-902 (1 day)
C-801 (2 days)/801C (1 day) or C-803 (2 days) or C-800 (2 days)
Three (3) days of any 200 level course

RELOCATION ASSISTANCE (R/W - RAC)

C-501 (2 days)
C-502 (2 days)
C-504 (2 days)
Two (2) of the following: C-503 (1 day), C-505 (1 day) or C-506 (2 days)

ENVIRONMENTAL (R/W - EC)

C-600 (1 day)
C-602 (2 days)
C-603 (1 day)
Three (3) days of any 200 level course

ASSET (PROPERTY) MANAGEMENT (R/W - AMC)

C-600 (1 day)
C-700 (2 days)
C-701 (2 days)
C-703 (1 day)
C-800 (2 days)
Two (2) days of any 200 level course

CHALLENGE OF COURSES: The following courses may be challenged in the Certification and/or SR/WA programs: C-100, C-200, C 400, C-800 and C-900. For additional information, contact Francis Vicente, via e-mail at vicente@irwaonline.org or by telephone at (310) 538-0233, ext. 123.

◆ **SR/WA Education and Experience Requirements** ◆

1. Be a member in good standing with the International Right Of Way Association.
2. Experience – a minimum of five (5) years of qualifying right of way experience.
3. Education – Bachelors degree (four years), or in lieu, a combination of any three of the following combination totaling four (4) years: Equivalency of 30 semester hours=One (1) year, two years work experience=One (1) year and 8 days of approved course work=One (1) year. Candidates can submit the items listed multiple ways (i.e., 8 years of work experience, or 120 semester hours, 32 days of courses or a combination of the three options. The experience option can run concurrent with the five (5) years of experience stated above.
4. Core Courses Required:
 - a. **Option #1:** Successfully complete the following courses: C-200 (2 days), C-400 (2 days), C-800 (2 days) and C-900 (2 days);

or,
 - Option #2:** Successfully complete the following courses: C-100 (4 days) and any two (2) of the following courses: C-200 (2 days), C-400 (2 days), C-800 (2 days) and C-900 (2 days). If a candidate elects this option, they must complete as a part of their eight (8) days of elective courses a minimum of two (2) days of course work in any of the following disciplines: Asset (Property) Management, Environment, or Relocation Assistance.
 - b. Successfully complete C-103 (1 day) or C-104 (1 day)
 - c. Successfully complete a total of four (4) days of any 200 level courses (other than C-200).
 - d. Total of eight (8) days of other courses, all of which must be IRWA courses.
5. Examination:
 - Option #1:** Passage of one (1) comprehensive exam;

or,
 - Option #2:** Passage of four (4) of seven (7) discipline exams. Discipline exams consist of: Acquisition, Appraisal, Engineering, Environmental, Law, Asset (Property) Management, Relocation Assistance