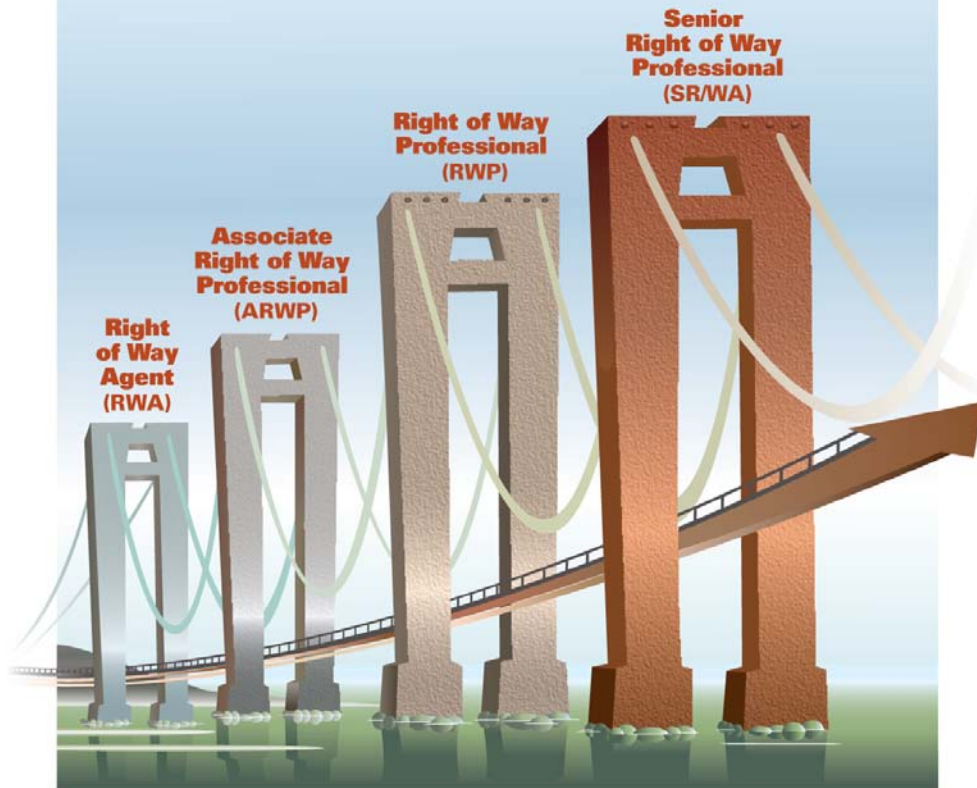


# Right of Way Professional Career Path



**Generalist**



## Right of Way Professional Career Path

### Senior Right of Way Professional SRWA

#### Program Guide

2010-2011

Effective 10.01.10



Topics below are hyperlinked to corresponding page.

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## Welcome to the SR/WA Designation Program!

### What is the SR/WA Designation?

The Senior Right of Way Professional (SR/WA), is the most prestigious professional designation granted to those right of way professionals who have achieved professional status through experience, education, and examination.

While the SR/WA professional may be a specialist in one area, they must also be familiar with all disciplines associated with the right of way profession. The SR/WA designation is the only designation reflecting evidence of professional accomplishment in the right of way profession.

#### Stay Ahead of the Curve

Today's marketplace is crowded and complex. To develop a solid, competitive advantage—and to remain ahead of that curve—you can rely on an IRWA Designation to prepare you and your company for whatever lies ahead.

#### The Only Name That Counts

IRWA stands for the highest standard of excellence. As such, an IRWA Designation is a rigorous process that will work to differentiate you from other professionals. Our high standards have enabled us to create a distinction that is universally respected by customers, businesses and colleagues across most disciplines.

#### The Right Stuff

Companies with employees that are IRWA certified report impressive results. Designation can often win business in competitive situations. Certified professionals often make better employees. They tend to exhibit higher productivity, reduced learning curves, increased technical competencies, lower error rate, and a higher level of job satisfaction.

### Individual Benefits

Earning the SR/WA Designation will help boost opportunities and salary potential. The SR/WA Designation expands employment opportunities, increases salary potential, boosts chances for career advancement and demonstrates professional commitment.

Research shows that professionals who have earned the SR/WA Designation earn more throughout their career than those without it.

### Benefits to Employer

Employers benefit from the SR/WA Designation too. They will be rewarded with higher employee retention, increased productivity and a boost in employee morale and confidence. The Designation enhances employee skills through multidiscipline training and examination. Retaining experienced staff is an enormous competitive advantage for any employer.

**We congratulate you on your decision to pursue the SR/WA Designation.**

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## Glossary of Terms

- AAPL: American Association of Professional Landman
- ARWP: Associate Right of Way Professional Certification
- CAPL: Canadian Association of Professional Landman
- CAPSTONE EXAM: The SR/WA Capstone is a final examination, available in a single disciplines or in a comprehensive format
- CEU: Continuing Education Unit, used in recertification
- HQ: IRWA Headquarters Office
- IEC: International Executive Committee
- IPDC: International Professional Development Committee
- IRWA: International Right of Way Association
- PDC CHAIR: Professional Development Committee Chair (Chapter Level)
- QEU: Qualifying Education Unit, used in initial qualification
- RWA: Right of Way Agent Certification
- RWP: Right of Way Professional Certification
- R/W: Right of Way
- SR/WA: Senior Right of Way Professional Designation



## IRWA 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."

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## Steps to earning the SR/WA

1. Read through program brochure and description
2. Determine if prerequisites met
3. Determine eligibility
4. Determine education
5. Meet with Chapter PDC Chair to verify qualifying experience
6. Submit candidacy form to IRWA headquarters
7. Complete IRWA Coursework & meet ethics requirement
8. Complete examination requirements
9. Submit Completion Application to local Chapter's PDC Chair

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### Prerequisites:

### IRWA Certification:

Candidates must have achieved the Right of Way Professional Certification or met qualifications of RWP. This requires meeting education requirements, qualifying experience and completing 144 units earned through core courses and elective courses.

### Eligibility:

Anyone involved in the right of way profession, such as those serving in appraisal, asset/property management, law, engineering, environmental, negotiation/acquisition, relocation assistance, surveying and title examination is eligible. Membership is not a requirement.

### Formal Education:

Candidates for the SR/WA must hold a 4 year University Degree (BA/BS in US or University Degree (CDN)); the degree must be earned prior to submitting completion application or in lieu of a Degree, candidates may complete any one of the additional categories (2,3 or 4).



## **1. CATEGORY 1: 4 YEAR COLLEGE/UNIVERSITY DEGREE**

- a. **HOLD A 4 YEAR UNIVERSITY DEGREE** (BA/BS in US or University Degree (CDN)); the degree must be earned prior to submitting completion application.

## **2. CATEGORY 2: 2 YEAR COLLEGE DEGREE/DIPLOMA**

### **a. DEGREE + EXPERIENCE**

- i. 2 year degree (US)/diploma (CDN) + 2 years qualifying ROW experience (in addition to 5 years qualifying experience.)

**OR**

### **b. DEGREE + COURSEWORK**

- i. 2 year degree (US)/diploma (CDN) + 128 IRWA approved units (in addition to course requirements.)

## **3. CATEGORY 3: CAPL or AAPL CERTIFICATION**

### **a. CERTIFICATION + EXPERIENCE**

- i. CAPL certification + 2 years qualifying ROW experience (in addition to 5 years qualifying experience.)

**OR**

- ii. AAPL certification + 2 years qualifying ROW experience (in addition to 5 years qualifying experience.)

### **b. CERTIFICATION + COURSEWORK**

- i. CAPL certification + 128 IRWA approved units through coursework (in addition to course requirements.)
- ii. AAPL certification + 128 IRWA approved units through coursework (in addition to course requirements.)

## **4. CATEGORY 4: NO COLLEGE DEGREE/DIPLOMA**

### **a. EXPERIENCE**

- i. 4 years qualifying ROW experience (in addition to 5 years qualifying experience.)

**OR**

### **b. COURSEWORK**

- i. 256 IRWA approved units (in addition to course requirements.)



## **Qualifying Experience:**

Candidate must have a minimum of 5 years of relevant Right of Way professional experience as follows:

1. Right of way experience must be at a level requiring independent judgment.
2. This experience must be certified by a licensed professional or other qualified person who is either the applicant's supervisor, or an individual who is responsible for project oversight.
3. This experience must be directly related to right of way activities.

## **Appraisal Experience:**

To qualify, the applicant must have demonstrated suitable experience in appraisal, including:

1. Agency appraisal procedures and/or USPAP compliance verifications
2. Property inspections for appraisal report preparation
3. Preparation of site and/or property descriptions
4. Preparation of highest and best use analysis
5. Comparable sale, cost, and income data research and analysis
6. Preparation of complex cost to cure analysis
7. Utilization of the sales comparison, cost, and/or income capitalization approaches in the preparation of land and improved property appraisal reports
8. Preparation of complex before and after land and improved property appraisal reports.

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## **Asset/Property Management Experience:**

Experience and proficiency in managing property and/or assets, including:

1. Negotiation of revenue or acquisition leases for public agency or company
2. Negotiation for the sale or exchange of public agency or company owned real property
3. Acquisition or disposal of joint-use property rights
4. Management and rental of properties on a temporary basis pending demolition or right of way clearance
5. Preparation and/or supervision of demolition contracts for right of way
6. Conduct or supervise building sales right of way clearance and/or,
7. Asset management involving caretaker, custodial, rent collection and similar operating capacity functions

## **Engineering/Surveying Experience:**

Experience and proficiency in surveying and/or engineering, including:

1. Surveying and/or engineering at a level requiring independent judgment. This experience must be certified by a licensed professional land surveyor or engineer who is either the applicant's supervisor, or otherwise responsible for right of way surveying or engineering
2. Preparing and/or interpreting right of way drawings and/or
3. Preparing and/or certifying legal documents which are relied upon in law as the basis for recording, acquiring or disposing of rights of way



### **Environmental Experience:**

Experience and proficiency in environmental activities, including:

1. Preparation and/or review of environmental assessments, statements and studies
2. Collection and analysis of data leading to recommendations or conclusions relevant to right of way activities and/or
3. Identifying, and recommending mitigation and remediation of environmental impacts.

### **Law Experience:**

Experience and proficiency in law activities, including:

1. Application of the principles of real property law
2. Application of eminent domain or expropriation processes
3. Preparing, reviewing, examination, or certification of the status of title.

### **Negotiations/Acquisition Experience:**

Experience and proficiency in right of way negotiations/acquisition activities including:

1. Interpretation of real estate valuation principles
2. Application of real property law,
3. Interpretation of maps and construction plans
4. Acquisition or disposal of an interest in real property including documentation of the transaction.

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### **Relocation Assistance Experience:**

Experience and proficiency in relocation assistance under the Uniform Act including:

1. Relocating and re-establishing persons, businesses, farm operations and nonprofit organizations
2. Analyzing comparable housing and computing replacement housing payments and/or
3. Classifying relocation payments into appropriate categories and/or
4. Preparing relocation plans.

### **Candidacy:**

Submit candidacy application once you have met with your chapter professional development chair to verify qualifying experience. Incomplete applications will be returned to candidate. Applications will be processed in order of receipt and may take up to 4 weeks

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## Coursework:

To obtain the SR/WA Designation, the candidate must successfully complete a total of 208 units cumulatively. Of these, 64 IRWA approved units must be earned as follows:

- 40 Units must be earned through attendance over several disciplines to ensure a multi-discipline education. A maximum of 16 units can be earned in any one discipline and these courses may not have been not previously applied at RWA, ARWP, or RWP levels.
  - 16 units (maximum) intermediate or advanced 200 series.
  - 16 units (maximum) intermediate or advanced 400 series.
  - 16 units (maximum) intermediate or advanced 500 series.
  - 16 units (maximum) intermediate or advanced 600 series.
  - 16 units (maximum) intermediate or advanced 700 series.
  - 16 units (maximum) intermediate or advanced 800 series.
  - 16 units (maximum) intermediate or advanced 900 series.
- 24 Units can be earned through attendance in the electives category. These units may be in any discipline, but may not have been previously applied at RWA, ARWP, or RWP levels.

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## Ethics:

To obtain the SR/WA Designation, the candidate must successfully complete 8 Qualifying Units in an IRWA Ethics Course. The ethics course must be recent to be valid (no more than 5 years prior to date of submission of completion application). Only IRWA Ethics can be used toward initial certification and designation.

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## Capstone Examination:

A candidate can take the capstone examination anytime within their 5 year candidacy period by:

- Attending an SR/WA Review Study Session and take the comprehensive exam at the conclusion of the class; or
- Independently complete the capstone comprehensive exam or
- Independently complete 4 of the 7 Capstone discipline exams

*Capstone exams are valid for 5 years from the pass date*

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

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## Completion:

Submit completion application to PDC Chair once all requirements have been met. Incomplete applications received by PDC chair will be returned.

Applications will be processed in order of receipt and may take up to 6 weeks

## Recertification:

### Requirements

Maintaining the SR/WA Designation requires recertification every 5 years. To recertify, the required CEU credits must be accumulated within a period of no more than 5 years from the date of initial designation approval or 5 years from the date of the previous recertification. Failure to recertify will result in the loss of the designation.

72 CEUs must be earned through attending or facilitating courses or seminars approved for recertification credit by the IRWA. Of these 72 CEUs, a minimum of 16 must be earned by attendance as a participant or facilitator in an IRWA course; and 8 CEUs must be earned through meeting the Ethics Course requirement; the remaining 48 CEUs may be earned through IRWA courses or IRWA approved courses, conferences and/or seminars.

SR/WAs taking a 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 may required to take the course exam. Exams must be taken with all online courses to earn recertification credit.

SR/WAs can receive up to 24 CEUs of recertification credit for paid attendance at each IRWA's Annual International Education Conference (which can be applied towards 48 CEUs).

## Application

Submit application once all requirements for recertification have been met. Incomplete applications will be returned. Applications will be processed in order of receipt and may take up to 8 weeks.

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## Credit for Non-IRWA Courses

In order to be awarded recertification credit, the subject matter of a non-IRWA course must cover a minimum of 70% of right of way subject matter; be consistent with current Right of Way principles and practices, and enhance the Right of Way practitioner in the fields of:

- Appraisal,
- Asset/Property Management
- Engineering/Surveying
- Environmental
- Law
- Negotiations/Acquisition
- Relocation

## Appeals

To appeal a denial of recertification credit for a non-IRWA course applicant must forward a Letter of Appeal to IRWA HQ within 30 days of receipt of notification. HQ will forward request to the IPDC for full review and will advise the applicant of final approval/disapproval.

## Inactive Status

### Parking

During an inactive period, (when not employed in or otherwise involved with the right of way profession) an SR/WA may request the inactive status as follows:

1. Submit a letter, along with the processing fee requesting the SR/WA Designation be held in an inactive status and acknowledging that during such period, the SR/WA Designation may not be used.
2. Pay an annual maintenance fee during inactive status.

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

## Reinstatement

To re-establish to active status:

1. Submit a letter requesting to re-establish the active status of the SR/WA Designation, including a reinstatement fee.
2. Complete current recertification requirements for the SR/WA Designation. (Recertification must be completed within what remains of the original SR/WA 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 IPDC.

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