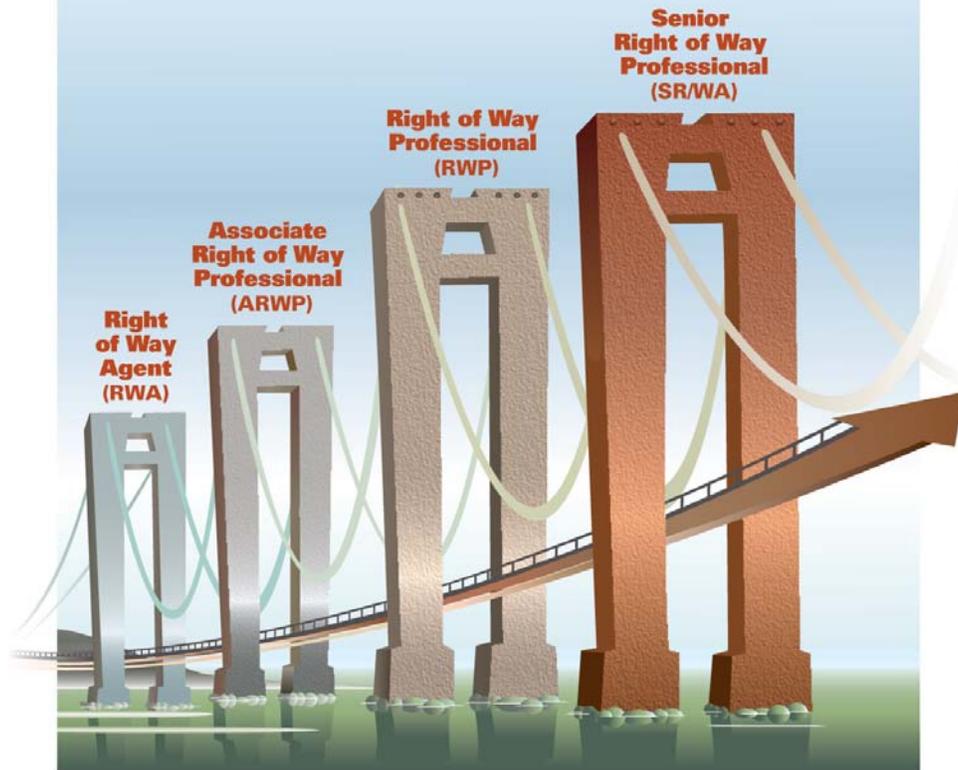


Right of Way Professional Career Path



Generalist



Right of Way Professional Career Path

**Right of Way Agent
RWA**

Program Guide

2010-2011

Effective 10.01.10



Topics below are hyperlinked to corresponding page.

Contents

WELCOME TO THE RIGHT OF WAY AGENT CERTIFICATION PROGRAM!	3
WHAT IS THE RWA CERTIFICATION?	3
INDIVIDUAL BENEFITS	3
BENEFITS TO EMPLOYER	3
GLOSSARY OF TERMS	4
IRWA CODE OF ETHICS	5
STEPS TO EARNING THE RWA	6
PREREQUISITES:	6
IRWA CERTIFICATION:	6
ELIGIBILITY:	6
FORMAL EDUCATION:	6
QUALIFYING EXPERIENCE:.....	7
<i>Administrative Experience:</i>	7
<i>Appraisal Experience:</i>	7
<i>Asset/Property Management Experience:</i>	7
<i>Surveying/Engineering Experience:</i>	7
<i>Environmental Experience:</i>	8
<i>Law Experience:</i>	8
<i>Negotiations/Acquisition Experience:</i>	8
<i>Relocation Assistance Experience:</i>	8
CANDIDACY:	8
COURSEWORK:	9
ETHICS:	9
CAPSTONE EXAMINATION:	9
COMPLETION:	9
RECERTIFICATION:	9



Welcome to the Right of Way Agent Certification Program!

What is the RWA Certification?

The Right of Way Agent Certification (RWA), is the first level in a four level generalist program leading to the SR/WA Designation.

While the RWA may be a specialist in one area, they must also be familiar with all disciplines associated with the right of way profession. The RWA certification reflects 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 a RWA Certification 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, a RWA Certification 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. Certification 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 RWA Certification will help boost opportunities and salary potential. The RWA Certification expands employment opportunities, increases salary potential, boosts chances for career advancement and demonstrates professional commitment.

Benefits to Employer

Employers benefit from the RWA Certification too. They will be rewarded with higher employee retention, increased productivity and a boost in employee morale and confidence. The Certification 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 RWA Certification.

[Back to table of contents](#)



Glossary of Terms

- ARWP: Associate Right of Way Professional Certification
- 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

[Back to table of contents](#)



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."

[Back to table of contents](#)



Steps to earning the RWA

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. Submit Completion Application to local Chapter's PDC Chair

[Back to table of contents](#)

Prerequisites:

IRWA Certification:

There is no prerequisite for the RWA Certification.

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 RWA must hold a 2 year Degree (US) or a Diploma (CDN); the degree must be earned prior to submitting completion application.

Or in lieu of a Degree, complete any of these additional requirements:

Experience:

2 years qualifying ROW experience (in addition to 1 year qualifying experience.)

Coursework:

128 IRWA approved units (in addition to course requirements.)

CAPL or AAPL certification

[Back to table of contents](#)



Qualifying Experience:

Candidate must have a minimum of 1 year of relevant Right of Way professional experience as follows:

1. Providing support services (other than clerical) within one or more of the seven disciplines to a right of way practitioner/business.
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.

Administrative Experience:

Experience and proficiency in providing administrative support services.

Appraisal Experience:

Experience and proficiency in appraisal activities, including:

1. Assists the appraiser of record at onsite property inspections
2. Assists the appraiser of record in research of Public Records for data specific to the appraisal problem
3. Performs sketches of the subject property and assists in preparing exhibits for the appraisal report
4. Completes basic appraisal course's towards obtaining an appraisal license
5. Other related duties as assigned by the supervising appraiser.

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

Surveying/Engineering 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.

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.

[Back to table of contents](#)

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

[Back to table of contents](#)



Coursework:

To obtain the RWA Certification, the candidate must successfully complete a total of 40 units cumulatively. Of these, 32 IRWA approved units must be earned as follows:

- 32 Units must be earned through attendance in Course 100, to ensure a multi-discipline education.
- 8 Units can be earned through attendance in the electives category. These units may be in any discipline, as long as the course is in the beginning classification.

[Back to table of contents](#)

Ethics:

To obtain the RWA Certification, 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.

[Back to table of contents](#)

Capstone Examination:

There is no capstone for the RWA Certification.

[Back to table of contents](#)

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

[Back to table of contents](#)

Recertification:

There is no recertification for the RWA Certification.

[Back to table of contents](#)