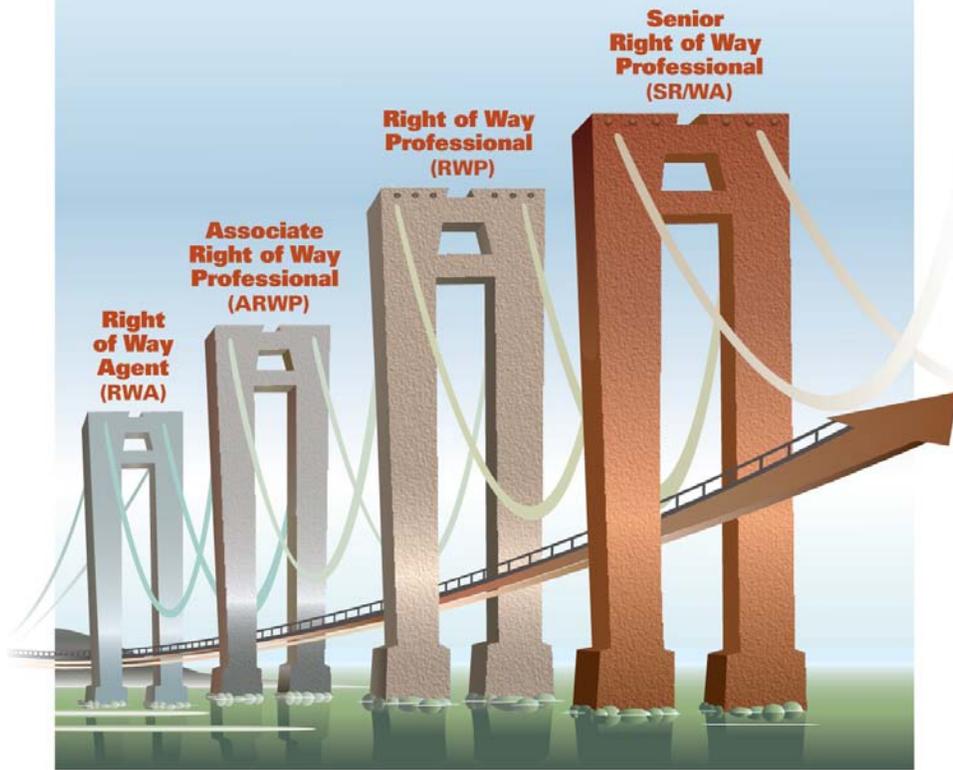


Right of Way Professional Career Path



Generalist



Right of Way Professional Career Path

Associate Right of Way Professional ARWP

Program Guide

2010-2011

Effective 10.01.10



Topics below are hyperlinked to corresponding page.

Contents

WELCOME TO THE ASSOCIATE RIGHT OF WAY PROFESSIONAL CERTIFICATION PROGRAM!	3
WHAT IS THE ARWP CERTIFICATION?	3
INDIVIDUAL BENEFITS	3
BENEFITS TO EMPLOYER	3
GLOSSARY OF TERMS	4
IRWA CODE OF ETHICS	5
STEPS TO EARNING THE ARWP	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>Engineering/Surveying Experience:</i>	8
<i>Environmental Experience:</i>	8
<i>Law Experience:</i>	8
<i>Negotiations/Acquisition Experience:</i>	8
<i>Relocation Assistance Experience:</i>	8
CANDIDACY:	9
COURSEWORK:	9
ETHICS:	9
CAPSTONE EXAMINATION:	9
COMPLETION:	10
RECERTIFICATION:	10
REQUIREMENTS.....	10
APPLICATION	10
<i>Credit for Non-IRWA Courses</i>	11
<i>Appeals</i>	11
INACTIVE STATUS	11
PARKING	11
REINSTATEMENT	11



Welcome to the Associate Right of Way Professional Certification Program!

What is the ARWP Certification?

The Associate Right of Way Professional Certification (ARWP), is the second level in a four level generalist program leading to the SR/WA Designation.

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

Benefits to Employer

Employers benefit from the ARWP 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 ARWP 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 ARWP

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

Prerequisites:

IRWA Certification:

Candidates must have achieved the Right of Way Agent Certification or met qualifications of RWA. This requires meeting education requirements, qualifying experience and completing 40 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 ARWP 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 2 years qualifying experience.)

Coursework:

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

CAPL or AAPL certification



Qualifying Experience:

Candidate must have a minimum of 2 years of relevant Right of Way professional experience as follows:

1. Right of way experience must be at a level providing support services (other than clerical) and/or conducting some independent work and taking primary responsibility for tasks while working under supervision within one or more of the seven disciplines.
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:

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. Comparable sale research and analysis
5. Utilization of the sales comparison approach in the preparation of low valued land appraisal reports
6. Preparation of simple before and after land appraisal reports

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

[Back to table of contents](#)



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.

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 ARWP Certification, the candidate must successfully complete a total of 88 units cumulatively. Of these, 48 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 previously applied at RWA, or ARWP levels.
 - 16 units (maximum) beginning or intermediate 200 series.
 - 16 units (maximum) beginning or intermediate 400 series.
 - 16 units (maximum) beginning or intermediate 500 series.
 - 16 units (maximum) beginning or intermediate 600 series.
 - 16 units (maximum) beginning or intermediate 700 series.
 - 16 units (maximum) beginning or intermediate 800 series.
 - 16 units (maximum) beginning or intermediate 900 series.

- 8 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 the RWA level.

[Back to table of contents](#)

Ethics:

To obtain the ARWP 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.

Capstone Examination:

There is no capstone for the ARWP 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:

Requirements

Maintaining the ARWP Certification 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 Certification approval or 5 years from the date of the previous recertification.

Failure to recertify will result in the loss of the Certification.

24 CEUs must be earned through attending or facilitating courses or seminars approved for recertification credit by the IRWA. Of these 24 CEUs, a minimum of 8 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 8 CEUs may be earned through IRWA courses or IRWA approved courses, conferences and/or seminars.

ARWPs taking a class for recertification credit are not required to take the course exam, however taking the exam is strongly encouraged to allow the course credit to be applied for the RWP Certification or the SR/WA Designation. If a class was attended for recertification and the exam was not taken at the time of the class, the exam cannot be challenged at a future date.

ARWPs can receive up to 8 CEUs of recertification credit for paid attendance at an IRWA Annual International Education Conference.

Also, 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.

[Back to table of contents](#)

Application

Submit recertification 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

[Back to table of contents](#)



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 Assistance

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.

[Back to table of contents](#)

Inactive Status

Parking

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

1. Submitting a letter, along with the processing fee requesting the ARWP Certification be held in an inactive status and acknowledging that during such period, the ARWP Certification may not be used.
2. Paying an annual maintenance fee during inactive status.

To apply for inactive status, Certification 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 ARWP Certification, including a reinstatement fee.
2. Complete current recertification requirements for the ARWP Certification. (Recertification must be completed within what remains of the original ARWP 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.

[Back to table of contents](#)