



INTERNATIONAL RIGHT OF WAY ASSOCIATION

International Right of Way Association
Request Form for Recertification Credit

The IRWA member will use this form to receive recertification credit for attending:

- a. Chapter meal with a guest speaker,
- b. Chapter Meetings,
- c. Region Education Forums

The member is responsible for the following:

- a. Completing this form,
- b. Retaining this form in their personal file,
- c. Submitting this form to IRWA Headquarters*

* This form must be submitted with recertification application but **ONLY when they are due for recertification.**

Attendance at an IRWA event must be certified** by any of the following:

- a. Chapter President,
- b. Chapter Professional Development Chair (PDC),
- c. Region Vice Chair

** The Sign-in Sheet template may be used to record attendance at the event. The Sign-in Sheet and Certification **will be retained at the Chapter/Region level.** Refer to the sign-in sheet work instructions for further detail.

Note: The recertification credit for attending events policy and application form may be changed, when appropriate, by the International Professional Development Committee based on future International Professional Development Committee decisions.

Name: _____

IRWA Membership No. _____ Chapter No. _____

Address: _____

Email Address: _____

Home Number: (_____) _____ - _____

Business Number: (_____) _____ - _____

I am requesting recertification credit for attending:

Event: _____

Date: _____ Hour(s): _____

As approved by Chapter Officers

Member Certification:

I certify that I have attended the events noted in my application for recertification credit¹ towards the _____ Certification/Designation.

Applicant's Signature

Date

IRWA Certification:

I _____ certify that the event
Chapter President/PDC/Region Vice-Chair Name

noted on this application was approved by the Chapter/Region Officers for _____ hours of recertification credit based on the criteria for approval of events/courses set forth by the IPDC and I support the attendee's request for recertification credit towards the _____ Certification/Designation.

Chapter President/PDC/Region Vice-Chair Signature

Date

¹ "IRWA Ethical Rule No. 1: Members of the Association pledge to conduct themselves in a manner that is not detrimental to the public, the Association, or the right of way profession, and to comply with the Association's *Code of Ethics* and *Rules of Professional Conduct*.

E.R. 1.1: It is unethical for a member: (a) to conduct himself/herself in a manner which will prejudice his/her professional status, the reputation of the Association, the right of way profession, or any other member; (b) to act in a manner that is misleading or fraudulent; (c) to use or permit the use of misleading information.

E.R. 1.3: It is unethical for: (a) a member to claim or present professional qualifications (including recertification status) which he/she does not possess; (b) a candidate member to identify himself/herself as a candidate member when they are not, or fail to provide a listing of their educational standing with the Association, when requested to do so; (c) a member to make a materially false statement in, or to deliberately fail to disclose a material fact requested in connection with his/her application for admission to membership in the Association; (d) a member to further the application for admission to the Association of another person known by said member to be unqualified in respect to character, education, or other relevant attribute." (*Ethics and the Right of Way Profession*)

IRWA Certification:

I _____ certify that
Chapter President/PDC/Region Vice-Chair Name

those individuals noted on the sign-in sheet have participated in this event and are,
therefore, eligible for recertification credit²

Chapter President/PDC/Region Vice-Chair Signature

Date

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