



## **Guidelines for IRWA Chapters and Regions approving IRWA Continuing Education Units (CEUs) Effective July 1, 2017**

Over the years IRWA Headquarters and the Credentialing Committee and the former IPDC has noted that the events submitted for CEU approval by chapters and regions have been outstanding in content, quality and presentation. As a result IRWA leadership has approved IRWA chapters and regions to begin approval of their own events for continuing education

IRWA Headquarters and Credentialing Committee no longer review or approve non-IRWA or outside vendor continuing education. Chapter and Region continuing education events are now considered IRWA sponsored or approved events and as such, each chapter or region is responsible for approving their own CEU credits for the events they sponsor. These chapter and region sponsored events will no longer need to be submitted to Headquarters or the Credentialing Committee for approval.

It is presumed that each chapter and region will be mindful of the high standard that IRWA maintains in selecting appropriate continuing education and assigning an appropriate amount of CEU credit. Chapters and regions will need to provide the appropriate materials to IRWA certification holders that may be included with an individual's recertification application to Headquarters.

As of July 1, 2017 the following three recertification credit unit allocations are effective for both Industry & Generalist Certifications:

1. IRWA coursework (including ethics - 8 CEUs) a minimum of 24 CEUs
2. IRWA sponsored events (includes annual education conference, approved Chapter/Region Educational events) no limit or up to 48 CEUs
3. Outside educational vendors (limited to a maximum of 24 CEUs).

These guidelines are for IRWA Chapters and Regions approving IRWA Continuing Education Units for IRWA sponsored events such as chapter seminars, symposiums, etc. (item 2 above).

When assigning CEU credit hours for an event, there is no single approved method. IRWA would prefer to consider quality over quantity for education credit. Our certification holders are ethical, adult learners and we should treat ourselves with respect and trust. An event might require reading a publication prior to the event and getting a specific amount of credit for that. Chapters and regions are encouraged to be creative to make the adult learning experience as engaging as possible. We want our certificate holders to come back for more!!!

We can all get caught up in measuring the hours and minutes but again, quality over quantity. Generally speaking, several notable organizations suggest 50 minutes of contact equals an hour of CEU credit. An event may start at 8am and end at noon with 10 minute breaks each hour. This would yield 4 hours of CEU credit. It should never equal more than the start and stop times so if this scenario had no breaks at all it would still only equal 4 hours of CEU credit. Many would argue that discussions during breaks could be just as educational as the material itself.

All right of way and real estate related topics will qualify.

What about lunch? No you don't get credit for lunch on your own, but a group lunch with a speaker discussing a topic should certainly qualify. Just a group lunch with no education, will not qualify.

Question and answer sessions, yes they will qualify. Speaker introductions, yes they will qualify. IRWA informational announcements, chapter board meetings, chapter elections, region forum meetings will not qualify. Casino night with riverboat cruise after the meeting, sorry, but that will not qualify. Chapters are responsible for calculating what hours are appropriate to use for continuing education credits sponsored by them.

Documentation requirements:

A certificate must be issued in a format similar to the attached example and containing at minimum the following:

- Name of the Attendee
- Name of the course or event
- Date(s) of the course or event
- Number of hours of IRWA approved re-certification credits
- Name, title and signature of one of the following: IRWA Chapter/Region Officer, Chapter Professional Development Committee Chair or Chapter Education Committee Chair
- IRWA logo

Chapters and Regions should be mindful of certificates and record keeping. IRWA Headquarters will not maintain records for Chapter and Region sponsored events. Members or attendees are responsible for keeping their attendance certificates to be submitted as supporting documents to their recertification application.

Credits should be issued for no less than 50 minutes and may be rounded to 1-hour credit.



## **Guidelines for Continuing Education Units (CEUs) from Non-IRWA Education Vendors for IRWA recertification Effective July 1, 2017**

As of July 1, 2017 the following three recertification credit unit allocations are effective for both Industry & Generalist Certifications:

1. IRWA coursework (including ethics - 8 CEUs) a minimum of 24 CEUs
2. IRWA sponsored events (includes annual education conference, approved Chapter/Region Educational events) no limit or up to 48 CEUs
3. Outside educational vendors (limited to a maximum of 24 CEUs)

These guidelines are for IRWA Certificate holders submitting Continuing Education for Recertification from Outside Educational Vendors (Non IRWA Continuing Education Credits), which is item 3 above. There is a maximum of 24 hours allowed from outside vendors for each recertification cycle.

It is now up to each recertification candidate to decide what outside or non-IRWA courses they choose to attend and submit as part of their recertification application to IRWA. This should allow a fair and balanced portfolio of continuing education courses that will help members stay on top of the changing right of way landscape. IRWA no longer reviews or approves non-IRWA or outside vendor continuing education except as part of the recertification application process.

Each individual is to submit CEUs that are related to the right of way profession including infrastructure/industry work. The certification holder shall be mindful of their ethical commitment in selecting appropriate continuing education. Each recertification candidate should refer to the individual requirements contained in the application for recertification for their specific IRWA certification.

Listed below are examples of acceptable non IRWA CEU coursework:

- Classroom or web based courses that cover IRWA certification topics such as:
  - Appraisal
  - Asset (Property Management)
  - Engineering
  - Environment
  - Law
  - Negotiations/Acquisitions
  - Relocation Assistance
  - Surveying
  - Title Examination
- Real estate coursework attended to obtain or recertify a license issued by a governmental agency
- Appraisal coursework attended to obtain or recertify a license issued by a governmental agency
- Management courses if your right of way position includes management of people or projects

Completion certificates must include at a minimum:

- Name of the Attendee
- Name of the course or event
- Date(s) of the course or event
- Number of hours of CEU

Courses should have a minimum of 1 hour of CEU.

IRWA may require a brief description of the event or additional information about the event based on the attendance certificate or proof of attendance that was submitted to be sure that the event qualifies for CEU.

# Certificate of Attendance

*This certifies that*

*Name*

*Attended the* \_\_\_\_\_

*On* \_\_\_\_\_ *(dates)*

*And has earned* \_\_\_\_\_ *hours of IRWA approved re-certification credits.*

\_\_\_\_\_  
Name and Title of one of the following: IRWA  
Chapter/Region Officer or Chapter Professional  
Development Committee Chair or Chapter  
Education Committee Chair

