



19210 S. Vermont Avenue, Building A, Suite 100
 Gardena, CA 90248
 Phone: (310) 538-0233
 www.irwaonline.org

Course 501: Residential Relocation Assistance September 30 - October 1, 2020

Virtual Class - 8am Central Start Time



Course 501: Residential Relocation Assistance

Course Description:

This course discusses the processes and procedures involved in providing relocation assistance to residential occupants. Materials presented are based on the lead agency’s (Federal Highway Administration) regulations in implementing the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended.

PLEASE NOTE: Participants must read 49 CFR Part 24 prior to attending this class.

Course Level:

Intermediate

Course Tuition Includes:

Participant Manual
 Federal Register

Topics:

- Replacement housing payments for residential owners and tenants
- Mobile homes
- Last resort housing
- Advisory assistance
- Moving payments
- Filing claims and appeals

Required Materials:

Financial calculator

Who Should Take This Course:

This course is designed to provide the fundamentals of residential relocation to right of way professionals.

501 Residential Relocation Assistance September 30 - October 1, 2020 Virtual Class
Register online at www.irwaonline.org / Fax this entire page to IRWA HQ: (310) 538-1471

Last Name First Name

Title

Company Name

Address

City, State, Zip/Postal Code

(____) _____ - _____ Yes No _____
Phone Member Member ID Number

Email Address

If payment includes the fees for registrants other than yourself, check here:
(Please submit names of other registrants on a separate paper along with this form)
Will you also be attending? Yes No

Member Tuition	Non-Member Tuition	Total Tuition Amount
\$415.00	\$520.00	_____

Total Member Registrants: _____
Total Non-Member Registrants: _____

PRINT NAME AS IT APPEARS ON CARD: _____ 3-DIGIT CVV: _____

AMEX MC VISA Card #: _____ EXP: _____

SIGNATURE: _____ Date: _____ Amount to be Charged: _____

Course 501: Residential Relocation Assistance September 30 - October 1, 2020 Virtual Class

Sponsor: IRWA Chapter 20

Class Information:
Newrow Conference Call
Start Time: 8am Central

To Register:
Online: www.irwaonline.org
Fax: (310) 538-1471
Phone: (310) 538-0233, x138
Email: koonce@irwaonline.org

Course Coordinator:
Shawn Zepper, RWA
Phone: (763) 278-5943
Email: shawnzepper@hdrinc.com

Course Instructor:
Penny Rolf – SR/WA, R/W-RAC, R/W-NAC(AE) is a CLIMB Certified Instructor in multiple 200 and 500 series courses and has been a member of the IRWA since 2006. She is the Director of Right of Way at WSB in Minneapolis, MN. Penny has 26 years of experience in real estate with the past 19 years exclusively devoted to providing acquisition and relocation services. She has provided commercial relocations ranging from small offices to large industrial factories for counties and cities in Minnesota and North Dakota as well as the Metropolitan Council, MnDOT and WisDOT. Penny holds a Broker's license in Minnesota, North Dakota and South Dakota.

Cancellation Policy: All classes scheduled by IRWA are subject to cancellation. All class registrants must contact the Course Coordinator prior to making travel arrangements, keeping in mind that the class may be cancelled at any time (for reasons including, but not limited to, insufficient registration, Instructor emergencies or other issues beyond the control of the chapter and/or IRWA). Fully liquidated damages for any losses incurred by a class registrant are limited solely to a refund of the registrant's prepaid class tuition. IRWA and its chapters assume no other registrant liability resulting from class cancellation.

Tuition Refund Policy: Written notification of intent to cancel registration must be received via email by both the Course Coordinator and IRWA Headquarters Education Staff (education@irwaonline.org) prior to the class start date in order to be eligible for a tuition refund. A full tuition refund will be issued if notice is received 15 days or more prior to the class start date; a 75% refund will be issued if notice is received less than 15 days prior to the class start date, and no refund will be issued for notice received on or after the class start date.