



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

Course 502: Non-Residential Relocation Assistance December 9-10, 2020 Virtual Class - 8am Start Time



Course 502: Non-Residential Relocation Assistance

Course Description:

This course presents the processes necessary to relocate a business. Participants will learn how to apply provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, in conjunction with the Surface Transportation and Relocation Assistance Act of 1987, and subsequent revisions, to the relocation of non-residential entities.

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:

- General eligibility requirements
- Relocation planning
- Identification of personal property
- Advisory assistance
- Payments for property not moved
- Re-establishment vs. move
- Fixed payments for businesses, nonprofit organizations and farms
- Appeals process

Required Materials:

Financial calculator

Who Should Take This Course:

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

502 Non-Residential Relocation Assistance December 9-10, 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: _____

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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.