



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. 31

Address: _____

Email Address: _____

Home Number: (_____) _____ - _____

Business Number: (_____) _____ - _____

I am requesting recertification credit for attending:

Event: CHAPTER 31 - SUMMER SEMINAR - ASHEVILLE, NC

Date: 8/17/2018 Hour(s): 4

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 ANTHONY L. ALDERMAN, JR certify that the event
Chapter President/PDC/Region Vice-Chair Name

noted on this application was approved by the Chapter/Region Officers for 4.0 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

September 9, 2018
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*)



**International Right of Way Association
Sign-in Sheet**

The sign-in sheet will be retained by the applicable IRWA designate (or their successor) for a period of no less than six years following the date of the event.
The sign-in sheet or other chapter/region records may be requested by IRWA World Headquarters staff to verify IRWA member attendance at the event.

Event
Summer Seminar - Asheville

Location Double Tree Inn-

from: 8:00 **to:** 12:30

Types of Events
Chapter Meal (with guest speaker)
Chapter Executive Meeting
Region Education Forum

Minimum Hours for Recertification Credit
Event: 1 hour (50 minutes or longer)

Name	Signature	Chapter
ANNA JEW		Chap 31
Tim Huie		Chapter 31
DIANE JOHNSON		Chapter 31
Kevin Muldowney		Chapter 31
John Parmer		Chapter 31
Dustin Tuck		Chapter 31
Jim Davis		Ch 31
Chris Polhemus		ch 31
Jennifer Blankenship		Ch. 31
Wendi McLean		Ch. 31
TERRI NEWELL		31
TIM THOMAS		31
FRANK WINDY		31
Michael Muckel		31
MATT HOOPER		31



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Event

Location _____

from: _____ **to:** _____

Types of Events
Chapter Meal (with guest speaker)
Chapter Executive Meeting
Region Education Forum

Minimum Hours for Recertification Credit
Event: 1 hour (50 minutes or longer)

Name	Signature	Chapter
Buster Allen	<i>Buster Allen</i>	31
Steve Charlton	<i>Steve Charlton</i>	31
JULIE McDONALD	<i>Julie McDonald</i>	31
WILLIAM JOHNSON	<i>[Signature]</i>	31
BILL CHRISTIAN	<i>[Signature]</i>	31

IRWA Certification:

I ANTHONY L. ALERDMAN, JR 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

Anthony L. Alderman September 9, 2018
Chapter President/PDC/Region Vice-Chair Signature Date

² "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*.

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