



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 2015 Fall Seminar - Charleston, SC

Date: 10/16/15 Hour(s): 3.0

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 Buster Allen certify that the event
Chapter President/PDC/Region Vice-Chair Name

noted on this application was approved by the Chapter/Region Officers for 3.0 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.

Buster Allen
Chapter President/PDC/Region Vice-Chair Signature 10/16/15
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

Chapter 31 2015 Fall Seminar _____

Location _____ Charleston, SC _____

from: 10/16/15 **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
Stanley Briggs	<i>Stanley Briggs</i>	31
John C. Ponder	<i>John C. Ponder</i>	31
ANNA JEW	<i>Anna Jew</i>	31
Jerry Williamson	<i>Jerry Williamson</i>	31
Kevin K. Patrick	<i>Kevin K. Patrick</i>	31
Buster Allen	<i>Buster Allen</i>	31
Tim Huie	<i>Tim Huie</i>	31
Angel Bauer	<i>Angel Bauer</i>	31
PW Bozz Prescott	<i>PW Bozz Prescott</i>	31
Kevin Muldowney	<i>Kevin Muldowney</i>	72
Bobby Deal	<i>Bobby Deal</i>	31
BILL CHRISTIAN	<i>Bill Christian</i>	31
Stanley Briggs	<i>Stanley Briggs</i>	31
ANDREW PONDER	<i>Andrew Ponder</i>	31

IRWA Certification:

I Buster Allen 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

Buster Allen

10/16/15

Chapter President/PDC/Region Vice-Chair Signature

Date

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