



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 2016 Winter Seminar - Greenville, SC

Date: 2/19/16 Hour(s): 4.0

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 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.

Buster Allen
Chapter President/PDC/Region Vice-Chair Signature 2/19/16
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 2016 Winter Seminar

Location Greenville, SC

from: 2/19/16 **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
Bill CHRISTIAN	<i>Bill Christian</i>	31
Sae Louis	<i>Sae Louis</i>	31
John A. Woens	<i>John A. Woens</i>	31
Paul E. THOMPSON, III	<i>Paul E. Thompson</i>	31
Tim O'Brien	<i>Timothy J. O'Brien</i>	31
Steve Chastain	<i>Steve Chastain</i>	31
Glenn Winfree	<i>Glenn Winfree</i>	31
DAVID ROSLIN R	<i>David Roslin</i>	31
ANGEL BANKS	<i>Angel Banks</i>	31
Robert Barrett	<i>Robert Barrett</i>	31
Tim Huic	<i>Tim Huic</i>	31
Holly Whitlay-cataldo	<i>Holly Whitlay-cataldo</i>	31
Michelle R. Brabham	<i>Michelle R. Brabham</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

2/19/16

Chapter President/PDC/Region Vice-Chair Signature

Date

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