



Learn. Lead. Advance.

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 Spring Seminar - Durham, NC

Date: 4/22/15 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 Julie McDonald 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.

Julie McDonald
Chapter President/PDC/Region Vice-Chair Signature

4/24/15
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 Spring Seminar _____

Location _____ Durham, NC _____

from: 4/24/15 **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
Kevin K. Patrick	<i>[Signature]</i>	31
Busk & Allen	<i>[Signature]</i>	31
JULIE McDONALD	<i>[Signature]</i>	31
PAUL E. THOMPSON	<i>[Signature]</i>	31
Steven Motzinger	<i>[Signature]</i>	31
STEVE DOOLEY	<i>[Signature]</i>	31
John A. Horne	<i>[Signature]</i>	31
Bonnie Blalock	<i>[Signature]</i>	31
BILL CHRISTIAN	<i>[Signature]</i>	31
JEFF ALGER	<i>[Signature]</i>	31
DIANE B. JOHNSON	<i>[Signature]</i>	31
Larry N. LeBright	<i>[Signature]</i>	31
FRANK MUNDY	<i>[Signature]</i>	31
Andy CLAYTON	<i>[Signature]</i>	31 Guest



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Event

Chapter 31 2015 Spring Seminar

Location Durham, NC

from: 4/24/15 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
Chris R. Morris	<i>Chris R. Morris</i>	31
JENNIE W. PRATT	<i>Jennie W. Pratt</i>	31
Debbie Gordon	<i>Debbie Gordon</i>	Guest
David Cribben	<i>David Cribben</i>	31
Steve Cochran	<i>Steve Cochran</i>	31
JOHN C PALMER	<i>John C Palmer</i>	31
Douza Finders	<i>Douza Finders</i>	31
HENRY DICKENS	<i>Henry Dickens</i>	31
Joe Louigs	<i>Joe Louigs</i>	31
Ruz Woorie	<i>Ruz Woorie</i>	31
Martina Pursur	<i>Martina Pursur</i>	31
Tim Huie	<i>Tim Huie</i>	31
PAULA COURLEY	<i>Paula Courley</i>	31
Glenn Winfree	<i>Glenn Winfree</i>	31

IRWA Certification:

I Julie McDonald 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



Chapter President/PDC/Region Vice-Chair Signature

4/24/15

Date

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