



**Final Minutes of
International Professional Development Committee
Conference Call of November 13, 2009**

IPDC's Core Purpose: The purpose of the education and Professional Development Program is to provide effective services and an unparalleled education program to the right of way professionals and the public; and to achieve the objectives and purpose of the IRWA. A series of courses has been designed to provide the tools and resources for continuing professional development and to recognize right of way practitioners who attain the Senior Member, International Right of Way (SR/WA) and individual discipline Certification.

Mission Statement: The IPDC is charged with oversight of the development and facilitation of a comprehensive curriculum that trains right of way practitioners and maintains high standards of competency through a professional development program.

1. Call to Order/Roll Call.....Chair, W. Kyle Ray

Chairman W. Kyle Ray, P.E., SR/WA, dispensed with roll call. However, the minutes will reflect the following individuals in attendance: Committee members W. Kyle Ray, Eric Finn; Alan Morganfield; David Griffith; David Layne; Frank Cirillo; Janet Walker; Joanie Miller; John Reed; Peggy Barnes; IRWA Headquarters Personnel Valerie Fries-Wade, Chief of Education; Ron Ellis, Director of Course Curriculum; as well as guests Jerry Colburn, Chair, Transportation Committee, and Chris Pawolski, Vice Chair, Transportation Committee. IEC Member Pat Petitto attended on behalf of Kenneth L. Davis, SR/WA. Sheryl Badin joined the conference later.

2. IEC Report.....President-Elect, Ken Davis, SR/WA

In Ken Davis' absence, Patricia Petitto reported that the IEC recently met to do strategic planning. She also announced that the Federal Agency Update (FAU) will be held from January 26 through January 28, 2010 in Las Vegas, Nevada, and confirmed that the IPDC will also meet in Las Vegas during that time. Valerie Fries-Wade announced that December 1, 2009 is deadline for current room rate at the Las Vegas Hilton. Chairman Ray requested that all committee members made their reservations as soon as possible.

Pat Petitto reported that the IRWA's finances are not as good this year as they were last year, because the IRWA is now beginning to feel the adverse affects of the downward economy. Class sizes are down. Valerie Fries-Wade reported that the average class size has decreased from 19 to 15 attendees. Furthermore, finances suffered, since the 2009 Annual Education Conference in Indianapolis conference went onto two fiscal years, i.e., the expense from the closing banquet was reflected for the new fiscal year. She said the IEC and HQ both intend to keep a close watch on expenses and travel. The IEC is encouraging more conference calls and fewer face-to-face meetings.

3. Certifications/Designations Update.....President-Elect, Ken Davis, SR/WA

a. Handout: Certifications/Designations work plan document

- b. **Background:** Work continues to define our certification/designation program, for presentation back to committees in January.

Valerie Fries-Wade discussed the Certifications/Designations Work Plan document with Mark Reick, IRWA Executive Vice President. IPDC is now called to establish the experience requirements. The IEC wants to require a 4-year degree at level 4. Existing members who have earned the SR/WA designation who wish to apply for the level 4 have a six-month period to apply and will be grandfathered in, if they do not have a four-year degree. The four-year requirement is mainly for the next-generation members.

After protracted discussion, the committee decided on the following requirements for the title of the various levels, as well as experience requirements, if candidates do not already have four-year degrees:

Associate, Level 1, 1 year of experience;

Certified Right of Way Professional (general and specialized), Level 2, 3 years for certification;

(Name?), Level 3, 5 years experience (the SR/WA designation is a Level 3, because there is a 5-year requirement); and,

Master Right of Way Professional, Level 4, minimum of 5 years experience as an SR/WA (the intent being that you would need to be an SR/WA for 10 years before applying, e.g., a candidate would need an SR/WA (5 years minimum) plus 5 years hence for eligibility for Level 4).

ACTION: Kyle Ray will provide suggested levels for experience to the IEC.

The IEC requested that the IPDC to discuss the levels of experience. There were no objections voiced concerning the proposed experience levels (1 year, 3 years, 5 years 5 years). There was discussion among the committee members about not devaluing the SR/WA. Dave Griffith said the intent was to add a level above the SR/WA, but not to diminish the SR/WA designation. The Certifications/Designations Work Plan document needs to be re-written for clarification.

There was also discussion regarding re-naming of the levels. It could be confusing to prospective employers and others within the profession, and we do not want to lose IRWA name recognition within the industry.

Eric Finn reported that the task force discussed a need to get people designated at an earlier stage than SR/WA. Some companies reported losing contracts because they could not get people designated quickly enough to comply with public agency requirements. These are reflected by two primary changes, being Level 2 and Level 4 designations. Chairman Ray, citing the traditional three-tiered system in regular education, expressed concern about there being four levels.

John Reed expressed that TXDot's biggest concern is people with designations not have adequate real-life experience. Is a year enough for a designation? Maybe not. This issue was discussed at the committee level before. Eric Finn said that feedback may have been taken by Mark Reick to the IEC or the ICMC, but was not given to the task force. Patricia Petitto suggested that comments from the IPDC be collected and forwarded directly to the IEC and the ICMC.

In addition, Course Requirements, Capstone Exams and Recertification Requirements are additional tasks due to IEC by January 2010. (These are not related to West Virginia DOT project.) Chairman Ray will advise if the committee as a whole will do it, or if a task force will be assembled. Outlines for the existing certifications will be sent to all committee members. Chairman Ray wants it presented to the various committees on January 29.

Valerie Fries-Wade reported that the IEC wants the above-described requirements developed January (maybe an outline of how many questions should be at that Level, and where they would come from). Pat Petitto will talk to Mark Reick and Ken Davis regarding further direction to IPDC.

Chairman Ray requested a detailed task list, with a time frame attached to the various tasks, so the IPDC will know what the finished product should be.

ACTION: The IEC will provide written expectations of the IPDC on this item.

Joanie Miller reported that the Environmental Committee wants an additional class for Designation recertification, but she is concerned that if such a class is approved, it would overlap with Course 602, which is a 2-day course currently under revision and on schedule to be piloted in March 2010. New Course 602 format is a one-day course, which would eliminate 8 hours from the program. She will follow up to see if they have discussed it, or what they propose to do about it. Perhaps a solution would be to add a section that is pipeline related or something toward the Green Revolution, i.e., pitfalls.

ACTION: Joanie Miller will follow up with the Environmental Committee to discuss additional courses for the certification. These will need to be provided to the IPDC for consideration at the January meeting in order to be included in the 2010 program guide.

Janet Walker discussed guidelines for roles and names for Professional Development chairs, although she could not find much about PDC roles from the IRWA website. She received feedback from the Annual Education Conference and from Canada, which focused mainly on chairs and vice-chairs. Chairman Ray requested that feedback re PDC roles and responsibilities at the chapter level be sent to Janet by e-mail; she will then add it to the document and provide it to the members. She would like to also develop a FAQ for new PDC chairs. Valerie Fries-Wade said HQ will be developing some online training for PDCs, and she will issue a request to leadership for chapter input.

ACTION: All IPDC members are to submit feedback to Janet Walker via e-mail, and she will develop a FAQ for PDCs. Valerie Fries-Wade will develop online training for PDCs and will ask for chapter input.

4. WVDOT Certification Pilot Program.....Ken Davis, SR/WA and Valerie Fries Wade

a. *Handout: Program Overview (At a Glance)*

b. **Background:** The West Virginia Department of Transportation has asked IRWA to create a Certification program for them, to meet their specific knowledge skills and abilities for each of their ROW positions. IEC Member Ken Davis, SR/WA is working with the DOT, Mark Rieck and Valerie Fries to develop this program. The Transportation committee has become part of this development and will be expanding this to include other state DOTs. This new certification will be under the Transportation discipline.

c. **Action:** Review and discuss the implications

Valerie Fries-Wade e-mailed an updated overview, sort of like an organization chart, to all committee members, which parallels on some level with WVDOT and the pilot program that IRWA has been asked to put together for them, but it is only a pilot at this point. The State of West Virginia has 60 right of way agents who will be facing retirement within the next 5 years. WVDOT has partnered with a local university to assist with engineering certifications. The university provides courses to employees. Other DOTs have their own company (third parties) to maintain their certification and tracking. Jerry Colburn, Chair of the Transportation committee, and Chris Pawloski, Vice Chair of the Transportation Committee, may not want this to be their sole opportunity for input toward a Transportation Designation Certification, one reason being the length of the program, and another reason being that other certifications, such as USPAP, have completely different criteria. Valerie Fries-Wade reported that the revenue stream could be roughly \$500,000 to the IRWA. Chairman Ray asked whether this program could eventually become a model for the other states, or whether this is simply a one-shot deal. Patricia Petitto also asked whether it could be implemented or adopted by other DOTs. Jerry Colburn understands that it needs to be flexible so it can be developed in other states.

Jerry Colburn, Transportation Chair, and Chris Pawloski, Vice Chair of the Transportation Committee, joined the conference. The Transportation committee has been charged with looking at

the possibility of a transportation certification. There was discussion briefly comparing it to the URAC, because there are some parallels. The consensus was that it should be looked at, but perhaps not called a transportation certificate. Dave Layne says the main intent was to get highway people, but we might also consider adapting it to airports, housing and other areas. We would eventually need input from Rick Etter, FAA, but since Transportation just got this project a couple of months ago, it is too soon.

Chairman Ray told Chris Pawloski, Vice Chair of the Transportation Committee, that the IPDC only learned about the project in June, and that the Committee does not have much information to date. It was not addressed at the committee meeting at the 2009 Annual Education Conference in Indianapolis. He went on to ask whether this is something that is being developed so it could be applied nation-wide, or just to DOTs, or is this just a one-time shot "tailor-made" for West Virginia, but not intended to be a true transportation certification, which would include FAA, FTA, etc., and adapted for use in other states. Chairman Ray said the outline he has far exceeds what the typical IRWA Certification Designation encompasses. Its purpose appears to tie it to advancement in a career in West Virginia, which is limiting to IRWA members in general, and is a different than a normal IRWA approach to developing a Certification Designation program.

Jerry Colburn explained that it does look very specific and covers a lot of different things. While it outlines a good career path for DOTs, it does not cover rail or ports or other area covered by the Transportation Committee. Should it be changed to Department of Highways (DOH) certification training? It looks similar to Caltrans uses in California.

Dave Griffith said that other states have expressed an interest in jumping on board with it.

Chairman Ray told Jerry Colburn and Chris Pawloski not to cease in their Transportation Committee efforts. The IRWA may want to borrow some aspects of the WVDOT program, or may develop a smaller version with IRWA for a Transportation Designation Certification, which would not exclude a member from having other certifications.

Referring to the model that Valerie Fries-Wade provided by e-mail, 54 course-credits are required if the employee does not have a bachelor's degree. The 54 credits must be course work or experience.

Chris Pawloski thanked for IPDC for the clarification of IRWA certifications, and how they differ from the development of a specific career path program.

Jerry Colburn shared that he attended a consultants' meeting and saw the need for an overall certification that the DOTs could use. He thought that they should use the URA as an example of what was needed, because they are all using federal funds. Jerry Colburn thought the URA would be much meatier than it has turned out to be. They wanted something that all 50 DOTs could use.

Additionally, WVDOT wants someone to take charge and track employee progress and criteria. It is not a problem for the IRWA to act as monitor, but it could not be presented to the membership as a certification. IRWA is not in a position to certify DOT employees.

There was discussion about changing it to a Department of Highways Training Program, rather than an IRWA certification program.

ACTION: Valerie Fries-Wade and David Griffith will work with the WVDOT to further develop the training program.

(Peggy Barnes left the conference at 11:29 a.m.)

- 5. IEC Committees Report.....Pat Petitto, SR/WA, R/W-RAC

Addressed under various other topic headings.

- 6. Education Overview Reports.....Valerie Fries Wade

Valerie:

a. *Handout:*

- i. **Education Quality Measures:** a way to track/quality control vendors and course materials. Goal is to have less than 5% errors. Course deliver is much better than it used to be.
- ii. **Leadership Links:** shows the links that will help us going on in the association. Chapter rankings will be sent out on a quarterly basis. Lets HQ look at all of the SR/WA designations and recertifications.
- iii. **Key Measures:** Chapter rankings. Tracking tool, raw data. May help HQ work with the chapters who are struggling. Report will go to leadership, plus will be posted on the website.
- iv. **Course Interest Survey Results (asked about new courses):** Provides a way for members to express their needs. IPDC as a group can use it to determine which new courses may need to be developed. Would like to send to all of the industry committees. HQ will be having a webinar for education chairs—planning, input—focus on helping the smaller chapters. IPDC members to send it to their individual committees.

Chairman Ray discussed the input and reports from the various committees. Pat Petitto is supposed to look at all of the committees to see what's working and what's not, and whether there are missing pieces (committees) or overlaps in committees. Some areas are clear, but there is no Law committee, Negotiation committee or Management committee. Is there a need? She is trying to get industry committee involvement and now believes she can coordinate her efforts with the IPDC. Chairman Ray asked all IPDC Committee Liaisons to submit any feedback they have received from their respective committees and to include Pat Petitto on the e-mail. John Reed reported that he received a good response from the Relocation Committee, which he will forward. Neither Survey nor Pipeline responded. Reports are due by December 15.

ACTION: All IPDC members are to follow up with their respective committees and submit reports no later than December 15, 2009.

(Pat left for client appointment.)

7. Task Force Reports

a. Credential Policy Book Review.....Task force

i. *Handout: Copy of 2009 Credentialing books previously sent*

- ii. **Background:** The 2009 Credentialing books were distributed in June in Indy. A task force consisting of David G. , Sheryl, Ed (ad hoc), John, Joanie were to review the book. One item to be discussed is the term "credentialing".
- iii. **Action:** Committee report

b. Environmental initial certification requirement.....Joanie Miller

- i. **Background:** Course 602 has been deactivated pending revision. This course is required for the R/W-EC. There are not enough IRWA Environmental courses to make this certification program valid. The EC were to provide addition recommendations as the previous ones were not viable.
- ii. **Action:** Discuss recommendation from Environmental Committee and/or substitute classes/education available to fill the requirement of the missing courses, until such time as the IRWA course is revised and available.

New Course 602 is scheduled to be piloted in March 1010 at Region 1 spring Forum.

c. **Roles and Responsibilities of the Professional Development Chair.....Janet Walker**

Dave Griffith reported that he reviewed the information provided, but does not understand what Valerie Fries-Wade is requesting. Valerie Fries-Wade responded that she is looking for feedback on whether there are any problems with the way things are presented, i.e., the term "credentialing." Are there any problems with the current wording? Any typos or any content issues? She went on to say that here have been prior concerns regarding the term "credentialing." No other organizations use that term. It seems archaic. How does that play into getting the association modernized? Does the term fit? Valerie says any changes in the books for July must be ready in January 2010. "Credentialing" is not a real word. At the 2009 IPDC meeting last June, former IPDC member Ed Opstein expressed that "Professional Development" or "designation" is better. AIA uses "designations." If we want to appeal to the masses, we need to make our terms generally acceptable and understandable to people.

ACTION: Valerie Fries-Wade will distribute another copy of the credentialing books to all committee members. IPDC Committee members are to provide feedback by December 31, in order to be considered at the January meeting and to become effective on July 1, 2010.

ACTION: All Committee members are to consider the term "credentialing." Should it be changed back to professional development to align with the new branding of professionalism? Item to be placed on next agenda.

8. **SR/WA and R/W-C re-certification bundlesValerie Fries Wade**

a. **Background:** Certified members must take IRWA courses for recertification, in addition to generic education. IRWA staff will be creating bundles which can be purchased on the Online Learning Center which will include IRWA Courses and BTL discipline sessions (previously approved) to make recertification easier. These bundles will be offered in tracks: Relocation, Asset (Property) Management, etc. to meet the needs and/or interest of certified and designated members. Staff is working with the vendor to create sample bundles for review. This will be brought to the IPDC to develop guidelines to use the OLC/BTL seminars courses that can be used for recertification credit.

b. **Action:** Tabled pending sample bundle.

Valerie Fries-Wade requested that this item be tabled. She announced that HQ cannot offer pre-approved specific course bundles, but specific classes can be recommended as a course of study. She will have something to report in January.

9. **Uniform Act Certification.....Valerie Fries Wade**

a. *Handout: URA Certification Program Guide*

b. **Background:** IRWA launched the Uniform Act Certification.

c. **Action:** members to Review Program Guide, submit suggested changes by December 15th to be included in January agenda.

Valerie Fries-Wade reported that the title should be Uniform Act Certification (not Relocation). Only six individuals have declared candidacy. The exam is very difficult; two individuals did not pas it. She is hoping to have more people sign up. HQ had to make some changes because of inconsistencies. Any changes will need to be submitted by December 15.

10. Facilitator Issues

a. Policy Book and Qualification Checklists.....Valerie Fries Wade

- i. *Handout: Copy of 2009 Facilitator Policy Book and Qualification Checklists previously sent*
- ii. **Background:** The 2009 facilitator policy book has been updated with the policies agreed to at the January 2009 meeting and provided to the IPDC in June.
- iii. **Action:** Review the book to discuss suggested changes to content (policies). Specifically address specific facilitator qualifications for different courses. Discuss assignments for ongoing review process: policies, formatting, grammar review, and training of chapter leadership. Identify committee and IPDC liaison for each discipline specific qualifications. Schedule feedback deadlines for next 2010 booklet which will be in effect from July 1, 2010- June 30, 2011. All content must be reviewed for consistency, especially between the checklist and the policy book.

Valerie Fries-Wade reported that Qualifications are being questioned, one being that for Course 103 that the facilitator must be an attorney. Peggy Barnes discussed the requirements for non-attorneys to receive MCLE credit in California through the State Bar Association, e.g., that the facilitator not need be an attorney, but that the course material be directed toward attorneys, and that there be at least one attorney in attendance. Eric Finn said he does not believe it should be a requirement for facilitators of Course 103 to be lawyers. (Sheryl Badin joined the conference.) (Frank Cirillo left the conference.) Chairman Ray will get with Valerie Fries-Wade and Ron Ellis to discuss how many eligible facilitators we have, and he will get back with the Ethics group on the attorney requirement. This item will be on the agenda for January.

ACTION: Valerie Fries-Wade will distribute another copy of the facilitator qualification books to all committee members. Feedback must be submitted by IPDC committee members by December 31, in order to be considered at the January meeting, and to become effective on July 1, 2010.

b. Facilitator Recertification.....Valerie Fries Wade

- i. **Background:** Recertification requires self audits, but have problem with timelines in policy guide. Facilitators need more time to prepare for class presentation.
- ii. **Action:** Discuss extending timelines.

Valerie Fries-Wade reported that recertification has begun, and that she has received responses. Currently, the criteria is that every 5 years a facilitator must present, audit (or self-audit) or attend a course, as a means of maintaining their facilitator status. Some facilitators are balking at the requirement, as well as at the costs (although there is no cost to them to attend a course as a means of recertification). She reported that the hard cost is about \$50 for sending self-audit materials, so she's trying to find a better way to get the materials to them, i.e., electronically. Current policy says they must take the exam for recertification. Chairman Ray says if they are self-auditing, they should sign an affidavit stating that they reviewed it, but taking the exam should not be necessary. (Janet Walker returns to the conference.) What has been the percentage of return from the facilitators? Not everyone has replied, so HQ will be sending out reminders and will report on the issue in January.

ACTION: Valerie Fries-Wade to report on the statistics at the next meeting. Staff will review and revise the distribution procedures for the purposes of self-audit and review material to facilitators, and will create an affidavit form, as stated above.

c. Facilitator evaluation systemValerie Fries Wade

i. Handout: Evaluation Summary Report

- ii. **Background:** IRWA staff has been investigating alternatives which will fit the budget and will provide the necessary information in a timely manner. The previous e-evaluation process was modified to allow faster processing, however there are some concerns with privacy.
- iii. **Action:** Review and discuss evaluation processes and results.

Valerie Fries-Wade reported that the system has been changed to allow HQ to send out links to the participants within a short time. HQ has received a much greater response. The Region Chairs use this information in determining which facilitators to use. However, the pilot—although successful in some areas—will be scrapped, because the information should be kept confidential. The most important need is for the facilitators to get feedback and for HQ to be able to monitor problems. Eric Finn said there should not be any legal ramifications. Chairman Ray said that a lot of people want to go back to the paper system, based on complaints received. Valerie Fries-Wade will revisit the issue with her staff at HQ.

ACTION: Valerie Fries-Wade will review with staff and report at the January meeting.

d. Facilitator Clinic FAU and Calgary.....Valerie Fries Wade

- i. **Background:** The Master Facilitator Training at Indy was a success, however, as IRWA Staff schedule more facilitator clinics there needs to be a system in place for assignment of master facilitators to lead the clinic. Another concern is increased price with the required two leads at each facilitator clinic.
- ii. **Action:** Discuss the process for assignment of master facilitators and expectations.

Valerie Fries-Wade reported that HQ will be using the new master facilitators for the clinic. Dave Layne will be the lead. Lisa Harrison will be the new master facilitator for the FAU, then take the lead in Calgary. Discussion was held regarding who should be the next incoming lead at Calgary, who would then be the lead in Atlanta. Chairman Ray suggested that the selection be by lottery--names in a hat, random drawing. Valerie Fries-Wade agreed. She will be sending applications to the individuals interested in applying.

Dave Layne reported that Vivian Howell (Relocation Committee) wants to make sure that applicants for the Relocation discipline pass muster with the Relocation Committee. Chairman Ray and Valerie Fries-Wade agreed. The question was raised regarding who should be monitoring Law, Negotiation and Management, since there are not formal committees for those areas. Chairman Ray and Janet Walker will review the applications and send them to the appropriate persons.

ACTION: Staff will send all facilitator applications to the appropriate IPDC liaison, and the IPDC member will distribute to their industry committee.

11. Executive session to discuss confidential matters.....Valerie Fries Wade

a. Handout: Agenda items will be presented as needed during discussion

- b. **Background:** The Committee will enter executive session to discuss reviews of facilitator performance and any disciplinary actions.

- c. **Action:** Review and discuss executive agenda items.
 - i. Facilitator low scores
 - ii. Facilitator advancement (new facilitators)
 - iii. Variance from course materials
 - iv. Breach of policy re: SR/WA study session exam and materials

Chairman Ray announced that the Executive session would be postponed until after the discussion was held with the Transportation committee chair and vice chair regarding the West Virginia DOT matter.

12. Other Education Business

a. Course Catalog ReviewValerie Fries Wade

- i. *Handout: Copy of 2009 Course Catalog previously sent*
- ii. **Background:** The 2009 Course Catalog has been updated to provide more information in a compact and consistent format. A complete course listing in order of level of difficulty, tabs with courses for each section and testimonials are included. Copies of the catalog were previously provided to prepare for this meeting.
- iii. **Action:** Discuss assignments for ongoing review process: descriptions, pre-requisites, required materials, tie to facilitator qualifications. Identify committees and IPDC liaison for each series of courses. Schedule feedback deadlines for next 2010 catalog.

Valerie Fries-Wade reported that the course catalog needs to be updated on an annual basis. She requested a list of people to whom they should be sent, so she can provide them to the different disciplines. Course descriptions need to be abbreviated because of space issues. The current and the new course descriptions need to represent the main topics, with an eye toward selling.

ACTION: Valerie Fries-Wade will send the e-version of the catalog to each IPDC member, and each IPDC member will review the catalog for the discipline for which they are responsible.

13. IPDC AGENDA ITEMS FROM FRANCIS– October/November 2009

- a. Proctoring Guidelines for Exam Retakes and Challenges – per Kyle Ray, proctoring guidelines have that stated that exams must not be made available for copying. He requested that it must be addressed at the next IPDC meeting.

Chairman Ray gave the committee some background about a recent issue that arose regarding proctoring guidelines. It was decided that the guidelines regarding keeping a copy are not clear, and should be clarified.

- b. R/W-URAC Certification: Under description of duties on the completion application, candidates are required to name specific projects under the URA and specify candidates’ duties on those projects.
 - i. Who will identify if those projects were done under the URA requirements.
 - ii. Who will decide what duties qualify under URA.
 - iii. I was told that projects done under the URA are assigned a “federal #”. Shouldn’t we require candidates to provide that number?

Valerie Fries-Wade reported that the URA certification materials state that a description of the duties must be listed, but HQ needs to know who will be checking them off, and what qualifies. Chairman Ray reported that he will send it to John Reed as liaison to the Relocation Committee. All

projects must comply with the Uniform Act, but all projects to not have URA project numbers assigned.

ACTION: Valerie Fries-Wade will inform staff that all questions on this certification will be sent to John Reed for clarification.

14. Clarify policy for: RECERTIFICATION CREDIT FOR NON-IRWA COURSES

- a. All recertification requests will be reviewed and approved by International Headquarters Professional Development Coordinator. A list of courses, seminars, etc. approved by the Professional Development Coordinator will be distributed to the IPDC members on a semi-annual basis. In the event a request for recertification is denied, said request will be sent to the appropriate IPDC Region Representative for final decision. The IPDC Region Representative is responsible for officially denying and/or determining the amount of credit for any recertification requests.^[1]
- b. R/WA recertification credits and recertification for the Certification Designations may include courses offered by accredited post secondary schools, courses from right of way related professional trade associations, and courses presented by governmental agencies, in addition to other courses and/or offerings submitted on an individual basis. Approval of courses for recertification credit shall be subject to the approval of the IPDC member from the respective Region.
- c. Criteria for approval of courses/seminars for recertification credit (SR/WA and Certification)
 - 1. Course/Seminar subject matter to be consistent with current right of way practices that will enhance the right of way practitioners in the right of way fields of real estate law, communication/negotiation, appraisal, engineering, asset management, relocation assistance, environmental and management/supervision. A course examination is not required.
 - 2. Application must include a program outline, course schedule and bio of instructor(s)/facilitator(s).
 - 3. Approval by the appropriate IPDC Member.

Chairman Ray said that Item 14(b) needs to be changed, because the committee is no longer made up of Region representation. HQ will change it to IPDC Region Liaison.

ACTION: IRWA staff will update the policy book and reflect the changes.

Janet Walker brought it up because there was a question about recertification approval made outside of this policy. After committee discussion, it was decided not to change it to include approval by IEC.

15. Curriculum Update.....Ron Ellis

- a. FP Status – status of RFP’s and course update/revision
 - 1. 304 – WPAC – 2nd pilot
 - 2. 602, 602C – pilot

Ron Ellis said that the reference to FP (above) should be RFP. Course 304, When Public Agencies Collide, is scheduled for November 20, and probably will be a go. John Reed will audit. Courses 602 and 602C should be ready for pilot in March. HQ received an unsolicited RFP to rewrite Courses 209 and 220, Diversity and Cultural Awareness. Ron Ellis sent the proposals to Dave Layne. Dave Layne made a couple of suggestions, which will be incorporated. He thinks the courses are good, but the prices are high (\$30,000 per course). Ron Ellis also questions the cost. Developer told Ron Ellis that the courses could be out within a six-month period. The courses would be completely rewritten, not just revised. Chairman Ray asked whether there is funding for it. Ron Ellis responded that there is no funding yet, but that President Grigg said he will get funding if IPDC approves the action. Dave Layne said he likes the courses, but went on to say that Course 220 has not been updated in eons. Several chapters want to put on both of those courses in 2009 and 2010.

Chairman Ray questioned whether the developer would need to submit a business plan and a payback paperwork. Ron Ellis responded that it will be up to the developer to develop and submit the required documentation before the proposal can be considered and/or approved.

John Reed reported that the Relocation committee has requested the status of courses that were submitted a year and a half ago. Ron Ellis responded that RFPs have been out for six months, but no one has responded. There has been no movement on any other RFPs, either. All committees have been asked to look at the right of way text. Relocation was asked to help find someone to redo the courses, but has received no feedback.

- b. Online conversions – 7 up with 6 in process
 - 1. Plan is to have 20 by July 2010
 - 2. Recertification bundling

Ron Ellis reported that there were seven courses up, with two to go up quickly. He is waiting on funding. Valerie Fries-Wade, Mark Reick and Ron Ellis discussed bundling specific courses for relocation, to make it easier for members to get recertified. Valerie Fries-Wade pointed out that the online partner cannot offer pre-approved specific course bundles—only bundling suggestions.

(John Reed left the conference.)

- c. Changes to courses

Ron Ellis sent course changes to committees for review. The biggest issue, in the last six months, has been that drawings, sketches, maps are printing fuzzy, which seems to be a technical issue with printers. HQ has had staff redraw them from scratch, which has eliminated some of the issues.

- d. AQB
 - 1. Course renewals coming due
 - 2. Approval of online courses
 - 3. USPAP courses online

Regarding Item d(1), above, Ron Ellis report that course renewals are coming due. There are no substantial changes. As for Item d(2), demos IDs for people to look at Series 400 and 600. People want more time to review the courses, but the review is based on already-approved content. Furthermore, IRWA has contractual terms that require certain time lines. Content issues go back to an SME. HQ does not have the luxury of time for a committee to review and comment. The course reviews must keep moving forward, so HQ does not lose the current developer or be hit with financial charges. Joanie Miller said she will

ACTION: Joanie Miller to pass on the explanation to the Environmental Committee regarding the Environmental Course 602.

As for Item d(3), David Layne and Valerie Fries-Wade brought to Ron Ellis's attention that there are other associations that have USPAP courses online. Dave Layne said the Appraisal Foundation hired someone to develop a 7-hour and also a 15-hour course. IRWA should adopt them online. Valerie Fries-Wade said that Computaught was awarded the contract. IRWA should be an affiliate partner of the online courses at a cost to members of \$149 to for the 7-hour course (\$229 for the 15-hour course?); she is almost certain this is the way that HQ will go. Alternatively, the IRWA could have its name on it, but we would then have to find a USPA- certified instructor to be on call and on salary, plus apply to each state separately. (Computaught currently has approval for 26 states.) It would be financially more feasible to partner with Computaught. They do not yet have the 15-hour course developed. IRWA will work with them for both courses. It would be a great benefit to our

members. Chairman Ray called for a motion. Dave Layne made the motion, which was seconded by Al Morganfield. Motion carried by unanimous vote.

ACTION: Valerie Fries-Wade and Dave Layne will research other providers.

16. Other Unfinished Business

17. New Business

a. Policy clarification use of SR/WA logo.....Valerie Fries Wade

- i. **Background:** Members have asked if they can use the SR/WA logo after non-recertification, other asking about using on resume, after retirement, on business cards and advertisements.
- ii. **Action: Use of logo cannot be prevented but should be discouraged. Complaints received regarding claims in connection with past SR/WA Designation should be reviewed to see if claims are forthright and factual in nature.**

b. Lifetime certification?Valerie Fries Wade

- i. **Background:** Some members question the relevancy of recertification. The purpose of recertification is to keep members current. Should the association consider granting a lifetime certification after ____ cycles?
- ii. **Action:** Review and discuss implications. **Consensus opinion of IPDC is that continuing education should be encouraged. Lifetime recertification suggests that continuing education is at some point no longer necessary.**

18. Conference Sessions.Chair, W. Kyle Ray

IPDC has submitted two programs for consideration at the 2010 Annual Conference. Presenter assignments have tentatively been made.

19. Next meeting: January 27 and 28 at FAU, in Las Vegas, Nevada

20. Adjourn
