

KENTUCKY CHAPTER 25, INTERNATIONAL RIGHT OF WAY ASSOCIATION

The William P. Snyder, Jr., SR/WA

Educational Assistance & Professional Funding

Board of Directors

November 6, 2009

Proposal & Guideline Establishment, First Version

KENTUCKY



**BLUEGRASS
CHAPTER NO. 25**

Established: May 2009

Rev 4/9/10

Purpose Defined

The William P. Snyder Jr., SR/WA Educational Assistance and Professional Fund was established by IRWA Kentucky Chapter 25 on May 8th, 2009 by vote of its Board of Directors.

This document has been drafted to discuss the parameters, eligibility requirements, and qualifications necessary to receive assistance from Kentucky Chapter 25.

The following standard IRWA rules automatically apply for pre-qualification:

1. The potential recipient must complete the William P. Snyder, JR. SR/WA Educational Assistance and Professional Fund application and return it to the Chapter Education or PDC Chair. **There are no exceptions** to this, as we must have a written and signed document for accounting, membership, and educational purposes.
2. The potential recipient must be a currently paid and up-to-date IRWA member in good standing, with an ongoing chapter membership minimum of two years with no lapses.
3. The potential recipient must not allow membership to lapse after receiving assistance for no less than two years, and must remain a member of KENTUCKY CHAPTER 25 for a minimum of two years. Any lapses occurring less than two years, or any membership transfers or cancellations less than two years, then the chapter shall ask the recipient to return the funds.
4. The potential recipient must be a current member of KENTUCKY CHAPTER 25 [or have his membership transferred completely to KENTUCKY CHAPTER 25] before being eligible to receive any funds, without membership lapse.
5. The potential recipient must remain in good standing after receiving any funds from the chapter. Any ethical, moral, or legal violations of the **IRWA Code of Conduct** as established by International Headquarters, or any criminal or civil violations inside or outside of the business itself, directly or indirectly, shall result in the recipient being asked to return the funds.
6. The eligibility of a recipient will be discussed, determined, and voted for approval by the IRWA KY Chapter of Board of Directors, with signoff by the Chapter President, and presented by announcement to the chapter membership via general membership meeting, newsletter, e-mail, and/or chapter website.

Once a potential recipient has met the pre-qualificational rules as previously described and set forth, the Board can proceed to review and determine eligibility status accordingly.

What Will the Chapter Support?

The Kentucky Chapter is interested in getting more SR/WAs and disciplines into their membership. We want to help those members who are committed to remaining strong right-of-way agents in their particular field. Focusing on educational advancement in the right-of-way profession is essential.

Because our business is *right-of-way*, Kentucky Chapter 25 shall support and pre-qualify any *member* who is pursuing any of the following:

1. The SR/WA Designation.
2. The Discipline Designations as established by IRWA in the areas of Appraisal, Relocation, Negotiation, Environmental, Asset Management, and/or Uniform Relocation Act.
3. The MAI and/or SRA RECERTIFICATION, if already existing (must also have an SR/WA and/or R/W Certification from IRWA).

The Chapter will also support and pre-qualify *members* who are recertifying in any of the above designations.

What Will Actually Be Funded?

The Kentucky Chapter will provide funding towards ONE of the following at the request of the recipient:

1. 100% of the application fee for **candidacy** towards the IRWA designations.
2. The SR/WA EXAM: 50% of the examination fee for the COMPREHENSIVE EXAM. If the recipient selects the individual capstone exams (4 of the 7 disciplines), the chapter will cover 25% of the exam, because of its much higher expense. (one time ONLY, so recipient must pass the exam)
3. The R/W Certification EXAM: 50% of the examination fee. (one time ONLY)
4. 50% of the application fee for **successful completion of candidacy** towards the designation.
5. 50% of the application fee for RECERTIFICATION of the designation. As previously stated, MAI or SRAs must already be an SR/WA or have an existing IRWA designation.
6. 33% tuition of a **necessary** course offered by the IRWA towards the RECERTIFICATION of a designation as previously stated. This includes any course offerings taken online. For example, if a recipient enrolls in Course 103 (Ethics) for \$230.00, the chapter will reimburse 33% of \$230.00, or \$75.90. **Maximum course reimbursement shall be capped at \$200.00.**

[A necessary course is defined as a course that is required by the IRWA towards the actual designation. Course 100 (Principles of R.E. Acquisitions) and Course 303 (Managing the Consulting Process) will not qualify.]

PAGE 2

7. 25% towards the registration of the IRWA International Education Conference towards the RECERTIFICATION of a designation as previously stated.
 8. If a potential candidate towards a designation is **ONE** course away from successful candidacy of the IRWA Designations, the chapter will support up to \$200.00 of the tuition cost of the needed course to complete the candidacy requirement.
 9. For MAI and SRA, the chapter shall support RECERTIFICATION towards the cost of application for these designations, up to a cost capped at \$100.00. The chapter will not support costs towards obtaining the MAI and SRA.
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Frequency and Process

1. The successful recipient of funds may not reapply for additional funding for two years from the date of receiving funds from the chapter.
 2. All examination fees are one time. If the recipient does not pass the exam the first time, and re-takes the exam and passes on the second time, the recipient still cannot reapply for more funding until two years from receiving the previous funds.
 3. The Kentucky Chapter supports advancement in the right-of-way profession only. These funds shall not support non-IRWA courses, activities, seminars, per diem, hotel or travel expenses.
 4. This funding will be based on a reimbursement of the expense. Thus, all potential recipients must prepay for all of their expenses first, then complete the William P. Snyder, JR. SR/WA Educational Assistance and Professional Fund application process, and submit proof of payment and attendance to the qualified function.
 5. The Board of Directors shall review and revise (if necessary) these rules in place at the end of the Calendar Year, being NOVEMBER of each year. No changes to the existing rules shall be made and/or implemented until this time period.
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Accounting Methodology

The Chapter Education Chair will keep a running Income Statement on how much the chapter has paid out. We will not use a separate checking account for this scholarship, so the Chapter Treasurer will enter information and write checks as needed. However, any debits and credits made specifically towards the educational assist fund should be immediately notified to the education chair to maintain an expense and/or income log of all funding transactions. This funding **shall not exceed** an actual budgeted expense of \$2,000.00 per calendar year, and must notify all members that the program has will be suspended until the next calendar year if the threshold is breached.

This program was created as a result of our chapter celebrating 50 Years of Excellence, Experience, and Professionalism towards the advancement of the Right-of-Way Industry.

The William P. Snyder, Jr., SR/WA

Educational Assistance & Scholarship Fund Application

This form was developed to aid local Kentucky IRWA members in pursuit of higher education and certification goals. Before submitting this form, contact the local chapter education and/or professional development chair for advisement. More information may be required. NOTE: Submission of this form is no guarantee that you will receive assistance from this fund.

INSTRUCTIONS:

1. PLEASE PRINT OR TYPE.
2. Make a copy of the completed form for yourself, and submit the original to the education chair, PDC chair, or a board member.
3. Include copies of any receipts where required. See WPSNYDER Plan for all eligibility and qualifications.
4. A response to your application will be sent via letter.

Name	Membership number	Date of application
Mailing Address	City	State/Province
		Zip +4/Postal Code
Reason/Request for Education Assistance or Scholarship (check one)		
<input type="checkbox"/> SR/WA or RW Title <input type="checkbox"/> Exam fee <input type="checkbox"/> Candidacy <input type="checkbox"/> Recertification <input type="checkbox"/> MAI/SRA Recert <input type="checkbox"/> Other (specify below)		
If you checked exam fee, candidacy, IRWA Course or other, please elaborate in spaces below.		Have you applied for funds before? if yes, when?
Please list any other organizations you are a member of (such as Appraisal Institute, NHI, APWA, etc.)		
<i>Please include a copy of your resume and a copy of your IRWA membership card along with this application.</i>		
I certify that I have completed the above requested information correctly and to the best of my knowledge.		
Signature		Date
For Board Use Only		
Members Present (initials):		
_____ Education Chair Signature		Notes
<input type="checkbox"/> Request Approved <input type="checkbox"/> Request Declined <input type="checkbox"/> Requested Pending/more information required <input type="checkbox"/> Request Pending/more verification required		