

**ROW DIVISION  
EDUCATION POLICY**

**March 17, 2006**

**A. MISSION STATEMENT**

The Nebraska Department of Roads, Right of Way (ROW) Division is committed to maintaining a comprehensive education plan to enable permanent full time division employees to achieve and maintain basic skills in their field.

**B. GOALS**

1. To retain the overall competency of our employees through education courses and instruction.
2. To provide support to meet professional standards.
3. We will only schedule and hold the Foundation and Fundamental Courses when there are sufficient participants to justify the expense of presenting the course. However, we will schedule our employees to attend any of these courses if and when they are being presented locally by another organization. Any course that requires travel out of the State will be subject to ROW Management approval, Out State Travel Approval, and budget constraints.

**C. EDUCATION PATH**

1. **Foundation Courses.** These courses provide the foundation of education and instruction for the basic work of the ROW Division.

**FOUNDATION COURSES**

<b>Course Name</b>	<b>Admin</b>	<b>Appraisal</b>	<b>Design</b>	<b>ROW Agent</b>	<b>Support</b>
IRWA 200-Negotiations	Required	Required	Elective	Required	Elective
IRWA 400-Appraisal	Required	Required	Elective	Required	Elective
IRWA 800- Law	Required	Required	Required	Required	Elective
IRWA 900-Engineering	Required	Required	Required	Required	Elective
NHI or IRWA Basic Relocation	Required	Required	Elective	Required	Elective
IRWA 211-Written Comm.	Required	Required	Elective	Required	Elective

Course Name	Admin	Appraisal	Design	ROW Agent	Support
NHI 141045C-Uniform Act: An Over view	Required	Required	Elective	Required	Elective
Right of Way Plan Reading Course	Required	Required	Elective	Required	Elective
Geometric Design Training CDs	Elective	Elective	Elective	Elective	Elective
Basic Computer Operation	Required	Required	Required	Required	Required
Microsoft Word or Equivalent –beginning	Required	Required	Required	Required	Required
Lotus Notes	Required	Required	Required	Required	Required

Refer to Appendix A for a description of the courses. Refer to Appendix B for a description of the employee category types.

2. **Fundamental Courses.** These courses expand the fundamental knowledge of those working in these functions and whose position description would indicate a need for specific education.

### **FUNDAMENTAL COURSES**

Course Name	Admin	Appraisal	Design	ROW Agent	Support
Required hours for Appraisal General Certification	EASEC	Required	EASEC	EASEC	EASEC
IRWA 201 Communications in Real Estate Acquisition	Elective	EASEC	EASEC	Required	EASEC
IRWA 205 Bargaining Negotiations	Elective	EASEC	EASEC	Required	EASEC
IRWA 700 Intro to Prop Mgt	Elective	EASEC	EASEC	Required	EASEC
IRWA 801 Land Titles	Elective	Elective	Required	Required	EASEC
IRWA 802 Easements	Elective	Elective	Required	Required	EASEC
Microsoft Word (interm, & adv)	SAR	SAR	SAR	SAR	SAR
Microsoft Access (beg, interm, & adv)	SAR	SAR	SAR	SAR	SAR
Microsoft Excel (beg, interm, & adv)	SAR	SAR	SAR	SAR	SAR

EASEC is defined as Eligible As Special Emphasis Course. See # 3 below.

SAR is defined as Supervisor Approval Required.

Refer to Appendix A for a description of the courses. Refer to Appendix B for a description of the employee category types.

3. **Special Emphasis Courses.** These courses are available for those in the division who are interested in additional education. If an employee wants to attend these courses, they should make a request to their supervisor. An attempt will be made to accommodate the request.

- a. Any employee aware of other relevant training should bring it to the attention of their supervisor. This training and the request to attend will be given consideration for approval.
- b. Requests for approval to attend Special Emphasis Courses must conform to the following procedure:
  - 1) The request must be timely. Lead-time is important so the Education Team has sufficient time to act and not react
  - 2) The request must be in writing and submitted to the Education Team through the supervisor and shall include the name of the course, date, hours, cost, location and summary of why this course is beneficial to the employee and the ROW Division.
  - 3) The Education Team will make the decision on approving the request by using the following criteria:
    - a) Benefit to the ROW Division.
    - b) Impact on the employees work responsibilities.
    - c) Budget constraints.
    - d) Who else is eligible to attend?
    - e) If appropriate, meets criteria for out of state travel.
  - 4) The decision of the Education Team is subject to concurrence by the ROW Manager.

**SPECIAL EMPHASIS COURSES**

Course Name
NHI or IRWA Course - Last Resort Housing
NHI or IRWA Course - Advanced Relocation
NHI or IRWA Course - Business Relocation
State of Nebraska Facilitative Leadership
IRWA courses not taken as foundation or fundamental courses
Specialized Computer Courses (not previously listed)
Related Engineering Courses

- 4. **Continuing Education for License and Designation Holders.** These courses are targeted for those who require continuing education in order to maintain their license or designation from a professional organization. These courses serve to update, to review, or to comply with the requirements of the issuer of the license or designation.
  - a. **License Holders.** Provide education to the level needed to continue to qualify for the license. The ROW Division will pay for the course and allow the employee time to attend the course. It is the responsibility of the employee to schedule the course.
  - b. **Designation Holders.** Provide time to attend education to the level needed to continue to qualify for the designation. The ROW Division will allow the employee time to attend the course. It is the responsibility of the employee to schedule and pay for the course.

5. **Advanced Appraisal Courses.** These courses are available for staff appraisers who desire to obtain additional appraisal education. These courses are provided by the Appraisal Institute and will generally require out of State travel; therefore, it is important to remember these courses will be subject to Out State Travel Approval and budget constraints.

**ADVANCED APPRAISAL COURSES**

<b>APPRAISAL INSTITUTE COURSE TITLE</b>
Basic Appraisal Principles
General Market Analysis and Highest & Best Use
Basic Income Capitalization
Highest & Best Use and Market Analysis
Advanced Sales Comparison and Cost Approaches
Condemnation Appraising: Basic Principles & Applications <sup>1</sup>
Condemnation Appraising: Advanced Topics & Applications <sup>1</sup>

<sup>1</sup> Advanced Topics & Applications will only be considered when it is held in conjunction with Basic Principles & Applications on successive dates.

**D. CRITERIA FOR OUT OF STATE TRAVEL**

1. The Division needs a position filled and education would provide the employee with needed knowledge to perform at an expected level of competency. The following will be considered:
  - a. Is the education job specific?
  - b. Does the education provide specific knowledge that is essential to a “core” task?
  - c. How many others in the division do the same or similar work?
  - d. Would this education be cost effective?
2. Advanced Appraisal Course Education.
3. Education for new job requirements or new job regulations.
4. Out State Travel Budget. Consideration will be given to the following:
  - a. Has this education been budgeted?
  - b. Does the ROW Manager desire to reallocate the existing division budget to accommodate the requested education?

**APPENDIX A  
COURSE DESCRIPTIONS**

<b>Course Name</b>	<b>Course Description</b>
IRWA 200- Negotiations	2-day course has a broad overview of Federal laws and regulations that apply to negotiators; then use the requirements throughout the seminar as a framework within which to explore their negotiations skills, habits and styles; and lean practical approaches and tips to improve settlement rates for right of way acquisitions.
IRWA 201 – Communications in Real Estate Acquisition	3-day course presents the skills needed to win at problem solving negotiations through a unique blend of lecture, exercises, and role-playing. Students are videotaped simulating acquisition interviews and they are played back and critiqued in order to help improve skills.
IRWA 205 - Bargaining Negotiations	2-day course on steps in bargaining negotiations; analysis of the situation; skills and attitudes of successful bargainers; making the initial offer; granting concessions; and securing concessions from the other party. The course is designed to give the basic negotiating tools to use with attorneys or property owners who insist upon a hard bargaining stance.
IRWA 211 - Written Comm.	1-day course on active versus passive voice; adding variety and purpose to writing; increasing reader interest; organizing a report; effective calls to action; and editing your own work. The course combines practical application with extensive use of short written exercises to aid in developing more effective letters, memos, appraisal, and formal reports.
IRWA 400 - Appraisal	2-day course is designed for the new appraiser and for person contemplating entering the appraisal field. This course introduces the principles of real estate and real property valuation to the students. It is also a refresher course for the experienced right of way professional who would like to enhance their appraisal abilities.
IRWA 700 - Introduction to Prop Mgt	2-day course on establishing, classifying and maintaining a property inventory; simplified management policies and procedures; identifying and evaluating risks, hazards and liabilities; establishing ownership monitoring schedules; deciding if property should be leased, held or sold; advantages and pitfalls of joint use agreements and profitable disposal of excess land and property rights.

<b>Course Name</b>	<b>Course Description</b>
IRWA 800 - Law	2-day course to assist in dealing with property owners and attorneys on the subjects of contract law. Specific contracts relating to real estate, tort law, specific torts relating to real estate, eminent domain – including condemnation procedure and compensation issues, land use controls and environmental matters.
IRWA 801 - Land Titles	2-day course on public records; sources of title information; who can hold or transfer title; how title is held or transferred; instruments and other means of transferring real estate interest; when title passes; encumbrances; title searches; how to determine vesting from a chain of title; how to identify encumbrances and clear title; and how to handle special situations.
IRWA 802 - Easements	1-day course types of easements; rules of construction for easements; creation and termination of easements; scope of use; and location and width of easements.
IRWA 900- Engineering	2-day course is designed for the novice or new non-engineer employee, but is also a valuable refresher course for experienced employees. Students will learn how to use engineering equipment such as an engineering scale and protractor; basic skills in reading and interpreting information contained on engineering plans; and how to read, understand and plot simple descriptions using the most common methods of property descriptions.
Basic Appraisal Principles	4-day course will introduce participant to real property concepts and characteristics, legal considerations, influences on real estate values, types of value, economic principles, real estate markets and analysis, highest and best use, and ethical considerations. The course will provide a solid foundation in basic appraisal principles.
General Market Analysis and Highest & Best Use	4-day course presents the fundamentals of market/marketability analysis, and then shows how this analysis provides vital information for the highest and best use decision. Participants will practice applying the test of feasibility and determining a property's highest and best use. In-depth market analysis applications of two property types—retail and office—will help participant apply the fundamentals of the six-step market analysis process.

<b>Course Name</b>	<b>Course Description</b>
Appraisal Institute – Basic Income Capitalization	5-day course gives you the understanding of the mathematical procedures you need to derive an indication of market value. This course teaches you how to solve appraisal problems, how to perceive the significance of the data you have at hand, how to apply property procedures to glean the information from you data, and how to interpret and test the reasonableness of your math conclusions.
Appraisal Institute – Highest & Best Use and Market Analysis	5-day course will teach you how to apply market analysis, particularly the estimation of supply and demand, to appraisal procedures. The course finishes with an understanding of absorption and captures rates for use in forecasting, particularly discounted cash flow analysis.
Appraisal Institute – Advanced Sales Comparison and Cost Approach	5-day course provides intensive instruction in the sales comparison and cost approaches as they apply to income producing properties. You will learn how to select measure and support adjustments and take a close look at graphing, pairing, sorting and regression as well as non-numerical and subjective arguments.
Appraisal Institute – Condemnation Appraising: Basic Principles & Applications	2-day course through which you will gain an understanding of the eminent domain process, rules and procedures governing condemnation appraisal, and other important issues unique to this arena. You will acquire the tools to address issues such as the larger parcel identification and valuation and estimating damages and benefits.
Appraisal Institute – Condemnation Appraising: Advanced Topics & Applications	2-day course that builds on Condemnation Appraising: Basic Principles & Applications and examines advanced applications of appraisal techniques and problem solving in condemnation cases. Participants will gain insight into how courts view various appraisal methodologies and practice preparing exhibits, assisting in the development of a trial strategy, and participating in a mock trial.
NHI – 141045C Uniform Act: An Overview	This is a web based course geared to the needs of employees involved in right of way work for a federally funded project. The course takes the participant through all aspects of the Uniform Act requirements: valuation/appraisal, acquisition and relocation.

<b>Course Name</b>	<b>Course Description</b>
Right of Way Plan Reading Course	This course has been developed by the Right of Way Design Section and is geared to the needs of employees involved in reading and interpreting right of way plans. Those employees who are required to take this course will be tested at the completion of the course. The employee must achieve a grade of at least 70%. Those employees who are required to take this course will be exempt if they have previously taken the NDOR Plan Reading Course and passed the exam.
Geometric Design Training CDs	These CDs were developed by the Federal Highway Administration and are intended for anyone who is involved with highway projects with a need to know certain highway design topics. There are 25 CDs in the set that cover a wide range of topics. Some are very basic and others are more in depth. The employee can pick and choose which CD they want to check out depending on the topic of interest.

## APPENDIX B

### EMPLOYEE CATEGORY TYPES

<b>Category</b>	<b>Position(s)</b>
Admin	Assistant Right of Way Manager Chief Appraiser Chief Negotiator Engineer V IT Infrastructure Analyst Relocation/Hwy. Beaut. Supervisor Right of Way Manager Property Management Supervisor
Appraisal	Appraiser I Appraiser II Appraiser III
Design	Design Tech I Engineering Unit Supervisor Land Surveyor IT Business Support Analyst ROW Agents assigned to ROW Design ROW Associate I ROW Associate II ROW Designer I ROW Designer II ROW Designer III
ROW Agent	ROW Agent II
Support	Accountant I Accounting Clerk I Office Clerk III Secretary II Typist II