



INSTITUTE FOR
ROAD PRICING
PROFESSIONALS

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PUBLIC AGENCY PARTICIPATION LETTER

Founding Organization Participation

PUBLIC AGENCIES AND PUBLIC-SECTOR OPERATORS

02

Public Agency Founding Participation

Institute for Road Pricing Professionals | Invitation to participate in building the Road Pricing Professional credential

Date: [Date] **To:** [Name, title] **Agency:** [Agency legal name]

Dear [Name]:

IRPP is building an independent professional credential for road pricing practitioners: a Body of Knowledge, a job task analysis, an examination program, and the policies that govern them. We are asking a small number of public agencies to help shape it, and I would like **[Agency legal name] (Agency)** to be one of them.

What we are asking for is expertise, not money. There is no fee and nothing to purchase. We are asking Agency to name up to two practitioners to serve on IRPP's Subject Matter Expert Technical Advisory Committee and to support roughly 12 hours per quarter of their time.

Participation is not an endorsement of IRPP or of any credential, vendor, or technology. It creates no procurement preference and no obligation to appropriate funds, and IRPP will not use Agency's name publicly until Agency approves the exact wording. Section 6 of the attached Terms sets out Agency's public-records, authority, and immunity protections.

What Agency receives

Benefit	Public agency allocation
Advisory capacity	Up to 2 named representatives
Examination vouchers	2
Named renewal benefits	2
Recognition	Public Agency Founding Organization registry

The ask is bounded, and then it ends.

Founding participation runs for three years from signature. It is a build effort with an end date, not a membership and not a subscription. Agency may conclude participation at any time on 30 days' notice.

After the third year, IRPP will not ask Agency for founding participation again. Recognition of what Agency contributed is intended to remain permanent.

If this reflects Agency's understanding, please sign below.

Sincerely,

INSTITUTE FOR ROAD PRICING PROFESSIONALS

Signature: _____

Timothy J. McGuckin, Executive Director

Date: _____

ACKNOWLEDGED: [AGENCY LEGAL NAME]

Signature: _____

Name and title: _____

Date: _____

Executive liaison: **[Name, title, email, telephone]** Approved public-recognition name: **[Agency name]**

Terms of Participation

These Terms apply to the letter on the preceding page. Together they are the parties' understanding of Agency's founding participation.

1. Purpose and term

IRPP is building an independent credential system for road pricing practitioners, including a Body of Knowledge, a job task analysis, an examination program, and the policies that govern them. Agency is participating as a Public Agency Founding Organization.

Participation begins when both parties sign and runs for three years, unless concluded earlier under Section 10. There is no required fee, no purchase, and no financial commitment of any kind. After the third year, IRPP will not ask Agency for founding participation again. Public recognition of Agency's completed contribution is intended to remain permanent, subject to Section 8.

2. What Agency provides

Every Founding Organization contributes practitioner expertise. Public agencies contribute expertise. Private firms contribute expertise and the capital to build the program, because agencies generally cannot commit new funds on this timeline. Both contributions are necessary and neither substitutes for the other.

Subject to its legal authority, available staff, operational priorities, and applicable policies, Agency will use reasonable efforts to name an executive liaison; nominate qualified practitioners for up to two advisory positions; support roughly 12 hours per quarter for each seated representative; take part in job task analysis surveys, interviews, validation, or outreach where feasible; contribute operating and public-policy perspective on professional competency; and approve the exact name and language IRPP uses to recognize Agency publicly.

Agency may nominate additional practitioners for time-limited surveys, interviews, or peer review. IRPP may involve them based on expertise, workstream need, balance, availability, confidentiality, and conflicts, but is not obligated to appoint them to continuing positions.

3. Advisory representatives

Each position is filled by a named practitioner accepted by IRPP. Before joining confidential or technical work, each representative signs IRPP's then-current SMETAC Representative Undertaking in an individual capacity.

SMETAC advises IRPP. It does not govern IRPP and does not vote on standards. A position is held by the individual and is not owned by Agency as a governance right. If a representative resigns, changes employer, is removed, or can no longer serve, Agency may nominate a replacement, subject to IRPP review and workstream need.

Participation does not give Agency a weighted vote, a veto, a permanent appointment, access to live examination forms, or authority over any candidate or credentialing decision.

4. Benefits

Subject to program launch, availability, and IRPP's then-current administrative policies, Agency receives up to two named advisory representatives, two examination vouchers, two named renewal benefits, and listing in the Public Agency Founding Organization registry.

Each voucher covers the examination fee for one IRPP examination designated by IRPP. A voucher does not establish candidate eligibility, alter scoring, guarantee a passing result, confer priority, or provide access to confidential examination content. Vouchers cannot be redeemed for cash or resold.

Each named renewal benefit gives a designated credential holder a 50 percent reduction from IRPP's published credential-maintenance fee for the life of that credential, as long as the credential remains in good standing. Once used, the benefit follows the individual and cannot be reclaimed or reassigned by Agency.

5. Credentialing independence

IRPP retains sole responsibility for the Body of Knowledge, job task analysis, examination blueprints, item banks, passing scores, eligibility requirements, scoring, appeals, credential awards, renewal requirements, discipline, and all other credentialing decisions.

Agency participation is not Agency adoption, approval, accreditation, or endorsement of IRPP, of any IRPP credential, or of any private organization, vendor, technology, or credential holder. IRPP will not state or imply otherwise.

6. Authority, public records, and immunity

This letter is subject to Agency's legal authority and applicable law. It does not waive sovereign, governmental, official, or other immunity; consent to suit; venue protections; statutory limitations; or any defense available to Agency or its personnel.

Nothing here obligates Agency to appropriate funds, enter a procurement, purchase a credential, or guarantee any individual's participation. Each signatory represents only that the signatory has authority to acknowledge the participation described here.

Agency remains subject to applicable public-records, open-meetings, records-retention, and ethics obligations. Nothing here requires Agency to withhold, destroy, or disclose a record contrary to law. Agency will not knowingly provide information it lacks authority to disclose. If Agency receives a request that may reach IRPP confidential information, Agency will notify IRPP where legally permitted and allow IRPP a reasonable opportunity to seek protection. Agency does not promise that any requested record will be exempt from disclosure.

7. Intellectual property and confidentiality

IRPP owns the RPP credential program, IRPP marks, Body of Knowledge, examinations, and associated materials. Individual contributions, confidentiality, examination security, conflicts, and intellectual-property commitments are governed by each representative's signed undertaking rather than by this letter.

8. Recognition and marks

IRPP may identify Agency as a Public Agency Founding Organization only after both parties sign and Agency approves the exact public-recognition name and any initial announcement language. Recognition describes participation in the founding effort. It does not imply Agency endorsement.

Neither party may use the other's seal, logo, or marks without prior written approval and consistent with applicable policies. IRPP may remove or qualify recognition obtained through material misrepresentation or affected by material misuse of IRPP's name or marks, after notice and a reasonable opportunity to address the issue where practicable.

9. Relationship of the parties

The parties remain independent. This letter does not create employment, agency, partnership, joint venture, fiduciary duty, procurement preference, voting membership, exclusive relationship, or authority for either party to bind the other.

10. Concluding participation

Either party may conclude participation on 30 days' written notice. IRPP may suspend an individual's access immediately where reasonably necessary to protect examination security, confidentiality, impartiality, legal compliance, or the integrity of the credential program.

On conclusion, unused vouchers and unassigned renewal benefits expire unless IRPP agrees otherwise in writing. Renewal benefits already assigned remain subject to IRPP credential policy. Confidentiality, examination-security, intellectual-property, and conflict obligations in an individual undertaking survive according to that undertaking.

11. Entire understanding

This letter and each representative's separate undertaking state the parties' understanding of Agency's founding participation. Any amendment must be in writing and signed by authorized representatives of both parties. Electronic signatures and counterparts are acceptable.