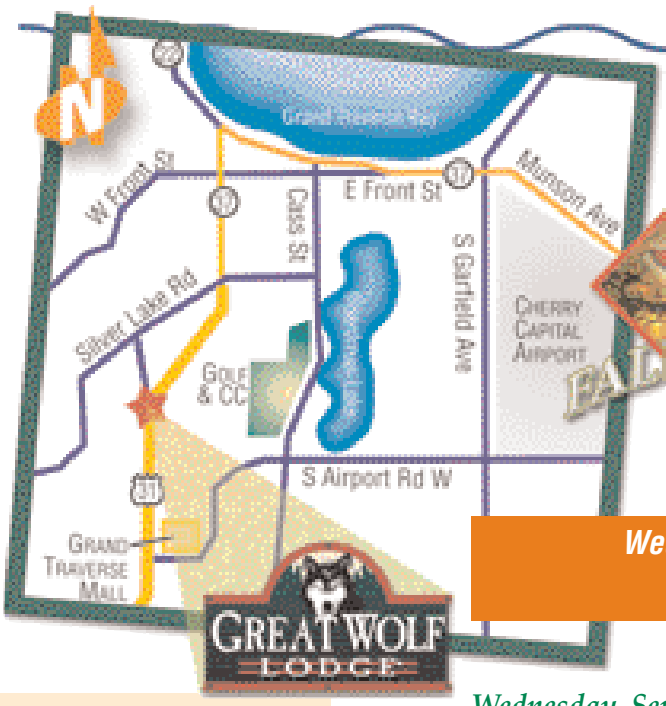
July 2008
vol. 54 • no. 03



FALL SEMINAR 2008

Wednesday, September 24th through Friday, September 26th 2008
Traverse City, MI

Michigan's Year-Round Family Resort™

Great Wolf Lodge

3575 N. US-31 South
Traverse City, MI

Great Wolf Lodge is a first-class family destination resort designed to capture the atmosphere and adventure of the northwoods. Enjoy the 51,000 square-foot indoor entertainment area, featuring a waterpark; arcade; children's craft and activity room; Aveda® Concept Spa; fitness room; two northwoods-themed restaurants; spacious outdoor pool; and a performing Great Clock Tower.

Special Rate –
single /double occupancy:
$115.00 + taxes
additional charge for others sharing a room.

Call Direct –
Great Wolf Lodge:
1 866 478 9653
mention room block code:
5 A 4 5 4 U and our group:
International Right of Way

This special rate ***expires August 23rd*** and rooms are limited! *Call right away!*

Wednesday, September 24th

5:30 – 6:00PM	Registration Check In
6:00 - 8:30PM	Welcome Reception, Dinner and Education Auction

Thursday, September 25th

Morning Session

7:15 – 8:00AM	Morning sign-in and continental breakfast
8:00 – 9:00AM	Andrew Reed, SR/WA, President Michigan Chapter 7 Business Meeting and Committee Reports
9:00 – 10:00AM	Carl Meyer, SR/WA, R/W-NAC, Michiana Land Services, Inc., *Leasing Lands For Wind Generation Towers*
10:00 – 11:00AM	Mick Kahaian, Stout Risius Ross, *The Difference Between Business Valuation & Real Estate Valuation*
11:00 – 12:00PM	David Maturen, SR/WA, Maturen & Associates, *State Board of Real Estate Appraiser & Appraisal Foundation ASB/AQB Up-dates*
12:00 – 1:00PM	Lunch on your own

Afternoon Session

12:45- 1:00PM	Afternoon Sign In
1:00 – 2:00PM	Benjamin Aloia, Aloia & Associates, *Freedom of Information Act*
2:00 - 3:00PM	Tim Davis, SR/WA, R/W-NAC, Commonwealth Associates, *Creating A Positive Negotiation Atmosphere*
3:00 – 4:00PM	Jerald Rosenfeld, JR Group *A Practitioner View of Implementing New State Laws & Rules*
4:00 – 5:00PM	Roland Cilke, SR/WA, White Pine Companies, *Oil & Gas Mineral Leasing, The Forgotten Rights Easement*
6:30 – 8:00PM	Enjoy a fabulous dinner at Boone's Long Lake Inn

Friday, September 26 th

7:15 – 8:00AM	Morning sign-in and continental breakfast
8:00 – 9:00AM	David Burgoyne, SR/WA, Burgoyne Appraisal Company & Andy Chamberlain, *The Important Parts of Appraisals*
9:00 – 10AM	Raymond Howd, Assistant Attorney General, *Tompkins- Supreme Court Reversed Court Of Appeals Decision & How That Affects Condemnation Practice*
10:00 - 11:00AM	Tom McCarthy, Monaghan, LoPrete, McDonald, Yakima, Grenke & McCarthy, *An Attorney Discusses Condemnation Cases*
11:00AM – NOON	Kelly Ramirez & Teresa Vanis, MDOT, *Local Public Agencies Information & Updates on Acquisition and Relocations*
12:00NOON	Adjournment *Have A Safe Trip Home*

Congratulations!

One of Six (Out of 8000+)

David C. Maturen, SR/WA of Maturen & Associates, Inc. was notified by Cynde Barker of the INEC that he is one of only six finalists for the IRWA's Balfour award! The *Frank C. Balfour Professional of the Year Award* is named after the Association's founder and to qualify as a candidate for the award, a nominee must have made outstanding contributions to the activities of the International Right of Way Association.

Dave would like to thank Alicia Worthley (for the *prodding* regarding the application) and the Chapter for its support.

Best of Luck, Dave!

Chapter Needs Help

Fall Seminar Sponsors and Co-Sponsors

Now that Fall Education Seminar time is here, we once again need the assistance of Sponsors and Co-Sponsors to provide a quality education and special event experience for all attendees. It is estimated that the Receptions cost the Chapter between $500 to $600 each with Continental Breakfasts at about $350 to $400 for each event. Our Break costs are now at $250 - $300 each.

If you or your company are able to fully sponsor one or more of these events it would be extremely helpful to Michigan Chapter 7 and IRWA. If you or your company can help-out by co-sponsoring one of these events, it would also be appreciated. Please contact Alicia Worthley SR/WA at 248 588 8293 for more information.

It's like a garage sale without the garage!

… a yard sale without a yard!

Annual Education Benefit Auction

It's time for the fast-action and ever-popular ***Annual Education Benefit Auction!***

Lynn Hall SR/WA and Paul Boyce of Elexco Land Services, are heading-up this year's Auction and they are looking for Auction donation items.

Look around. You *must* have some old, but gently-loved items. And you *probably* have a few brand-new – still with the price-tags – things that just weren't quite right. So, grab all that stuff you no longer need (but just *know* someone else could use) and put it up for auction for a great cause!

If you would like to make a donation of that still-usable, unique or antique item or have other Auction questions, please contact either Lynn or Paul at 810 364 7940

International Right of Way Association
MI *Chapter 7*

2008 Executive Board

Andrew M. Reed, SR/WA
President, International Director

Norman G. Thomas, SR/WA
President-Elect, International Director

Laura K. Southwell, SR/WA
Vice President

Kimberly A. Tassen
Treasurer

Paul E. Sander, SR/WA
Secretary

Steve Roon, R/W-NAC
Assistant Secretary-Treasurer

Committee Chairs

Michael Odette
Asset Management & Accreditation

Patricia A. Petitto, SR/WA
Jeffrey L. Jones, SR/WA
Jeannine Myers
Education

William A. Horn, Esq.
Environment

Alicia T. Worthley, SR/WA
Fall Education Seminar

Laura K. Southwell, SR/WA
Finance

Raymond Howd
Law & Legislation

Frank Del Vecchio, SR/WA
Chris Barnes
Larysa Figol
Local Public Agency

Julie A. Sandzik
Membership

Michael Oakes
Newsletter

Jeffrey L. Jones, SR/WA
Richard Roth, SR/WA
Andrew M. Reed, SR/WA
Nominations

Edward R. Bradley, SR/WA
Parliamentarian & Historian

Gary E. Bowman, SR/WA
Past Presidents & Retired Members

Carl L. Meyer, SR/WA
Gayle Konik
Pipeline

Alicia T. Worthley, SR/WA
Recognition & Awards

Kelly Ramirez
Relocation

Tim Davis, SR/WA
Roster

Chris Lamus
Survey

Paul E. Sander, SR/WA
Steve Roon, R/W-NAC
Transportation

Kimberly A. Tassen
Mary Anne Marr, SR/WA
Utilities/Liaison

David C. Maturen, SR/WA
Ken Smith
Valuation

Lynn P. Hall, SR/WA
Jim Aiello
Website

Professional Development

Jeffrey L. Jones, SR/WA	Class of 2008
Patricia A. Petitto, SR/WA	Class of 2009
David C. Maturen, SR/WA	Class of 2010

Every man owes some of his time to the upbuilding of the profession to which he belongs.

–Theodore Roosevelt

Much has happened since we last spoke… we had another excellent General Membership meeting, which happened to coincide with our hosting of the Region 5 Spring Forum. We were lucky enough to have Faith A. Roland, SR/WA (our International President-Elect) speak at our General Membership meeting on Friday as well as attend our Region Forum on Saturday. Faith presented the IEC's outlook on the future of our association as we look forward to next year's 75th anniversary – which we will celebrate at the 2009 Annual International Education Seminar in Indianapolis. Another HUGE event for our Region!

But for now, and this year's seminar, we're on our way to Austin, Texas. I feel fortunate to have been able to meet and spend some time with Faith, our incoming President – the festivities should have a little more meaning. There are so many interesting topics and speakers and events, I can't even begin to list them here. Please go to the International website and check-out the program. You will be amazed at all that is offered. In addition, several Chapter members will be attending to ensure that our candidate for IEC, Ms. Patricia A. Petitto, SR/WA, receives unbiased political coverage from the networks. Just kidding – but seriously Pat – GOOD LUCK!

Plans continue from our Fall Seminar guru, Alicia Worthley, SR/WA. Alicia and our Program Chair, Laura Southwell, SR/WA. They have set the foundation for another tremendous Fall Seminar. A great location, great speakers and topics, and good friends… that's what makes this organization so beneficial: professional development with a smile! This is truly a wonderful association, and it is only as strong as its members. Thank you for your continued support of IRWA and MI Chapter 7.

Respectfully submitted,

Andrew M. Reed, SR/WA
2008 President and Int'l Director, Chapter 7
reedandassociates@mac.com

NOW is the Time to Make Your Plans
2008 Fall Education Seminar

We are excited to report that the Great Wolf Lodge is ready to make your room reservations for the 2008 Fall Education Seminar. Laura Southwell SR/WA, Chapter Vice President & Program Chair, along with the Chapter Committees have done a terrific job in scheduling speakers and topics for the benefit of everyone. ***Great Wolf Lodge rates are $115.00 + taxes, single or double occupancy.*** There is an additional charge for others sharing a room. Call Great Wolf Lodge Reservation Line at 866 478 9653, mention room block code: 5 A 4 5 4 U and our group: International Right of Way Association. Our room block at ***this special rate will expire August 23rd*** and rooms are limited, so make the call right away.

This year's pre-Seminar IRWA Class, scheduled for 8:00 am, September 24th, will be Course 406 B – 7-Hour National Uniform Standards of Professional Appraisal Practice with David E. Burgoyne SR/WA as Instructor. For more class information see page 7 and contact Patricia Petitto SR/WA at 248 342 6640.

The 2008 Fall Education Seminar will begin at 6:00 pm Wednesday, September 24th with Seminar Registration Check-In followed by a Welcome Reception, Country Buffet Dinner and Annual Education Benefit Auction. Lynn Hall SR/WA and Paul Boyce of Elexco Land Services, will be assisting with this year's Auction and they are looking for Auction donation items - both old and new. ***Have Auction questions or like to make a donation?*** *Please contact either Lynn or Paul at 810 364 7940.*

The Fall Seminar Education Speakers will begin at 8:00 am on Thursday the 25th. Thursday's Special Dinner Event will be held at one of Chapter 7's Favorite Dining Locations: Boone's Long Lake Inn. On Friday, September 26th, the education program will continue at 8:00 am and Adjourn at 11:00 am. ***Have questions about this year's Seminar topics or Speakers?*** *Please contact Laura Southwell SR/WA at 734 327 6694.*

Your Check and Registration Form must be received BEFORE September 1, 2008 to receive Early Registration Discount!

2008 Seminar Early Registration fee for IRWA members is $200… if your Check and Registration Form are received prior to September 1, 2008. After September 1st, the Member fee is $215. Early Registration Fee for Non-Members is $225. After September 1st the Non-Member Fee is $235. Spouse/Non-Affiliated Guests Early Registration is $105. After September 1st, this fee will be $115. ***Questions about the hotel, meals or Seminar Registration?*** *Please call Alicia Worthley SR/WA at 248 588 8293.*

State Real Estate and Appraiser Licensees should note that we plan to submit this Seminar Program to the Department of Licensing to hopefully obtain continuing education credits.

Appraisal Foundation meeting in Lake Tahoe, May 2008.

left to right:
David Layne, Randall Kopfer, Dave Maturen and Randy Williams.

Although it may look like a painted backdrop, that's really Squaw Valley ski resort in the background!

A

Soaring Eagle Resort • Mt. Pleasant, MI
General Membership Meeting

D

B

C

- *a* | Laura Southwell, Chapter 7 program chair
- *b* | Dr. Patrick Corcoran, MSU
- *c* | Mark McCullough, Washtenaw CRC
- *d* | Great turn-out. Did the casino have an effect?
- *e* | President Andy Reed welcomes members
- *f* | Faith Roland, International President-Elect
- *g* | Dr. Janice Beecher, MSU
- *h* | Paul Sander, MDOT
- *i* | Gary Strauss, Strauss & Strauss

F

H

E

G

I

AASHTO meeting on May 7 – Van Andel Museum, Grand Rapids, MI reception. Jim Struble, Faith Roland, Pat Petitto, Mark Rieck and Dave Maturen

Chapter 7 with Faith Roland, International President-Elect

at left: Kim Tassen, Laura Southwell and Mary Anne Marr

below: Dick Roth, Paul Sander, Norm Thomas and Andy Reed

Soaring Eagle Resort
Mt. Pleasant, MI
Region 5 Spring Forum

Region 5 Spring Forum at Soaring Eagle in Mt. Pleasant, MI

Mark Edgington is announced as the Region POTY as Ohio's Christine Deacon looks on

The Indiana contingent at the Spring 2008 Region Forum

KIm Tassen receives a check from Elwood Penn for Pat Pettito's IEC run

Cinde Barker awarding Mark Edgington the POTY Award

APPRAISAL ASSOCIATES, INC.

Residential • Commercial • Industrial • Business Valuations • Litigation Support

Richard W. Roth, R/W-AC
Chief Commercial Appraiser
State Certified Appraiser
1201002965

4213 W. Main Street, Suite 101
Kalamazoo, MI 49006
269-381-8444 ext. 19 Fax 269-381-3141
800-728-8444

Quality Service Since 1976
Grand Rapids• Holland• Kalamazoo• Royal Oak

CARLSON APPRAISAL COMPANY

1710 Nottingham
Lansing, MI 48911

Scott M. Carlson
State Certified General Real Estate Appraiser

Phone: 517-485-7366
Fax: 517-485-7344
Cell: 517-290-0856
E-mail: scottclson@aol.com

TEL 231.929.4555
CEL 231.218.9018
FAX 231.929.7011
WWW.cellere.us
rcilke@cellere.us

Cellere

3766 N US 31 South, P.O. Box 910
Traverse City, MI 49685

Roland B. Cilke, CPL, SR/WA
President

CAI Commonwealth Associates Inc.
engineers • consultants • construction managers

TIM DAVIS, SR/WA
LAND SERVICES SECTION MANAGER

P.O. Box 1124 - Jackson, Michigan 49204-1124
Telephone: (517) 768-7153 Fax: (517) 788-3003
Cell Phone: (517) 673-0053
E-mail: trdavis@cai-engr.com

Randall L. Hansen
GENERAL MANAGER

ELEXCO LAND SERVICES, INC.

P.O. Box 313
Marysville, MI 48040

(810) 364-7940
Fax: (810) 364-8120
Email: rhansen@elexco.com

Lynn P. Hall, SR/WA
Right of Way Representative

ELEXCO LAND SERVICES, INC.

P.O. Box 313
Marysville, MI 48040-0313

(810) 364-7940
Fax: (810) 364-8120

FirstROW
Specializing in Real Estate Acquisition Services for Public Agencies

Margaret Steketee
President

1624 Seminole Rd SE
East Grand Rapids MI 49506
616 560 4088 Phone
616 452 1608 Fax
firstrow@grar.com

Great Lakes
Gas Transmission Company

Gayle M. Konik | Department Head
Community Relations and ROW

5250 Corporate Drive, Troy Michigan 48098
248-205-7453 I Fax 248-205-7475
Emergency 800-573-0640
gkonik@glgt.com I www.glgt.com

Patricia A. Petitto, SR/WA

Greenstar & Associates, LLC
Real Estate Services for Local Public Agencies

(248) 342-6640
petittopa@aol.com
4840 N. Adams Road
Suite 183
Rochester, MI 48306

JR Group LLC
Specializing in Land Acquisition, Relocation and Disposition Services for Government Agencies
Expert Staff with Implementation of the Uniform Relocation Act

Jerald A. Rosenfeld
President
Serving the Industry for over 15 years

1435 Randolph, Suite 302
Detroit, MI 48226
(O) 313- 965-3300
JAR@JRGROUPLLC.COM

Land Matters llc

Deborah S. Poeder
Owner / President
dpoeder@landmattersllc.com

0-703 Lake Michigan Drive, NW, Suite B • Grand Rapids, MI 49534
Phone: 616 . 791 . 9805 • Fax: 616 . 791 . 9815
www.landmattersllc.com

Market Street LAND SERVICES

CCIM IRWA

Valerie Ferrero Lafferty, Attorney
SR/WA, State Certified General Appaiser
4097 Shoals Drive, Okemos, MI 48864
p_ 517-349-6660 f_ 517-349-8489
laffertyv@comcast.net
Consultation • Representation • Mediation
http://marketstreetlandsvcs.googlepages.com/rightofway

MICHIANA LAND SERVICES, Inc.

1270 Blackhawk Trail
Benton Harbor, MI 49022

Phone: (269) 208-0155
Fax: (574) 234-1087

E-mail:
meyer@michianalandservices.com
Web Site:
www.michianalandservices.com

Carl L. Meyer
President

William A. Horn
Attorney

Mika Meyers Beckett & Jones PLC
900 Monroe Avenue NW
Grand Rapids, MI 49503-1423
Tel 616-632-8000 Fax 616-632-8002
E-mail whorn@mmbjlaw.com

R.S THOMAS & ASSOC., INC. • **Harold Blake Co.**
Established 1980 Established 1915

Real Estate Appraisers and Valuation Consultants

33620 Five Mile Road
Livonia, MI 48154

Norman G. Thomas, ASA, SR/WA
President

Phone (734) 422-5353
Fax (734) 422-5354

WHITE PINE LAND COMPANY

ROLAND B. CILKE, CPL, SR/WA
President
Cell: (231) 218-9018

OIL & GAS
LEASING
EASEMENTS
ABSTRACTS
PERMITTING

Bus: (231) 929-3434
Fax: (231) 929-7011
E-mail: rcilke@whitepinecompanies.com

4110 Copper Ridge Dr., Suite 255
Traverse City, MI 49684

Thank You
to our advertisers

It is the responsibility of the advertiser to provide accurate and updated information. MI Chapter 7 will make the best effort to update *The Great lakes State•ment* and Roster as soon as possible thereafter. All ads subject to editorial approval. Chapter 7 accepts roster advertising related to the Right of Way profession. Neither the acceptance nor the publication of any such advertising constitutes an endorsement, recommendation or warranty of the advertiser on the part of Chapter 7, its officers and/or its committee members.

Cancellation Policy: Written notification of cancellation must be received by class coordinator 15 days prior to start of class. A 75% refund will be made if written notification is received less than 15 days prior to start of class. No refund will be made after the start of class. A fee may be charged for registrations received after deadline and for those registering on day of class.

Course #406 B • CEU credits: 8

7 Hour National USPAP Course

September 24, 2008 • 8AM-5PM • 1 DAY

Tuition: $175 member / $175 non-member • Late registration fee of $25 after August 27, 2008
Includes: Participant's manual, USPAP Textbook, Student Tracking Form

Course Description: This course is designed for right of way practitioners who are in the appraisal field and satisfies Title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA) requirements for standards, and ethics for appraiser certification and licensure, and has met the requirement for Standards and Ethics for state certification and licensure. The 7-hour course focuses on the changes to the edition of the Uniform Standards of Professional Appraisal Practice (USPAP). It also addresses common misunderstandings about USPAP. This course is intended to fulfill the 7-hour requirement as established by the Appraisal Qualifications Board (AQB) of the Appraisal Foundation.

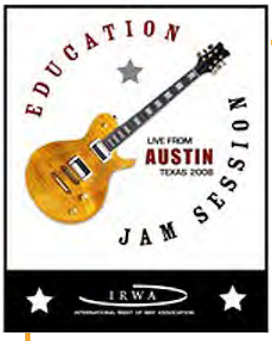
Course Facilitator: David E. Burgoyne, ASA, SR/WA is the owner of Burgoyne Appraisal Company located in Ann Arbor and is active throughout the State of Michigan, specializing in Right of Way, Eminent Domain, Contaminated Properties, and other Litigation. He is a Certified General Real Estate Appraiser in Michigan and holds senior designations in both the American Society of Appraisers and the International Right of Way Association. Mr. Burgoyne has been an independent fee appraiser in Michigan for over 20 years and has been instructing appraisal and other courses for IR/WA since 1990 in more than 10 different states. Mr. Burgoyne is also an AQB Certified USPAP Instructor .

Class Coordinator: Patricia A. Petitto, SR/WA, R/W-RAC
4840 N. Adams Road, Suite #183 • Rochester, MI 48306
248 342 6640 / phone • 248 526 5131 / fax • petittopa@aol.com / e-mail

Class Location, Accommodations & Rates: Great Wolf Lodge
3575 North US 31 • South Traverse City, MI 49684 • Phone: 231 941 3600
Please contact hotel directly for rates and reservations
single /double occupancy: starting at $115.00 + taxes

Four Ways to Register:
Online: www.irwaonline.org • **Fax:** 310 538 1471
Phone: 310 538 0233 x134 • **Contact:** Class Coordinator

Cancellation Policy: Written notification must be received by the course coordinator prior to class start date to be eligible for tuition refund:
100% if notice received 15 days or more prior to class start date
75% if notice received less than 15 days
no refund issued for notice received on or after class start date



Austin, TX
June 22-25, 2008

2008 Annual International Education Conference

This year, IRWA's 54th Annual Education Conference will provide right of way professionals with unparalleled learning and networking opportunities.

With typically more than 1,000 registrants, attendees have the opportunity to learn about best practices, share project challenges and hear solutions from the industry's leading professionals.

Earn Recertification Credit!

IRWA Members may obtain up to 24 hours of recertification credit if registered for the full *Annual International Education Conference.* Daily registrants will receive 8 hours per day of registration.

Go to the Website: www.irwaonline.org

It has all the information you need for the June Education Conference in Austin, TX. You can download the full 2008 *Education Jam Session* schedule.

As summer approaches, it is not too soon to consider the *Chapter 7 Fall Education Seminar* scheduled for September 24-26, 2008 at the Great Wolf Lodge in Traverse City, MI. An important heads up for appraisers: this year's class is *C406B – 7-Hour USPAP UPDATE* which will be from 8am to 5pm on Wednesday, September 24, also at the Great Wolf Lodge. Look for details in this issue.

You may have seen the links provided to access articles or stories regarding the right the way profession. Please be advised these links are provided as a convenience for members to stay abreast of various topical issues. The opinions expressed in such stories or articles do not reflect the opinions of members of the Executive Board of Chapter 7, nor the Editor of the newsletter

As the Editor of this newsletter, I appreciate the effort some of you have made by sending stories or links. So, if you see an article, court decision, news item pertaining to right of way issues – please keep those emails coming – and, of course, be careful to avoid copyright infringement.

Chapter 7 continues to solicit for sponsors, especially for the Fall Seminar and General Membership meetings. The board is willing to acknowledge such sponsorships in a manner that is meaningful and appropriate. If you are interested in becoming a sponsor, please contact Laura Southwell at 734 327 6694 or southwelll@wcroads.org.

Michael A. Oakes, Newsletter Chair

The Great Lakes State•ment is a publication for the members of MI Chapter 7 of the International Right of Way Association (IRWA). Stories and articles of interest are encouraged. Please forward your submissions to:
Michael Oakes,
Newsletter Chair/Editor
517 788 2332
maoakes@cmsenergy.com
Linda M. Polo, Polo Design
Art Director/Editor
lmpolo@aol.com

Submissions for the August newsletter due by:

July 11, 2008

For information on IRWA MI Chapter 7, please contact the Secretary:
Paul E. Sander, SR/WA
248 483 5100
sanderp@MI.gov

July 2008
vol. 54 • no. 03

Tim Davis
Commonwealth Associates
PO BOX 1124
Jackson, MI 49201

MICHIGAN Chapter Seven
IRWA
INTERNATIONAL RIGHT OF WAY ASSOCIATION

FALL SEMINAR 2008

NOW is the time to reserve your space!

Special Issue

Michigan Chapter 7 • 2008 Fall Education Seminar • Registration Form

* Checks and Registration Form MUST be received by September 1st, 2008 for EARLY Registration

EARLY* Registration Fee per person:		***LATE Registration Fee per person:***	
☐ IRWA members	$200.00	☐ IRWA members	$210.00
☐ non-members	$225.00	☐ non-members	$235.00
☐ spouse / guest	$105.00	☐ spouse / guest	$115.00

make checks payable to: Chapter 7 IRWA
mail to: Alicia Worthley SR/WA • 260 Bellevue Ave. • Clawson, MI 48017

name _____ IRWA membership number _____

company / agency _____

street address _____

city _____ state _____ zip _____

phone / work _____ phone / home _____

appraiser name as it appears on license _____ license # and type _____

real estate broker / salesperson name as it appears on license _____ license # and type _____

spouse / guest name _____

= _____
total enclosed*

**** Checks and Registration Form MUST be received by September 1st, 2008 for EARLY Registration***

What:
2008 Fall Education Seminar

When:
September 24, 25, 26, 2008

Where:
Great Wolf Lodge
3575 N. US-31 South
Traverse City, MI

Register Today!
Use this Seminar Registration Form

Space is limited!

SPECIAL NOTE for brokers, salespersons & appraisers!
It is extremely important that you use the name(s) exactly as it appears on your license(s) as well as the correct type of license and license number. See page 7 for more info.