



## PROCEDURES FOR CERTIFICATION OF RANGE MANAGEMENT CONSULTANTS

### Preamble

Certification of Range Management Consultants is a nonprofit activity of the Society for Range Management (SRM). A Registry of certified consultants is maintained by the SRM. Certification as a range management consultant is optional and open to all who meet the minimum qualifications.

### Purpose

The general well being and quality of our rangelands depends much on the level of professional competence brought to bear on their use and management. Range Management consultants are called on to provide a variety of services associated with rangelands and their use. The Society for Range Management recognizes a need to identify adequately trained and ethical practitioners of the science of range management serving as independent, paid consultants or serving with private or nonprofit contractors.

Certification is intended to designate qualified professionals whose standard of consultation is in the best interests of the public and our environment.

### Definition

A Certified Range Management Consultant is a professional who has demonstrated expertise in the art and science of applying the principles of ecology to management of the rangeland resource; has a designated minimum level of educational training and experience; and, is deemed qualified by the SRM to render professional consulting services.

Certified Range Management Consultants are encouraged to use their Certification Number, and only consultants certified by the Range Consultants Certification Panel of SRM are allowed to use the phrase "Certified by the Society for Range Management."

### Areas of Specialization

The area of specialization to be certified, within the broad definition of range management, is that of "grazing and its impact on plants and soils." The intent is to avoid certifying ecologists, botanists, agronomists, reclamation experts, land administrators, land appraisers, and individuals with other specialties closely allied to range management.

### Application and Renewal Procedures

#### Initial Application

- 1.) Individuals wishing to apply for certification and entry on the Register of Certified Range Management Consultants should request an Application Form from:  
**Society for Range Management, 6901 S Pierce St Ste 230, Littleton, CO 80128**
- 2.) An applicant must submit 1 hard copy and 1 digital copy of the following documents to the Society for Range Management, Littleton, Colorado.
  - a) Application Form
  - b) Record of Employment and Professional Activities
  - c) Five examples of work experience (reports, letters, articles, publications) for committee review.
- 3.) An applicant also must request and submit for review:
  - a) Registrar's Certified Transcripts of Academic Training and,
  - b) Four or more Letters of Recommendation from peers, clients, or employers.

Transcripts and letters should be mailed **directly** to SRM Headquarters, or if included with the Application, should be in **original sealed** envelopes.

- 4.) All documents and appropriate fees must be received by SRM Headquarters by October 1 for certification to begin the first of the following calendar year. Applicants approved between January 1 and October 1 will be certified for the remainder of the year and for 2 successive years (totaling 3 years per 2011/2012 revisions).
- 5.) A copy of all documents submitted with an application and documentation of Panel review will be retained in file by SRM Headquarters until Certification has lapsed or been revoked. In the case of applicants who have been denied Certification, the documents will remain on file for one year after the date of denial.

### Renewal of Certification

- 6.) **Every third year, renewing CRMC's must submit for review by the panel one electronic copy and one hard copy of the following: 1) an application for renewal-including renewal fee; 2) an updated resume which includes description of employment, professional activities and consulting work since your last renewal; 3) a CRMC CEU documentation form\*; 4) the Subject Matter Areas of Qualifications Form; and 5) the SRM CRMC Website Listing Authorization Form; This renewal paperwork shall include professional maintenance activity and a statement of reasons for continued certification, to confirm credibility as a Certified Range Management Consultant. This 3-year update of documentation, and renewal fee, must be received by SRM Headquarters by October 1<sup>st</sup> for renewal at the beginning of the next calendar year.**
- 7.) Failure to renew will automatically cause a lapse in certification. An individual who has had a lapsed of 2 years or less can submit a written request for reinstatement. **Request must state the reason for lapse and be accompanied by 1) all required renewal documentation (see item 6 above) showing that all eligibility requirement have been maintained, and 2) the current renewal fee which will serve as the review/renewal fee.** If the individual is not approved for re-certification a \$50 processing charge will be deducted with the remainder of the fee refunded.

### Re-Application

- 8.) If renewal has lapsed for 2 years or more, a new application for certification will be required.
- 9.) An individual whose certification has been denied or revoked may reapply after 12 months from the date of Panel action, provided that additional information is available for Panel review.

	<u>SRM Member</u>	<u>Non-Member</u>
10.) Application/Certification	\$300	\$500
3-Year Renewal	\$75	\$150

A \$50 processing charge will be deducted if an application is denied, with the remainder of the fee refunded.

- 11.) **Fees may be revised by recommendation of the Panel and/or the Executive Vice President and approval by the Board of Directors.**

### Eligibility Requirements

- 12.) An applicant must meet the requirements of the "Standards of Conduct for SRM Members Providing Public Service" and the "Code of Ethics, Society for Range Management", copies of which will be provided with an Application Form. Professional ethics will be adhered to. Any complaints will be evaluated by the CRMC chair and two committee members. Violations of ethics will result in loss of certification. Appeals will be heard by the full Board of Directors upon request. The Board's decision will be final.
- 13.) **All renewing applicants will be required to obtain 30 CEU's per 3-year cycle.** (see CRMC CEU Documentation Form Procedures and Requirements)
- 14.) All individuals who are certified as a Range Management Consultant shall be exempted from the CPRM certification eligibility and renewal requirements.
- 15.) Requirements for academic training and professional experience are as follows:
  - a) A B.S. degree in range management or its equivalent, plus ten (10) years of professional experience in range management, or
  - b) A M.S. degree in range management, plus eight (8) years of professional experience in range management, or
  - c) A Ph.D. degree in range management, plus six (6) years of professional experience in range management.
- 16.) The SRM Certification Panel will evaluate degree requirements by the following criteria:
  - a) The Panel will not distinguish among range-management degrees presented by different colleges or universities, or among range management degrees presented at different times by anyone college or university. A degree in range management (range science) must be documented by a Registrar's Certified Transcript of credits.
  - b) The standard for judging the equivalence of a non-range degree shall be the following:

- (1) Courses in range science and related resources management:
    - a) Eighteen semester hours of range subjects that includes five of the following subject matter areas:
      - Principles of range management
      - Range plants (excluding taxonomy)
      - Range ecology
      - Range resources inventory and analysis
      - Range improvement
      - Range or ranch operations and planning
    - b) Six semester hours of course work in natural resource fields to include at least two of the following:
      - Wildlife
      - Watershed
      - Forestry
      - Outdoor Recreation
    - c) Six semester hours in animal science, with at least one course in animal nutrition and one in production and management.
    - d) Six semester hours in soil science or soil-geology
    - e) Six semester hours in economics, to include agricultural or resource economics.
  - (2) Basic or foundation biology courses. A formal course in each of the following subjects (16 semester hours):
    - a) Basic biology (plant and animal)
    - b) Plant physiology
    - c) Plant classification including applicable angio-sperm families (Plant Systematics, including Agrostology, will not count as a range science course under item (1)(a), above).
    - d) Genetics
  - (3) Physical sciences (12 semester hours). Courses in mathematics and physical science to include at least:
    - a) Mathematics, to include trigonometry
    - b) Chemistry, to include organic or biochemistry
    - c) One course in statistics
  - (4) Humanities and Social Science. At least three courses in subject areas such as public relations, personnel management, psychology and sociology are suggested.
  - (5) Communications. Will include at least 9 semester hours of communication skills, including both oral and written communication.
- 17.) The professional experience of the applicant must be diverse; for example, includes at least three distinctly different kinds of rangeland resource situations or problems that have been dealt with satisfactorily and have been documented by letters of recommendation and/or reports and publications. The applicant must also demonstrate (1) satisfactory ability to observe, collect, evaluate, analyze, and synthesize information related to impacts on plant and soil systems, (2) expertise in the art and science of applying the principles of ecology to management of the rangeland resources, and (3) ability to write clear, concise reports.
- 18.) Applicants not meeting the above education and/or experience requirements, but holding a B.S. or higher degree from an accredited college or university in a subject matter filed closely related to range management and having ten years experience formally classified and working as a range conservationist, will be considered for certification. They must submit a statement explaining in detail why and how they meet the requirements for academic training and/or professional experience.

### **Denial or Revocation of Certification**

- 19.) Certification may be denied or revoked for any of the following reasons:
  - a) Failure to supply all documents requested;
  - b) Failure to endorse and comply with the Standards of Conduct for SRM Members Providing Public Service, and the Code of Ethics for Range Management;
  - c) Failure to meet academic and experience requirements;
  - d) Failure to obtain the 30 CEU's per cycle.
  - e) Misrepresentation on an application, or transmittal of incorrect information regarding academic training, professional experience, employment, or publications, and,
  - f) Professional incompetence.
- 20.) The right to deny or revoke certification is vested in the Panel. Action to deny or revoke certification requires that the Panel transmit a statement of specific charges through the Executive Vice President to the applicant and designate a time and place at which the individual can appear and/or be represented before the Panel. The

individual must be informed that a request for appeal to the Panel must be made within 60 days after receipt of the letter of denial, and the hearing of the Panel must be held at the next SRM Annual Meeting.

- 21.) Sustained denial or revocation by the Panel at such hearing may be appealed to the SRM Board of Directors by filing a formal request with the Executive Vice President and the President of SRM. The President shall promptly notify the Board of Directors of the request and an appeal hearing will be conducted at the next Board of Directors Meeting.
- 22.) Complaints or charges of unethical conduct or incompetence against a Certified Range Management Consultant must be submitted in writing to the Executive Vice President for transmittal to the Panel.

### **Certification Review Panel**

- 23.) The Certification Review Panel consists of nine (9) members appointed by the President and approved by the Board of Directors of the SRM. The Chairperson shall be appointed by the President. Each member serves a three-year staggered term, and cannot serve two (2) full terms consecutively.
- 24.) Each member of the Panel shall meet the eligibility requirements for certification as a range management consultant.
- 25.) The Panel shall meet in conjunction with the SRM Annual Meeting. Additional meetings may be called by the Chairperson.
- 26.) Approvals for certification or renewal shall require 6 affirmative votes of Panel members by secret ballot. A panel member may not vote on his own application. Closed sessions may be announced for discussion and action on applicants.
- 27.) The SRM Headquarters shall issue certificates to those approved by the Panel; shall issue wallet cards after payment of renewal fees; shall maintain and publish annually a Register of Certified Range Management Consultants; shall publish annually the Procedures for Certification of Range Management Consultants; and, shall reimburse Panel members for expenses incurred for certification activities, when requested by the Panel.
- 28.) These Procedures may be revised by recommendation of the Executive Vice President and/or the Certification Panel and approval by the Board of Directors.

### **Appeal of Denial of Certification**

- 29.) If the Certification Panel re-affirms its denial of certification after a hearing, the applicant may appeal the denial to the Board of Directors. An appeal to the Board of Directors will be scheduled only after a hearing before the Panel has been held and the Panel has re-affirmed denial of certification. An appeal to the Board of Directors is a review of the original application, the hearing by the Panel, plus any additional supporting material from the Panel. It is not a complete re-hearing of the entire case by the Board of Directors. However, the applicant will be allowed to present an oral statement as outlined before.
- 30.) When the applicant is informed that the Panel has re-affirmed its denial of certification after a proper hearing before the Panel, the applicant will also be informed of the right to appeal the decision. This appeal request must be filed with the Executive Vice President within 60 days after the receipt of the letter re-affirming denial.
- 31.) In the appeal request the applicant must submit evidence of additional pertinent experience, education, or publications that have occurred since the original date of filing of the request for certification. No additional written material may be submitted.
- 32.) The appeal review by the Board of Directors will be made within 8 months following the receipt of the appeal request from the applicant. Appeals normally will be held in conjunction with one of the regularly scheduled meetings of the Board of Directors.
- 33.) Upon receipt of an appeal request, the SRM Headquarters will notify the Chairperson of the Certification Panel. The Chairperson will then prepare a brief of the original application proceedings and of the hearing. This brief will outline the reasons for the original denial and for the re-affirmation of the denial. Attached to the brief will be copies of:
  - a) the original application material,
  - b) an in-depth reviewers report,
  - c) the original denial letter,
  - d) the letter requesting a hearing,
  - e) the letter re-affirming denial, and,
  - f) any other needed supporting material.These will be sent to the Executive Vice President who will send copies of the complete brief and the appeal request to the Board of Directors, at least 4 weeks before the scheduled appeal date. Publications or other

supporting reports or documents originally submitted to the Panel will not be sent to each Board Member unless one or more of these documents is involved in the reason for denial.

- 34.) In the appeal, the applicant will be given 20 minutes in which to present oral arguments for their case before the Board of Directors. This time limit will be rigid and can be extended only by a majority vote of the members of the Board of Directors present.
- 35.) The final discussion and vote by the Board of Directors will be held in Executive Session. The motion to act on the matter will be to grant certification. Passage will require an affirmative vote of 2/3 of the Board Members present. Failure of the motion to pass will constitute re-affirmation of the denial of certification.
- 36.) If the applicant is available after the vote is taken, they will be orally notified, but no public notice of the outcome will be made. The applicant will not be allowed any further time before the Board. Written notice will be sent to the applicant within 30 days of the date of the appeal stating that the Board of Directors either granted certification or re-affirmed the denial. No further explanation will be given. If the certification is granted, the certificate speaks for itself. If certification is denied, the Panel will have already provided the reasons for the denial in previous correspondence and the Board is simply upholding their decision.

## **CODE OF ETHICS**

### **Society for Range Management**

#### **EACH MEMBER WILL:**

1. Foster an environment where all people are encouraged to participate in the Society and the management and enjoyment of rangelands;
2. Use her/his knowledge, skills and training when appropriate to find ways to harmonize people's needs, demands, and actions with the maintenance and enhancement of natural and managed rangeland ecosystems;
3. Promote competence in the field of rangeland management by supporting high standards of education, employment, training, performance and recognition;
4. Manage or perform services consistent with the highest standards of quality and integrity for the benefit of rangeland plants, soil, water, air and animal resources, and respect for the employer and the public;
5. Disseminate information to promote understanding of, and appreciation for, values of rangelands to those with a direct involvement in rangeland management, and to the general public;
6. Offer professional advice or assistance only on those rangeland issues in which they are informed and qualified through professional training and experience;
7. In any communication, give full and proper credit to, and avoid misinterpretation of the work, ideas, and achievements of others; and
8. Encourage the use of verifiable biological information in management decisions.