

CERTIFIED RANGE MANAGEMENT CONSULTANTS (CRMC's)

**PROCEDURES AND REQUIREMENTS FOR EVALUATING AND DOCUMENTING
CONTINUING EDUCATION UNITS (CEUs)**

These procedures are used by the Society for Range Management (SRM) and the Certified Range Management Consultants (CRMC) Committee to evaluate CEU compliance for Certified Range Management Consultant renewal applicants. The procedures and requirements recognize the need to maintain a high level of expertise and moral principles to which each consultant should adhere as he or she does their work. This form is designed to accomplish CEU evaluations without extraordinary effort on the part of the applicant but to maintain the proposed ideals and strength of the CRMC. The idea is to insure individual's knowledge base remains current and of the highest quality. The CEU evaluated data would include providing a defensible case for SRM, in the event a CRMC's qualifications and professionalism were ever challenged.

Each CRMC should maintain appropriate files which support the information provided in the application and renewal documents. While we recognize that some of this material may be proprietary and must be kept confidential, and in some cases may not be made available, you will be required to provide a description of the activity, including time spent, resources, etc. You may possibly be required to defend such activities to the Committee via phone discussion.

CRMC'S ARE REQUIRED TO DOCUMENT 30 CEU'S FOR EACH THREE CERTIFICATION CYCLE.

CEU credit evaluation will be done by the individual CRMC to determine if the activity completed qualifies for credits towards re-certification. The criteria suggested here are designed to help you summarize and evaluate CEU activity. You shall provide a brief synopsis of each activity in enough detail so that the Committee can easily verify the appropriateness of each evaluation. This information will be sent to the SRM office at least two months prior to the end of the current certification cycle.

This method for documenting CRMC CEUs is based on the honor system. We have confidence in CRMC's that ethical thought and action in all things are standard practice. Your signature on all CRMC renewal application documents indicates that the information provided is truthful, and your agreement to adhere **to SRM's Code of Ethic and Standards of Conduct for Members Providing Public Service.**

We recognize that CEUs occur in many contexts, from formal education to field observations to legal proceedings. A person's background often determines what they learn from any one event.

PLEASE NOTE: Each applicant must still maintain a record and paper trail of supporting documentation to justify each CEU claimed: in the event the CRMC Committee requires additional information.

PLEASE USE THIS LIST TO ASSIST YOU IN YOUR EVALUATION OF CEUS FOR THE SRM CRMC PROGRAM.

***By circling the criteria which apply to each function/activity for which you are claiming credit, you will help the committee understand how you arrived at your CEU assessment.**

CRITERIA TO EVALUATE CEUS FOR CRMC CREDIT

1. **WAS** this a consultant level learning opportunity/event?
2. **DID** this opportunity/event include teaching as well as attendance?
3. **DID** this opportunity/event require prior preparation to obtain the most benefit or follow-up afterwards in order to fulfill your responsibility?
4. **WAS** this a class room situation, online course or field tour? What level of expertise was demonstrated by the facilitator(s) (i.e., PhD level/MSc/BSc university professor, extensive professional experience, (e.g. 20 – 25 yrs. or more), producer with wide-ranging management experience, others in rangeland management or similar fields)?
5. **WAS** the subject matter highly technical/applicable in practice, or mostly general information?
6. **IF** this was a consultation for legal proceedings, was significant preparation required in order to respond (i.e., did it require a literature or field review?) Did you testify in open court or were you deposed?
7. **IF** this was a consultation with a producer was the exchange a general discussion or did it involve a detailed evaluation of at least several aspect of an operation with suggestions for enhancement?
8. **IF** this was a field inventory for utilization, grazing planning, condition evaluation, etc.; 1) Did the work involve detailed observation and records?, 2) Did this require only a general drive-by visit/observation in order to note site factors?, 3) Did the work result in a detailed client report?
9. **WAS** this a meeting, field activity, seminar or similar event sponsored by SRM or other related organization? (e.g. weed science, soils, livestock management short-courses or others), for continuing education)
10. **WHERE** various skills and new knowledge enhanced or gained from this training/activity?
11. **DID** this activity result in learning about recent science on rangeland related topic development?
12. **DID** this opportunity involve professional ethics training?

**PLEASE NOTE THAT YOU MUST DOCUMENT A VARIETY OF CONTINUING EDUCATION OPPORTUNITIES.
YOU CANNOT CLAIM ALL 30 CEUS FROM ANY ONE FUNCTION OR ACTIVITY.**

**DON'T FORGET TO FILL OUT AND SIGN THE SIGNATURE PAGE AT THE END OF THIS DOCUMENT.
THANK YOU!**

Criteria for evaluating CRMC Continuing Education Units (CEU)

(Note: the numbers below each category correspond to the criterion on page 2. *Please circle or check all that apply to each listed item. You may use additional forms/paper if you need more room to list and provide explanation.

A. Seminar/workshop/symposia, etc., which were technical or ecological in nature (University/Extension programs, scientific papers, SRM or other related professional programs, etc.)

(1 CEU/1 hour spent on/at this type of activity)

Activity Title: _____

Criteria met (circle/check): 1 2 3 4 5 6 7 8 9 10 11 12

Description: _____

CEU hours claimed: _____

Activity Title: _____

Criteria met (circle/check): 1 2 3 4 5 6 7 8 9 10 11 12

Description: _____

CEU hours claimed: _____

Activity Title: _____

Criteria met (circle/check): 1 2 3 4 5 6 7 8 9 10 11 12

Description: _____

CEU hours claimed: _____

B. 1) General discussion of standard rangeland management practices/approaches; 2) One-on-One Producer discussion which involves evaluation and/or consulting on operations and management, monitoring and/or follow up; or 3) Management related field activity which was livestock, ranch operation, wildlife habitat or other related subject;

(1 CEU/3 hours spent on/at this type of activity)

Activity Title: _____

Criteria met (circle/check): 1 2 3 4 5 6 7 8 9 10 11 12

Description: _____

CEU hours claimed: _____

Activity Title: _____

Criteria met (circle/check): 1 2 3 4 5 6 7 8 9 10 11 12

Description: _____

CEU hours claimed: _____

Activity Title: _____

Criteria met (circle/check): 1 2 3 4 5 6 7 8 9 10 11 12

Description: _____

CEU hours claimed: _____

C. Field Tours;
(1 CEU/3 hour spent on/at this type of activity)

Activity Title: _____

Criteria met (circle/check): 1 2 3 4 5 6 7 8 9 10 11 12

Description: _____

CEU hours claimed: _____

Activity Title: _____

Criteria met (circle/check): 1 2 3 4 5 6 7 8 9 10 11 12

Description: _____

CEU hours claimed: _____

Activity Title: _____

Criteria met (circle/check): 1 2 3 4 5 6 7 8 9 10 11 12

Description: _____

CEU hours claimed: _____

**D. Specialized activities which might include participating in a research project, collecting and identifying plant species for specific sites, rangeland monitoring and other such activities;
(1 CEU/3 hour spent on/at this type of activity)**

Activity Title: _____

Criteria met (circle/check): 1 2 3 4 5 6 7 8 9 10 11 12

Description: _____

CEU hours claimed: _____

Activity Title: _____

Criteria met (circle/check): 1 2 3 4 5 6 7 8 9 10 11 12

Description: _____

CEU hours claimed: _____

Activity Title: _____

Criteria met (circle/check): 1 2 3 4 5 6 7 8 9 10 11 12

Description: _____

CEU hours claimed: _____

E. Study or research to accomplish an objective and/or legal work
(1 CEU/3 hour spent on/at this type of activity)

Activity Title: _____

Criteria met (circle/check): 1 2 3 4 5 6 7 8 9 10 11 12

Description: _____

CEU hours claimed: _____

Activity Title: _____

Criteria met (circle/check): 1 2 3 4 5 6 7 8 9 10 11 12

Description: _____

CEU hours claimed: _____

Activity Title: _____

Criteria met (circle/check): 1 2 3 4 5 6 7 8 9 10 11 12

Description: _____

CEU hours claimed: _____

F. Consultation for legal proceedings (i.e., the consultant testified in court or was deposed)
(1 CEU/1 hour spent on/at this type of activity)

Activity Title: _____

Criteria met (circle/check): 1 2 3 4 5 6 7 8 9 10 11 12

Description: _____

CEU hours claimed: _____

Activity Title: _____

Criteria met (circle/check): 1 2 3 4 5 6 7 8 9 10 11 12

Description: _____

CEU hours claimed: _____

Activity Title: _____

Criteria met (circle/check): 1 2 3 4 5 6 7 8 9 10 11 12

Description: _____

CEU hours claimed: _____

November, 2015

WITH MY SIGNATURE I ATTEST THAT THESE ACCOMPLISHMENTS HAVE BEEN COMPLETED BY ME IN THE PAST THREE YEARS IN ORDER TO QUALIFY OR REQUALIFY AS A CERTIFIED RANGE MANAGEMENT CONSULTANT CERTIFIED BY THE SOCIETY FOR RANGE MANAGEMENT.

Name: _____

Address: _____

Phone number: (H/W/C) _____

Email address: (H/W) _____

Signature and date: _____