

COMMITTEE HANDBOOK**RANGE MANAGEMENT CONSULTANTS CERTIFICATION PANEL
CERTIFIED RANGE MANAGEMENT CONSULTANTS (CRMC)****I. Introduction**

The Society for Range Management (SRM) is the leading authority on the wise use and management of rangelands. The Society maintains a program to certify individuals as Consultants, who meet stringent requirements for formal education (accredited university coursework), professional experience in range management, continuing education requirements, and ethical professionalism. Certification is available to any individual who meets the minimum requirements. Certified consultants are deemed (by SRM) to have sufficient qualifications to provide, professional, for fee, consulting services within the broad field of range management, and specifically in the specialization of grazing and its impact on plants and soils.

This handbook provides guidance to the Society and the Certified Range Management Consultants Committee for the operational aspects of the Certified Range Management Consultants program.

II. Purpose

The Range Consultants Certification Panel is a sub-group of SRM's Certified Range Management Consultants who administer the Certified Range Management Consultants program who operate under the oversight of the SRM President and Board of Directors.

The Panel is responsible for:

1. Evaluating candidates for initial certification or subsequent renewal to ensure each candidate has met the formal education, professional experience, continuing education, and ethical criterion adopted by the Society for receipt of the title Certified Range Management Consultant (CRMC).
2. Assess the procedures for certification during even years to identify means to enhance the certification program for the Society, its members, and the public. This may include, but is not exclusively limited to, any or all of the following: adding new eligibility requirements as needs of the profession change, removing eligibility requirements no longer relevant to being a CRMC, or clarifying current eligibility requirements;
3. Provide guidance to the Board of Directors on activities and issues related to the certification program.
4. Confer the status of Certified Range Management Consultant Emeritus for applicants who are qualified to receive this honorary title for lifetime achievement. Appendix 6 provides information on the Emeritus status.

III. Committee Structure

1. The Certification Committee is composed of five individuals (including Chair and Chair-Elect) who are Certified Range Management Consultants in good standing. Committee members must maintain their certification throughout their membership on the Committee.
2. Each Committee Member will serve a three-year term. This results in a three year rotation cycle with two members leaving the committee in years one and two, and one member in year three. The Current Committee members and their service dates are updated annually and listed on the CRMC page of the website.
3. The Committee shall have a Chair and Chair-elect, who act as the Executive Committee, to assure continuity in implementing the purposes of the panel across years.
 - a. The Chair-elect is selected by the Committee annually. When possible, the Chair-elect will be a Committee member in the second year of their appointment. The selection will be forwarded to the SRM President Elect for affirmation. The Chair-elect assumes the role of Chair during the third year of their service on the Committee, or sooner should the Chair have to vacate their role.
4. Membership on the Committee shall be limited to one, three-year cycle. Past members may be appointed to the Committee once they have been off the Committee for two consecutive years. The intent of this requirement is to maximize opportunity for all CRMC's to serve on the Committee, maximize the opportunity for new ideas to enter into the Committee's decision making, and preclude, whether intentionally or unintentionally, a small, select group from driving the Committee's decision making process. A Committee member may serve two consecutive three-year terms only if the Chair has contacted all current CRMC's to solicit volunteers to serve on the Committee and none have agreed to serve.

IV. Committee Roles and Responsibilities

1. Committee Chair:

- a. Seeks and appoints the appropriate number of new members from the existing pool of CRMC's. To the extent possible, the Chair should seek balance in the gender of Committee members and short- and long-term membership as CRMC's.
- b. Sets the agenda for upcoming Committee meetings. The Chair is expected to submit a draft agenda to the Committee members (including Committee Board Representative and SRM Staff support person) at least two weeks prior to the annual meeting, while also soliciting agenda items from the Committee membership.
- c. Presides over the Committee Meeting at the SRM Annual Meeting
- d. Prepares and submits the Committee's annual report. The specific content is described below, Section VI, Reports.
- e. Speaks for the Committee in any official external correspondence outside the Committee. This may be with applicants for CRMC certification or renewal, the

SRM President or Board, or other affected parties. Correspondence that speaks on behalf of the Committee should be reviewed and agreed upon by a majority of the Committee members prior to its release.

- f. Receives all votes from Committee members for certification/renewal, tallies the votes and notifies members of the results.
- g. Communicates the results of certification/renewal applicants to the SRM President, Board Representative, and writes the appropriate letter to the applicant. Letters of denial shall contain a detailed explanation why the application was denied.

2. Chair-Elect:

- a. Advances to the position of Committee Chair.
- b. Records committee deliberations, decisions, and discussions during the annual meeting, to aid the Chair in preparation of the annual report.

3. Committee Members, including Chair and Chair-elect:

- a. Review all applications for initial and renewal, determine whether or not they meet certification guidelines, and vote accordingly. Committee members judge applications according to the criteria in Appendices 1-3 and submit votes to the Committee Chair and SRM Staff support person for tally.
- b. Committee members who vote no on an applications shall provide written documentation to the Chair for their decision.
- c. At least three (3) affirmative votes are required for certification.
- d. The panel shall evaluate, and provide guidance to the Society about licensing or certifying individuals by Units of the Government.
- e. The panel shall advise the Society on issues and activities relative to the consultant program and programs of other professional societies.
- f. Market the CRMC program when appropriate, and solicit qualified SRM members to apply.
- g. Solicit input from CRMC members not on the Committee, and SRM members in general about actions that would improve the CRMC program.

V. Meetings

The Panel shall meet at the Annual Meeting of the Society. Other meetings may be called by the Chair as needed. CRMC Committee business may also occur by teleconference or video conference, as appropriate.

VI. Reports

1. The Chair shall provide the President, Board of Directors, Executive Vice-President, and SRM Staff person with a committee annual report using the appropriate report form/format/method as determined by the Board prior to the Annual Meeting. The annual report shall consist of the information requested from the above, as well as the names or candidates granted certification status and as those consultants who are applying for renewal or wish to be considered for Emeritus status. In addition, the report will state the number of candidates who applied but were not recommended for certification.

VII. Handbook Revisions

Handbook revisions, or additions, shall be reviewed annually and updated as needed. Formal changes of processes, procedures, or certification requirements shall require a majority positive vote of the Committee with subsequent approval by the Board of Directors/Committee Board Representative prior to implementation. Minor changes in language that improve clarity of this Handbook and its appendices can occur by majority vote of the Committee.

The Appendices shall be reviewed annually. Revisions to Appendices 3 – *Guidance for Evaluating Education*, and 4 – *Guidance for Evaluating Experience*, shall be made at the Annual Meeting. These two appendices serve as working guidelines for the panel members during the evaluation process of CRMC applications. They may be revised with an affirmative vote of the majority present at the Annual Meeting, subsequent to Board approval prior to implementation.

Appendices

- 1. Criterion for Certification and Renewal**
- 2. Documenting Consultant Level Experience - Guidelines**
- 3. CEU Documentation for CRMC's - Guidelines for Accepting CEU Activities**
- 4. CRMC Emeritus Status**
- 5. SRM Standards of Conduct for SRM Members Providing Public Service and the Code of Ethics**
- 6. Applications for Initial and Re-certification as Certified Range Management Consultants**
- 7. Evaluation Form for Initial Certification and Renewal**

Appendix 1. Criterion for Certification and Renewal.

CRMC Re-certification: Every third year, CRMC's seeking re-certification must submit one electronic copy of the following: 1) an application for re-certification-including fee; 2) an updated resume which includes description of employment, professional activities and consulting work since your last renewal; 3) the CRMC CEU documentation form demonstrating 30 CEU's since receipt of their last certification; 4) the Subject Matter Areas of Qualifications Form; and 5) the SRM CRMC Website Listing Authorization Form. This re-certification paperwork shall include professional maintenance activity and a statement of reasons for continued certification, to confirm credibility as a Certified Range Management Consultant. The SRM office should receive all required documentation by October 1st for renewal at the beginning of the next calendar year.

Eligibility Requirements (Information below is from the *Procedures for Certification of Range Management Consultants, Eligibility Requirements*, Sections 12-18. Pertinent information from the Procedures document included here, so that all material used to evaluate a candidate is consolidated in one place - within this handbook - and not just within the multiple files on the SRM website).

1. 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.
2. All individuals who are certified as a Range Management Consultant shall be exempted from the CPRM certification eligibility and renewal requirements.
3. 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.
 - d. All applicants, regardless of Range Management (or similar) degree, shall meet the Federal Office of Personnel Management's Rangeland Management Series, 0454. For these specific requirements see: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0400/rangeland-management-series-0454/>
4. 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:
 - i. Courses in range science and related resources management:

1. Eighteen semester hours of range subjects that includes five of the following subject matter areas:
 - a. Principles of range management Range plants (excluding taxonomy)
 - b. Range ecology
 - c. Range resources inventory and analysis
 - d. Range improvement Range or ranch operations and planning
2. Six semester hours of course work in natural resource fields to include at least two of the following:
 - a. Wildlife Watershed Forestry Outdoor Recreation
 - b. Six semester hours in animal science, with at least one course in animal nutrition and one in production and management.
 - c. Six semester hours in soil science or soil-geology
 - d. Six semester hours in economics, to include agricultural or resource economics.
- ii. Basic or foundation biology courses. A formal course in each of the following subjects (16 semester hours):
 1. Basic biology (plant and animal)
 2. b) Plant physiology
 3. 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).
 4. d) Genetics
- iii. Physical sciences (12 semester hours). Courses in mathematics and physical science to include at least:
 1. a) Mathematics, to include trigonometry
 2. b) Chemistry, to include organic or biochemistry
 3. c) One course in statistics
- iv. Humanities and Social Science. At least three courses in subject areas such as public relations, personnel management, psychology and sociology are suggested.
- v. Communications. Will include at least 9 semester hours of communication skills, including both oral and written communication.
5. 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:
 - a. Satisfactory ability to observe, collect, evaluate, analyze, and synthesize information related to impacts on plant and soil systems,
 - b. Expertise in the art and science of applying the principles of ecology to management of the rangeland resources, and
 - c. Ability to write clear, concise reports.

6. 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 of 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.

Appendix 2. Documenting Consultant Level Experience - Guidelines

This appendix provides guidance in evaluating a CRMC applicant's experience. It does not provide all encompassing definitive standards, as such cannot exist for a discipline that regularly encounters new circumstances. Panel members are encouraged to discuss questionable or poorly defined experience with one-another and the Committee Chair. The Chair may request additional information from any candidate.

A Consultant, broadly defined, is one who provides knowledge, professional or expert advice, and/or service, about a defined issue or concern. Certified Consultants typically are involved in proposal preparation, study design, and evaluation and presentation of the results (conclusions) of data collected on a given issue or concern. They use a large breadth and depth of knowledge, and/or skills (not held by the average individuals), to document conditions and/or recommend (communicate) solutions to identified problems, issues or concerns. Their consulting activity may represent a specific issue for a defined client (may be an individual, group, business, organization or government entity) or be broadly directed toward education about the good stewardship of rangelands (e.g., a workshop instructor). The common thread is integrating complex knowledge about rangelands in a useful format that benefits the management of rangelands.

The following are examples of consulting type experience. The list is not exhaustive but provides guidance for judging what may or may not be "consulting experience."

Professional experience occurs AFTER completion of minimum education requirements (see Appendix I_ and does not include the time dedicated to obtaining an advanced degree.

- Work experience must be directly related to a defined rangeland unit or system (e.g., ranch, allotment, management unit, major land resource area) and demonstrate the application of rangeland management principles.
- Observing, collecting, analyzing, evaluating, *and* synthesizing data (information) about management actions that impact plant and soil systems.
- Analysis of data and integrating it with the existing knowledge base; then subsequent development of conclusions and communicating the significance of the results to their client or employer. (Data collection alone is not consultant level experience.)
- Writing clear and concise reports, or developing presentations, that integrate data, published rangeland research, and/or established rangeland management principles that address rangeland management issues and concerns.
- Most aspects of project management; from proposal development, study design, supervision of data collection, and drawing conclusions and reporting results.
- Providing expert testimony regarding application of the principles of ecology to the management of rangeland resources during legal proceedings.
- Professional activities (paid or donated) that occur on rangelands and provide knowledge that may be applied to the management of rangelands, with respect to vegetation inventory, assessment, monitoring and/or management; animal (wild, domestic or feral) habitat use and requirements, plant-soil relationships; revegetation, restoration and/or management of disturbed areas; the control of undesired plants; and/or application of ecological principles within the aforementioned areas to the potential impacts from specific land use classifications/restrictions

(e.g., wilderness areas, areas of critical environmental concern, habitat for threatened and endangered species, etc.).

- Teaching, training and publication activities that convey important rangeland management concepts, or emerging technologies and ideas to rangeland users and/or range management practitioners.

Appendix 3. CEU Documentation – Guidelines for Accepting CEU Activities.

CERTIFIED RANGE MANAGEMENT CONSULTANTS (CRMC's)

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

The Society for Range Management (SRM) and the Certified Range Management Consultants (CRMC) Committee use these procedures 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 should enable evaluation of CEUs without extraordinary effort on the part of the applicant, while maintaining the proposed ideals and strength of the CRMC. The idea is to ensure that a CRMC's individual's knowledge base remains current and of the highest quality. The CEU data would also provide a defensible case for SRM, in the event an entity challenges a CRMC's qualifications and professionalism.

Each CRMC should maintain appropriate files that support the information provided in the application and renewal documents. While we recognize that some of this material may be proprietary and must remain 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.

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 demonstrate how 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 for the Committee to easily verify the appropriateness of each evaluation. This information will be provided to the SRM office, along with the other required documents for renewal, at least two months prior to the end of the current certification cycle.

This method for documenting CRMC CEUs uses an 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 materials 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.

Continuing Education for CRMC's.

Documenting CRMC continuing education units is a multi-part process that: 1) identifies activities that qualify for credit; 2) ensures the activity qualifies as consultant level experience/training; 3) calculates the number of credits for each hour or more of activity; and 4) indicate the criteria used to evaluated the activity for CEU credit.

Categories for CRMC Continuing Education Units

The following activities may qualify for Continuing Education Units for Certified Range Management Consultants. Use these categories on the CEU documentation form, for the column titled CEU Category. The number of hours of each activity required to achieve one CEU are shown below, at the

end of the description for each type of activity. Data are entered in columns 3-5 on the documentation form.

- A. Seminar/workshop/symposia, etc., which were technical or ecological in nature (University or Extension programs, scientific papers, SRM or other related professional programs, etc.).
1 CEU per hour of this activity.
- B. 1) General discussion of standard rangeland management practices and approaches; 2) One on One producer discussions which involves evaluation and/or consulting on operations and management, monitoring and/or follow-up; 3) Management related field activity which was livestock, wildlife, ranch operations or other related subject.
1 CEU per 3 hours of this activity.
- C. Field Tours.
1 CEU per 3 hours of this activity.
- D. Specialized activities that may (but not exclusively) include participation in a research project, collecting and identifying plant species for specific sites, rangeland monitoring and other such activities.
1 CEU per 3 hours of this activity.
- E. Study or research to accomplish an objective or legal work.
1 CEU per 3 hours of this activity.
- F. Consultation for legal proceedings (i.e., the consultant testified in court or was deposed).
1 CEU per hour of this activity.
- G. Mentoring activities.
1 CEU per 2 hours of this activity.
- H. Peer review of science based, including technical review, articles.
1 CEU per 2 hours of this activity.

Guidance for Determining if a Continuing Education Activity Meets the Requirements for Consultant Level Experience

To receive a CEU for an activity, the activity should have a level of complexity sufficient to add to the breadth and depth of a CRMCs skill set.

CRITERIA TO EVALUATE CEUS FOR CRMC CREDIT (Columns 6-10 on Form)

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 classroom 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 aspects 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. **WERE** 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!**

Appendix 4. CRMC Emeritus Status.

Certified Range Management Consultant – Emeritus

The SRM recognizes and grants the designation of Emeritus for certain Certified Range Management Consultant. This designation acknowledges lifetime professional accomplishments toward the Range Management Profession. The title, once conferred, is good for perpetuity, within the following requirements and limitations

Requirements and Limitations:

- Recipients must have maintained the title of Certified Range Management Consultant in good standing for at least the previous ten years, and have been involved in the management of rangelands throughout their professional career.
- **Recipients have - or will have - relinquished full-time employment prior to Emeritus designation and will no longer charge a fee for service.** Emeritus CRMC's may provide input and assistance toward rangeland issues, but do not collect fees for said services.
- Applicants for Emeritus designation only need to provide the one-page CRMC application, and note they are applying for CRMC Emeritus status.
 - A donation for services provided by the CRMC Emeritus may be collected provided it is donated to a scholarship or charitable enterprise related to rangeland management. **The donations made will be on the honor system.**
 - Emeritus CRMC's **do not charge fees for service**; therefore, they will not be charged a fee to apply for and receive this designation.
- Applicants only need to apply for CRMC Emeritus status once. The title is good for perpetuity, **provided the applicant/recipient abides by the no fee for service criteria.**

If the Emeritus CRMC desires to depict certification on any official document, the appropriate terminology would be "Certified Range Management Consultant Emeritus." The title, CRMC Emeritus is an honorary recognition for cumulative professional achievement and does not imply continued professional (for fee) status.

Appendix 5: SRM Standards of Conduct for SRM Members Providing Public and Code of Ethics.

**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.

(Revised January 2002)

Standards of Conduct for SRM Members Providing Public Service

Rangeland Management has become an increasingly important and visible profession. Rangeland professionals have the knowledge necessary to render effective service to society. To this end, the following code defines professional conduct and ethics for the membership of the Society for Range Management.

The purpose of these canons is to enumerate principles of professional conduct for rangeland professionals in their relationships with each other, employers, clients and society. Honesty, respect, and courtesy, when associated with interests common to the entire Society membership, constitute the foundation of our ethics. With integrity as the keystone, this philosophy should guide our conduct, improve our efforts and build public confidence.

Rangeland professionals will discharge their duties with fidelity. It is their duty to be interested in public welfare and the sustainability of rangelands, and to apply their knowledge for the common good. They will uphold that which is honorable to the profession.

Professional Life

Rangeland professionals:

1. Have an obligation to advance the science and art of rangeland management, uphold its high standards, and to conform to the principles of acceptable professional conduct.
2. Will collectively and individually endeavor to protect the rangeland management professional from misrepresentation and misunderstanding.
3. Will utilize their unique skills and knowledge for the betterment of society and sustainability of rangelands.
4. Are obligated to extend their knowledge and skills by interchanging information and experience with others in the profession and other members of society, who may benefit from or contribute to the profession.

Relations with the Public

Rangeland professionals:

5. Will endeavor to extend the correct and increasing knowledge of rangeland management to the public and will discourage untrue, unfair, or exaggerated statements regarding rangeland management.
6. Guard against conditions that are dangerous or threatening to life and health in work for which they are responsible, or will promptly call such conditions to the attention of those who are responsible.
7. Will not issue ex parte statements, criticisms, or arguments on matters without indicating on whose behalf they are acting.
8. While serving as a witness before a court, commission, or other tribunal, will express opinions only when they are based on adequate knowledge and honest conviction.
9. Will refrain from expressing publicly an opinion on a rangeland management subject unless they are informed on the matter and will not alter or withhold data for the purpose of substantiating a point.

Relations with Clients and Employers

Rangeland professionals:

10. Will advertise their services in a dignified manner, setting forth in truthful and factual statements in the service they are prepared to render.

11. Will act in professional matters for each employer or client as a faithful agent or trustee.
12. Will act with fairness and respect toward their employer, employee, client, or contractor.
13. Will not accept compensation of any kind from more than one party for the same service or for services pertaining to the same work, without the consent of all interested parties.
14. Will not accept commissions or allowances, directly or indirectly, from contractors or other parties dealing with their employer or client in connection with work for which they are responsible.
15. Will not have a financial interest in the bids of a contractor for competitive work for which they are responsible, except with the consent of the employer or client.
16. Will disclose to the employer or client any interest in a business, which may compete with or affect the interest of that employer or client.
17. Will engage, or advise the employer or client to engage other experts and specialists in range management and associated fields whenever the employer or client's interest would be best served by such services.
18. Will not disclose information concerning the business affairs or technical process of employers or clients without prior consent.
19. Will clarify their status to the employer or client before undertaking an engagement to decide upon the use of inventions, apparatus, or any other thing in which they may have a financial interest.
20. Will present clearly the consequences to be expected from deviations proposed if their professional judgment is overruled in cases where they are responsible for the technical adequacy of rangeland management or related work.
21. Will not directly or indirectly injure the professional reputation, prospects, or practices of other rangeland managers or allied professionals.
22. Will not be professionally associated with others who do not conform to ethical practices.
23. Will insure that credit for rangeland conservation and management is properly given to those deserving of it.
24. Will endeavor to provide opportunity for development and advancement of personnel in their employ.
25. Will exercise due restraint in criticizing another professional's work in public, recognizing that the Society for Range Management, its meetings, publications, and Journal provide the primary forum for technical discussions and criticisms.
26. Will present information of unethical, illegal, or unfair practices by other rangeland professionals to the proper Society authority for action.
27. Will uphold the principles of appropriate and adequate compensation for rangeland professionals, regardless of capacity, as being in the interest of society and maintaining the standards of the profession.

(Revised February 2002)

**Appendix 6. Application forms for Initial and Renewal as a Certified Range
Management Consultant.**

(See next page for beginning of forms)



Society for Range Management

APPLICATION FOR CERTIFICATION AS A CERTIFIED RANGE MANAGEMENT CONSULTANT (CRMC)

Date of Application _____

Please type or print legibly

Name _____

Mailing Address _____

Business Phone _____ Home Phone _____

Email _____ Internet _____

Birth Date _____ Citizenship _____

Name printed on your Certificate _____

Are you currently a member of the Society for Range Management? YES NO

Academic Training:

College or University	Major	Degree	Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(If you do not have a degree in Range Management, submit a separate statement explaining why and how you meet the requirements for academic training and professional experience).

Describe the nature and diversity of your professional experience, particularly that relating to grazing and its impact on the plant and soil system: (Attach separate sheet, if necessary)

Societies, committees, honors and awards pertinent to this application: (Attach separate sheet, if necessary)

Mail four (4) or more Letters of Recommendation and a Registrar’s Certified Copy of Transcript of Credits **directly** to the SRM Headquarters Office. If part of this application, keep them in **original sealed** envelopes.

Names of individuals contacted for Letters of Recommendation:

Please submit **one hard copy and one electronic copy** of this application along with the following documents:

- Five examples of work experience (reports, letters, articles, publications etc.)
- Record of employment and professional activities
- List of publications and consulting reports
- Two relevant publications or reports
- Other documents as requested for applicants with non-range degrees

Fees:	SRM Member	Non-Member
Initial Application:	\$100	\$500
3-Year Renewal	\$75	\$150

Payment Options:

Make payment in U.S. funds drawn on a U.S. bank. Please make checks/money orders payable to:

Society for Range Management

Credit Card Payment: ▪ Visa ▪ MC▪ ▪ DISC

Name as it appears on credit card

Card Number Expiration Date & Security code

Name, Day Time Phone Number and/Zip Code of card holder

The information contained in this application and supporting documents is true to the best of my knowledge.

Signature of Applicant

Mail/email materials to:

**Certified Range Management Consultant
Society for Range Management
8918 W. 21st St. N, Suite 200, #286
Wichita, KS 67205
programs@rangelands.org**



**Society for Range Management APPLICATION FOR RENEWAL
AS A CERTIFIED RANGE MANAGEMENT CONSULTANT (CRMC)**

Name: _____ Date: _____

Mailing Address (H/W): _____

Business Phone: _____ Home Phone: _____

Email (H/W): _____ Internet _____

(PLEASE TYPE OR PRINT LEGIBLY)

Every third year, renewing CRMC's must submit for review by the panel **one electronic copy of the following to programs@rangelands.org**: **1)** an application for renewal, including the fee; **2)** an updated resume: including 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; **5)** the SRM CRMC Website Listing Authorization Form; and **6)** three references who could document your consulting experience.

Certified Range Management Consultants must obtain 30 CEUs during each 3-year renewal cycle. Please use the form titled "CRMC CEU Documentation Form Procedures and Requirements" to document your CEU's. Form available at: http://www.rangelands.org/education_cert_professionals.shtml.

PLEASE LIST ANY HONORS OR AWARDS YOU HAVE RECEIVED DURING THE PAST THREE YEARS (INCLUDING DATES):

HAVE YOU RECEIVED ADDITIONAL ACADEMIC TRAINING DURING THE PAST THREE YEARS? YES NO

(If so, please attach transcripts)

ADDITIONAL DEGREES RECEIVED:

COLLEGE/UNIVERSITY	MAJOR	DEGREE	YEAR

WHAT PORTION OF YOUR WORK WAS FOR FEE CONSULTING? (FOR INFORMATION ONLY) _____ %

PLEASE PROVIDE A STATEMENT JUSTIFYING YOUR CREDIBILITY AS A CERTIFIED RANGE MANAGEMENT CONSULTANT:

By signing I attest that all information contained in this application, and any supporting documentation is true to the best of my knowledge.

APPLICANT SIGNATURE

RENEWAL FEE PAYMENT OPTIONS: Member – \$75.00 / Non-member – \$150.00

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

Payment must be made in U.S. funds drawn on a U.S. bank. Please make checks/money orders payable to **Society for Range Management** and mail/email renewal materials and payment to:

Payments options may also be available online.

Check # if paying by check: _____

Credit Card Payment: _____ Visa _____ MC _____ DISC _____

Society for Range Management (CRMC)
8918 W 21st St N, STE 200, #286
Wichita, KS 67205
programs@rangelands.org

Expiration Date: _____

Name as it appears on credit card

Security Code: _____

Card Number

Card Holder Signature, Day Time Phone Number and Zip Code

Appendix 7: CRMC Application Evaluation Forms

EVALUATION FORM

Initial Certification of Range Management Consultants

Name of Applicant _____

SUMMARY OF EVALUATION: Approve Certification _____ **Yes** _____ **No**

Panel Member Signature

Date

	Evaluation Criteria	Yes	No	NA
A	Application is complete, and includes the following <ul style="list-style-type: none"> ▪ Application Form ▪ Resume/vita or other record of employment and professional activities ▪ Five examples of work experience (reports, letters, articles, publications) for committee review ▪ Registrars certified copy of Transcripts of Academic Training ▪ At least four letters of recommendation from peers, clients, or employers 			
B	Fee has been paid			
C	Meets the Standards of Conduct for SRM Members Providing Public Service and the Code of Ethics			
D	Meets education and experience requirements <ul style="list-style-type: none"> ▪ BS in Range Management or its equivalent plus 10 years of professional experience <li style="text-align: center;">OR ▪ MS in Range Management plus 8 years of professional experience <li style="text-align: center;">OR ▪ Ph.D. in Range Management plus 6 years of professional experience <li style="text-align: center;">OR ▪ A full 4-year course of study in an accredited college or university leading to a BS or Higher degree with a major study in a subject-matter field closely related to range Management, followed by 10 years of experience formally classified and working as a Range Conservationist. 			
E	Coursework meets OPM Range Management Specialist Criteria			
F	Professional experience has been diverse			
G	<i>Demonstrates</i> satisfactory ability to observe, collect, evaluate, analyze and synthesize information related to grazing and its impact on the plant and soil system.			
H	Meets the Area of Specialization being certified – grazing and its impact on plants and soils.			

Comments / Justification for Denial (use backside if needed):

EVALUATION FORM
Renewal Certification of Range Management Consultants

Name of Renewal Applicant _____

SUMMARY OF EVALUATION: Approve Re-Certification **Yes** **No**

_____ **Panel Member Signature**

_____ **Date**

Evaluation Criteria:

A	Updated Resume	Yes	No	NA
	Includes description of employment, professional activities, and consulting experience since last renewal			
B	CRMC CEU Documentation Form Includes at least 30 CEU's that meet the requirements			
C	Meets the Standards of Conduct for SRM Members Providing Public Service and the Code of Ethics			
D	Provided subject matter qualification form			
E	SRM CRMC Website listing authorization form, if applicable			

Notes, Comments and/or justification of denial (if applicable):