



# AFM Accreditation Application

READ CAREFULLY, COMPLETE FULLY, MUST BE TYPED

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DESIGNATION(S) HELD:  ARA     AAC     CAC    OTHER: \_\_\_\_\_  
 RPRA     ALC     CCA

**EMPLOYMENT HISTORY** - (List most recent experience first)

Employer	Position	From Mo/Yr	To Mo/Yr

EDUCATION	Name of School	Years Attended	Year Graduated	Degree
High School				
*College Undergraduate				
Graduate School				
Special Training				

**AGRICULTURAL ORGANIZATIONS AS MEMBER OR OFFICER**

Name	Official Position/Title

**FEES**

Please attach payment of \$350 with this application. An additional payment of \$350 for the exam fee will be due when you have been cleared to take the Accreditation exam. An invoice will be sent for the exam fee along with notification that you have been approved to sit for the exam. The exam fee must be paid prior to taking the exam. Both the application fee and demonstration report are good for three exams within a three-year period from date submitted.

**DEMONSTRATION OF MANAGEMENT REPORT** - Submit one farm management plan demonstrating the ability of the applicant to produce management plans according to the standards of the ASFMRA. The plan will be graded and must garner a score of at least 75 percent. A passing score can qualify, as a component of the AFM accreditation process, for three years from the date the plan was graded and passed. Applicants are required to submit two copies of a management plan prepared according to the current ASFMRA Management Plan Outline. Please request a current outline from the ASFMRA office. Minimum passing grade is 75 percent.

If submitting a management plan along with the application, please complete the following:

Date of report: \_\_\_\_\_

For whom made: \_\_\_\_\_

**Requirements for AFM Examination**

Education	Dates and Location
Ag Lands Management 1	_____
Ag Lands Management 2	_____
Ag Lands Management 3	_____
Ag Lands Management 4	_____
ASFMRA Code of Ethics	_____

**Experience**

Applicant must have four years of farm/ranch management experience or equivalent (as approved by the ASFMRA). Experience must have been completed within the last ten years. One year experience is a calendar year during which a person spends not less than 1,600 hours as follows: at least 600 hours of the 1,600 must be spent managing rural property for a fee or a salary. The balance must be spent in a field related to farm/ranch management. Any prior or equivalent experience should be submitted for review very early in the accreditation process so the ASFMRA can determine if the experience qualifies.

**College Degree**

A four-year college degree or equivalent (as approved by the ASFMRA). Any equivalent education should be submitted for review very early in the accreditation process so the ASFMRA can determine if the equivalent education qualifies.

**Other Requirements**

Be a current ASFMRA Associate, Professional, Academic, or Accredited member prior to submitting an application for accreditation.

NOTE: The application is not complete without the insert sheet (6 of 6) — please make additional copies of this sheet to furnish a four-year record of your work experience.

**Plagiarism Policy**

Plagiarism of any form within a demonstration report will not be tolerated and is strictly prohibited by the ASFMRA. Broadly, plagiarism is claiming or implying original authorship of material, or incorporating material from another's written or creative material, in whole or in part, into your own document without adequate acknowledgement and reference. Plagiarism differs from forgery, which deals with the authenticity of the writing or some specific object, as plagiarism focuses on the issue of false attribution. Plagiarism is stealing someone else's ideas and presenting them as your own. While patterning a general format is generally acceptable, copying narrative discussion without properly citing the source clearly constitutes plagiarism. If it is determined that an Applicant has plagiarized all or part of a demonstration report it will serve as grounds for rejecting the report and possibly the entire application, at the discretion of the Management/Consulting Education and Accreditation Committee of the ASFMRA. Such violation may also be reported to the Ethics Committee for further investigation if warranted.

**READ CAREFULLY AND COMPLETE FULLY**

AGREEMENT - I hereby irrevocably waive any claim or right of action at law or in equity that I may have at any time hereafter against the American Society of Farm Managers and Rural Appraisers, its officers, council, committee members, or its other officials, either as a group or as individuals, for any official act in connection with the business of said Society and particularly as to its or their acts in conferring or failing to confer the title of "Accredited Farm Manager", or in disciplining me as a member and as a holder of said title.

It is agreed that any certificate, emblem, or other evidence of said title issued to me shall at all times remain the property of the American Society of Farm Managers and Rural Appraisers and shall be returned to it upon demand if and when requested for any reason whatsoever. It is agreed that I will make no use, public or otherwise, of said title if it is revoked and terminated by said Society.

Has anyone ever made a claim against you, either by legal proceeding or otherwise, based upon, or which could have been based upon, fraud, professional negligence, malfeasance, or theft?  Yes  No If yes, please attach a separate sheet detailing the circumstances.

I understand and agree to the above statements.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please send all files digitally to e-mail below:**

American Society of Farm Managers and Rural Appraisers  
720 S. Colorado Blvd, Suite 360-S  
Glendale, CO 80246  
Phone: (303) 758-3513  
FAX (303) 758-0190  
E-Mail: [mguszak@asfmra.org](mailto:mguszak@asfmra.org)  
<http://www.asfmra.org>

**REFERENCES**

List five references, at least one who is an AFM, and at least two from clients and/or their employees.

Indicate appropriate code for each reference:

1. Employer/Supervisor; 2. Client; 3. Farm Operator; 4. Accredited Farm Manager; 5. Other

Name: \_\_\_\_\_ Reference Code: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name: \_\_\_\_\_ Reference Code: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name: \_\_\_\_\_ Reference Code: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name: \_\_\_\_\_ Reference Code: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name: \_\_\_\_\_ Reference Code: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name: \_\_\_\_\_

**PROPERTY MANAGEMENT EXPERIENCE**

List the total number of agricultural properties and total acres under the appropriate classification:

<u>YEAR</u>	<u>CUSTOM/DIRECT</u>	<u>CROP SHARE</u>	<u>% LEASE OR CASH RENT</u>	<u>CONSULTING</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**AGRICULTURAL EXPERIENCE ALLOCATION**

PERCENTAGE OF YOUR TOTAL WORK TIME ALLOCATED PER YEAR

Show at least a five-year record

<u>Year</u>	<u>Ag Property Mgmt</u>	<u>Consulting</u>	<u>Ag Mgmt. Teaching/E xtension</u>	<u>Rural Appraising</u>	<u>Ag Real Estate Sales</u>	<u>Ag Lending</u>	<u>Other Specify</u>	<u>Total</u>
_____	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %	100%
_____	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %	100%
_____	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %	100%
_____	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %	100%
_____	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %	100%
_____	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %	100%
_____	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %	100%
_____	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %	100%

**OTHER EXPERIENCE OR QUALIFICATIONS (University Extension courses and/or other training)**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name: \_\_\_\_\_

