



# AFM Application

READ CAREFULLY, COMPLETE FULLY, MUST BE TYPED

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

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

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

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

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

Work phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Current Designations(s) ☐ ARA ☐ RARA ☐ RARA ☐ RARA ☐ Other:  
☐ ALC ☐ CCA ☐ CAC

## Employment History

Employer	Position	From Mo/Yr	To Mo/YR

## Education

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

## Agricultural Organizations Including ASFMRA Chapter as Member or Officer

Name	Official Position/Title

## FEES

An invoice for **\$350 as an application fee** will be sent upon receiving the application. An additional payment of **\$350** for the exam fee will be due when you register for the accreditation exam. The exam fee must be paid prior to taking the exam. Both the application fee and demonstration report are good for a three-year period from the date approved.

**DEMONSTRATION OF MANAGEMENT REPORT** - Submit one farm/ranch management plan demonstrating the applicant's ability to produce a plan that aligns to the standards of the ASFMRA.

The plan will be graded and must garner a score of at least 75 percent. If the farm/ranch plan does not pass the first review, the applicant will be required to pay a re-grade fee of \$250 and have one opportunity to correct the deficiencies. Applicants are required to email a management plan prepared according to the current ASFMRA Farm Plan Grading Sheet. Both the application and demonstration report are good for a three-year period from date submitted.

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

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

For whom it was written: \_\_\_\_\_

### Requirements for AFM Examination

Education	Dates and Location
Ag Land Management 1	_____
Ag Land Management 2	_____
Ag Land Management 3	_____
Ag Land Management 4	_____
ASFMRA Best in Business Ethics	_____
AFM Exam	_____

### 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. Previous professional experience and/or an advanced college degree, will count for up to one year of your experience requirement.

### 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 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 Education and Accreditation Committee of the ASFMRA. Such violation may also be reported to the Ethics Committee for further investigation if warranted.

**In addition, all applicants should understand the policy regarding the comprehensive exam as summarized below.**

**In the event that the comprehensive exam is not passed on the first attempt, the examinee will be allowed one opportunity to retake the exam, under the direction of the Management Education Committee. If a third attempt is required, it will need to be approved by the Management Education Committee Chair.**

## 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: \_\_\_\_\_

### Email the application, and supporting documentation to:

E-Mail: [accreditation@asfmra.org](mailto:accreditation@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 Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_ Reference Code: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_ Reference Code: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_ Reference Code: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_ Reference Code: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

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

PROPERTY MANAGEMENT EXPERIENCE

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

YEAR	CUSTOM/DIRECT	CROP SHARE	% LEASE OR CASH RENT	CONSULTING

AGRICULTURAL EXPERIENCE ALLOCATION

PERCENTAGE OF YOUR TOTAL WORK TIME ALLOCATED PER YEAR

Show at least a five most recent years record

Year	Ag Property Mgmt	Consulting	Ag Mgmt. Teaching/Extension	Rural Appraising	Ag Real Estate Sales	Ag Lending	Other Specify	Total
	%	%	%	%	%	%	%	100%
	%	%	%	%	%	%	%	100%
	%	%	%	%	%	%	%	100%
	%	%	%	%	%	%	%	100%
	%	%	%	%	%	%	%	100%

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


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

YEAR: \_\_\_\_\_

**All qualifying work experience must be earned in the ten calendar years immediately prior to the year of application.**

[illegible]

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

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

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