



## ACCREDITED FARM MANAGER (AFM) REQUIREMENT CHECKLIST

1. Complete and pass the following ASFMRA management/consulting courses:

- Ag Land Management 1
- Ag Land Management 2
- Ag Land Management 3
- Ag Land Management 4 | Review for Exam
- ASFMRA Best in Business Ethics

2. 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.

3. 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.

4. Be a current ASFMRA application for accreditation.

5. Electronically submit one farm management plan demonstrating the ability of the applicant to produce management plans according to the standards of ASFMRA. The plan will be graded and must garner a score of at least 75 percent overall score as well as score 70% or higher in each subcategory. 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.

6. Electronically submit an AFM Accreditation Application and include two (2) year end reports. The Review Committee will request a third year end report of their choosing. These reports help determine your work experience.

7. An invoice for the exam fee will be sent when applicant is and due upon receipt.

. Pass the final AFM Accrediting exam.

### Deadlines:

**April 15** | Accreditation Application, Fee & Farm Plan

Exam offered at SEW.

**All deadlines and steps must be completed and passed in order to obtain an AFM designation.**

### Contents of AFM Accreditation Exam

- A. Written examination is proctored and given at SEW each year and takes approximately 12 hours to complete. The written examination includes:
1. Case Study Problems
  2. Multiple Choice
  3. True-False
- B. Oral interviews covering any or all phases of the applicant's knowledge and experience.

### The Awarding of the Designation

The newly accredited are notified that they can use their designation upon receipt of the letter that they have passed. Successful applicants will receive their certificate and lapel pins at AgroNomics Accreditation and Awards Ceremony.

### Requirements to Maintain Designation

To maintain designation, member must maintain Accredited membership and abide by all membership requirements. Please contact ASFMRA for more detailed information.

Every three (3) year period, accredited members of ASFMRA must have a minimum of sixty (60) hours of approved programs submitted for the Continuing Education Program to maintain the accredited status.

**For questions, contact Stephanie Orr at 303-692-1225 or [sorr@asfmra.org](mailto:sorr@asfmra.org). You can download the application and find more information on our website [www.asfmra.org/accredited-farm-manager/](http://www.asfmra.org/accredited-farm-manager/).**