



International Institute of Minerals Appraisers

(A Non-Profit Professional Organization)

CERTIFIED MINERALS APPRAISER CERTIFICATION PROCEDURE

Updated August 13, 2025

In accordance with the By Laws of the International Institute of Minerals Appraisers, Section 2.4.2 "Review of Applications" the following procedure is currently published:

1. Upon receipt of a completed Application Package by the IIMA Secretary, this executive will assign an anonymous Ad Hoc Committee of three (3) Certified Members to review the Application Package for Certification.
2. The Secretary will use judgment to select Certified Members who, to his or her knowledge, have similar professional experience to the Applicant regarding minerals appraisal. For instance, applicants whose work product is primarily of a particular commodity (coal, oil, etc.), every effort is made to identify an appropriate Reviewer.
3. The Secretary will select the Members of the Ad Hoc Committee so as to prevent or at least minimize assigning of Members who may be the Applicant's Sponsor, Mentor, or colleague of the Applicant, or may otherwise be in a potential conflict of interest with the Applicant, be that potential introduced by family relationship, employment, business relationship, litigation support, or other professional activities.
4. The Application Package will be circulated among the three (3) Certified Members of the Ad Hoc Committee and each Committee Member will be encouraged to seek additional information about the Applicant's qualifications, as necessary. Such communication with the Applicant shall take place anonymously through the Secretary of the Institute.
5. Each Member of the Ad Hoc Committee will submit his/her recommendations to the Secretary anonymously.
6. If recommendation for Certification by the Members of the Ad Hoc Committee is unanimous, the Secretary will promptly inform the Applicant of the completion of the certification process, cause the mailing to the Applicant of a duly executed certificate, and provide information of the Applicant's certification to the Newsletter and for the website directory of the Certified Members.
7. In cases where two members of the Ad Hoc Committee recommend Certification, but one abstains or recommends against Certification, then the three Ad Hoc Committee Members will discuss the matter among themselves with a record of the differences of opinion submitted to the Secretary of the Institute for the permanent file on this applicant. If the lack of unanimity continues, the Secretary will bring the application and the Ad Hoc Committee's comments and problems for review by the Executive Committee at its next regular meeting. The ruling of the Executive Committee shall be final.

8. In cases where a majority of the Ad Hoc Committee cannot recommend the Applicant for Certification, the Applicant will be advised thereof by the Secretary, encouraged to pursue additional education and/or experience or otherwise reach the level required for Certification. In certain instances the membership class of "Associate Member" will be continued or recommended to allow the Applicant the opportunity to benefit from the experience and capabilities of existing Members through one or two mentors to work with the Applicant in preparation for subsequent re-application for certification.

9. An Applicant may submit addenda to his or her original application after one (1) full year from the date of receipt of the original completed Application Package, with information outlining the improvements in experience and qualifications.

10. Each such re-application shall be treated by a new Ad Hoc Committee of which at least one (1) of the Certified Members will have had previous review responsibility with the particular Applicant in the immediately prior Certification review process.

11. A non-refundable application fee equal to the amount of the original application fee shall be submitted together with each re-application.

An application may be received by mail or by electronic transfer. Electronic is preferred as the post office box is not checked daily. The Secretary files and commences the Tracking Form. The Application Fee (which also may serve as First Year's Membership Fee) is deposited by the IIMA Treasurer upon completion of the application review process.

International Institute of Minerals Appraisers
Certified Minerals Appraiser – Certification Procedure
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