



# INTERNATIONAL INSTITUTE OF MINERALS APPRAISERS

(A Non-Profit Professional Organization)

## CERTIFICATION PROCEDURE

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 adopted:

1. Upon receipt of an application at the IIMA headquarters, the Secretary will assign an Ad Hoc Committee of three Members to review this specific application for certification.
2. The Secretary will use judgment to select Members who to his/her knowledge have similar background as the Applicant with regard to minerals appraisal.
3. Likewise, the Secretary will select the Members of the Ad Hoc Committee so as to prevent assignment of Members who may be sponsors of the Applicant and/or in a potential conflict of interest with the Applicant, be that potential introduced by business, litigation support, or other professional appraisal activities.
4. Application material will be circulated among the three members of the Ad Hoc Committee and each Committee Member is encouraged to seek additional information about the Applicant's qualifications, as necessary. Such communication with the Applicant will take place anonymously through the Secretary of the Institute.
5. Upon satisfying the Ad Hoc Committee Members in their review process that the Applicant qualifies for certification, each Member of the Ad Hoc Committee will submit his/her recommendation to the Secretary.
6. In case of unanimous recommendation for certification, the Secretary will then inform the Applicant of the completion of the certification process, mail the Applicant 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 them 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, 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 recommended to allow the Applicant the opportunity to benefit from the experience and capabilities of existing Members. Likewise, the Ad Hoc Committee may recommend 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 original application after one full year from the date of the original application, with information about improvements in experience and qualifications.
10. Each such re-application shall be treated by a new Ad Hoc Committee of which at least one of the members will have had previous review responsibility with a 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.