



July 2, 2018

**RE: Changes and Clarifications to the CMM Program Policies and Procedures**

Dear CMM Professionals, Associates and Candidates:

The Board of Directors of the NARO Foundation has approved changes to the CMM Program's Policies and Procedures. The "CMM Emeritus" level designation, use of the CMM designation, and an ethics credit requirement are all new and have been incorporated into the CMM Program. Many of the existing policies have been clarified. These changes and clarifications may impact your recertification or your certification. All are outlined in the attachment.

Several of the program improvements have effective dates of "beginning National Convention 2019" which references the 2019 NARO Convention date, which has not been set. Enforcement of those areas will begin at the start of the 2019 NARO Convention and will carry forward from that point. All other changes are effective now unless otherwise noted.

The CMM Certification Committee has clarified and made determinations regarding several areas within the program and has revised all forms to be in compliance with the new Policies and Procedures. All new forms are available on the NARO website ([naro-us.org](http://naro-us.org)) or may be requested from the NARO office.

Please carefully read the attachment as it impacts many different areas within the CMM program. With these changes and clarifications, adherence to and enforcement of the CMM Policies and Procedures will be easier for all.

If these changes adversely impact you, please submit a letter explaining your circumstances request to the CMM Certification Committee for consideration at [registrar@naro-us.org](mailto:registrar@naro-us.org).

We would also like to take this opportunity to thank each of you for your participation in the Certified Minerals Manager Program. One of our industry's best assets is an educated royalty owner.

Sincerely,

The CMM Certification Committee  
Tina Bonner, CMM  
Rick Howell, CMM  
Diane Karnuth, CMM  
Gary Preszler, CMM



## Changes and Clarifications to CMM Policies and Procedures with Effective Dates

All changes are effective October 18, 2017 unless otherwise noted

### **NEW:** **PRIVACY-CONTACT INFORMATION**

Any of your contact information requested for use by the CMM Program is used solely to administer the certification program. Your information will not be shared, sold, or otherwise distributed outside of the CMM Program. [XI]

### **NEW: CMM EMERITUS LEVEL**

**NEW: Definition of Emeritus**  
Must hold a valid CMM certificate, have 10 years of good standing in the CMM program with at least one renewal, and no longer receive compensation for mineral management services [III.C]

**NEW: Use of CMM Designation**  
Shall use "CMM Emeritus" in all written and spoken exchanges. [IX.D]

**NEW: Application Form**

**NEW: Fee**

A one-time, non-recurring fee of \$50. [VII.E]

### **EXAMINATIONS**

#### **NEW: Time Changes for Testing**

The time allowed for taking Exam III is now 90 minutes. If taking Exams I and II in a single sitting, 90 minutes will be allowed for completion of both. [III.E.3]

#### **Qualifications for Taking Exam III – CLARIFIED**

In addition to other Program requirements, Exam III may be taken only after successfully passing Exam I and Exam II at a previous event or previous events and only after receiving notification of those passing grades. [III.E.7]

### **RECERTIFICATION**

#### **NEW FORM: Recertification Application [IV]**

**NEW: Ethics Education Credit**  
-Effective Beginning National Convention 2019 date -  
Both CMM Professionals and Associates are now required to have one (1) Ethics Education Credit for each Recertification period. [IV.A.a&b]

#### **NEW: Recertification Fee**

The Recertification Fee is \$100 for CMM Professionals and \$50 for CMM Associates. [VII.C]

### **EDUCATION CREDITS**

#### **CMM Review Course - New Determination: Effective 1-1-2019**

The second and subsequent times the CMM Review Course is taken three (3) education credits will be awarded.

#### **NEW: Request for Predetermination of Education Credits and NEW Form**

The form is to be submitted prior to the event to the CMM Certification Committee in order to assign the number of education credits allowed for that event. Examples are workshops and seminars that are not fully described in the CMM Policies and Procedures. [V.8]

#### **State Convention's Education Credits – Clarified: Effective 1-1-2019**

½ day of educational content = 3 credits  
full day of educational content = 5 credits  
more than one day of educational content = 7 credits [V.A.3]

#### **Affidavits of Attendance NEW Form**

#### **Submission Period for Affidavits of Attendance – New Determination**

The submission period has been lengthened and is now one year after the conclusion of the event being submitted.

All **NEW FORMS** are available on the NARO website (naro-us.org) or may be requested from the NARO office. [XII]



## Changes and Clarifications to CMM Policies and Procedures with Effective Dates

All changes are effective October 18, 2017 unless otherwise noted

### ASSOCIATE LEVEL

**NEW: Definition of Associate**

CMM Associates managing personal or family mineral properties may not receive monetary compensation except for those managed interests. [III.B.1]

**NEW: Use of CMM Designation**

“CMM Associate” shall be used in all written and electronic communications, including business cards. [IX.A&B]

**NEW: Program Registration**

The registration fee is \$50 for the Associate Level. [VII.A]

**NEW: Ethics Education Credit**

-Effective Beginning National Convention 2019 date - One Ethics Education Credit is required for Certification. [III.F.1]

### REPLACEMENT or DUPLICATE CMM CERTIFICATE

**New Determination**

Duplicate certificates may be ordered from the NARO Office. Cost is \$25 for each requested duplicate certificate.

### PROFESSIONAL LEVEL

**NEW: Definition of Professional**

CMM Professionals may be involved in any aspect of managing, administering or developing oil and gas properties. [III.B.2]

**NEW: Use of CMM Designation**

“CMM” may be used in all written and electronic communications, including business cards [IX.C]

**NEW: Program Registration Fee**

The registration fee is \$100 for the Professional Level. [VII.A]

**NEW: Ethics Education Credit**

- Effective Beginning National Convention 2019 date - One Ethics Education Credit is required for Certification. [III.F.2]

All **NEW FORMS** are available on the NARO website ([naro-us.org](http://naro-us.org)) or may be requested from the NARO office. [XII]