

Institute of Management Consultants USA	1.0 CMC Eligibility Requirements	
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Certification 1.0 CMC Eligibility Requirements

Developed : _____
 Certification Auditor Name

Approved : _____
 Certification Review Committee Chair Name

Approved : _____
 Certification Chair Name

Change Record

Rev	Date	Responsible Person	Description of Change
		Name	Initial Release

Distribution List

National Chair
 Board of Directors
 Certification Review Committee
 Operations
 Certification Chair
 Chapter Presidents
 Chapter Certification Chairs

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1. Purpose

- To formally establish the eligibility requirements for the Certified Management Consultant (CMC) mark.
- To ensure all applicants are adequately and uniformly qualified
- To establish and implement a system by formulating eligibility policy, defining organization, assigning authorities and responsibilities, tasking the Certification Review Committee, reviewing the Certification system, and ensuring the resources and personnel to maintain the system.
- To identify the IMC USA organization responsible for CMC eligibility.

2. Scope

This procedure applies to all administrators and applicants in the CMC process in IMC USA.

The CMC mark is awarded solely by IMC USA, and is only valid while the individual remains a full professional member of IMC USA.

3. Responsibilities

The Certification Chair has overall responsibility for the development, implementation, and effectiveness of the Certification Program.

The Certification Review Committee (CRC) Chair has the responsibility for monitoring the Certification Program as it applies to all applicant eligibility. The Chair is also responsible for monitoring the quality of the examination, and will develop and maintain records of certification renewal (recertification). The CRC Chair will both advise and assist the Certification Chair as required. (See Cert 4.0)

The Chapter Presidents and the **Chapter Certification Chairs** are responsible for the conduct of the CMC Certification Program in their respective chapters. They will assure the qualification of the CMC

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candidates. They will, in addition, select panel members in accordance with the following:

- Panel members will be certified management consultants with at least three years of practice after certification.
- Panel members selected should (if possible) have differing backgrounds and areas of specialization.
- The panel will consist of three members. Certification approval will require two favorable recommendations.

Chapter Certification Chairs will submit the names of designated interview panel members to the Certification Chair.

The Board of Directors supports the organizational freedom and authority of the Certification Chair to:

- Identify, record, and correct any problems with the Certification process.
- Act as final authority on any application appeals forwarded to it by the Certification Review Committee.
- Verify the implementation of solutions.
- Control further processing of CMC applications until the deficiency or unsatisfactory condition has been corrected.

4. Procedure

4.1 CMC Applicant Eligibility

Applicants for the CMC certification process will meet the following criteria:

- Have at least five years of full-time experience in the consulting field, with at least three years as a full time management consultant.
- Have a bachelor's degree as a minimum education requirement.
- Be a member of IMC USA.

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4.2 Common Body of Knowledge

The candidate will thoroughly familiarize himself/herself with the most current revisions of the IMC USA:

- a. Common Body of Knowledge (CBOK)
- b. Code of Ethics
- c. Code of Ethics Interpretive.

4.3 Preliminary Review

The Applicant will:

- Complete the CMC application form, and submit three engagement summaries, and the (non-refundable) application fee.
- Request five clients to submit evaluations directly to IMC USA. Evaluations may not cover the same project, but may be from the same client if the projects are separate and distinct.
- Submit three written descriptions of consulting assignments.

Once the application is received by the Certification Review Committee, and it is determined that the candidate is eligible, the CRC will notify the candidate, indicating the point count and his/her eligibility to continue to the interview and examination.

4.4 Interview and Examination

- Once evaluations are received, and the candidate has earned a minimum of 48 points, an interview panel of three designated CMC's will be scheduled along with the written examination. The panelists (qualified CMCs as described separately) will forward the recommendation form to the CRC.
- Qualified examination graders (as defined separately) will grade the examination, and forward the results to the CRC.

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4.5 Final Certification

- If the candidate passes both the interview and the written examination, the final package is sent to the CRC. If the candidate does not pass the written examination or the interview, the candidate may elect to take the examination again, or schedule another interview. Either or both are done with an additional charge. Certification Standard 5.0 describes the Certification Appeal Procedure.
- If the candidate successfully passes both the interview and the written examination, he/she pays the entrance fee, and is recognized as a CMC.
- The CMC award recipient must renew his/her CMC mark every three years in accordance with Certification Standard 4.0.
- The CMC mark will be lost if/when the CMC ends his/her membership in IMC USA.

4.6 Certification Review

The Certification Review Committee (CRC) reviews the applicant's certification package to ensure all certification standards are met.

- a. If an administrative discrepancy is found, action will be deferred until the deficiency is corrected.
- b. If the applicant fails either the examination or the panel interview, he/she will have to re-schedule and re-take the failed component.
- c. If there are no deficiencies, the CRC will approve the package, and will award the CMC mark.

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5. Related Documents

Cert 2.0 CMC Certification Procedures
 Cert 3.0 CMC Examination Development and Administration
 Cert 4.0 CMC Certification Review Committee
 Cert 5.0 CMC Examination Appeal Procedures
 Cert 6.0 CMC Accredited Practices and Reciprocity Procedures
 IMC USA Common Body of Knowledge
 IMC USA Code of Ethics
 IMC USA Code of Ethics Interpretive