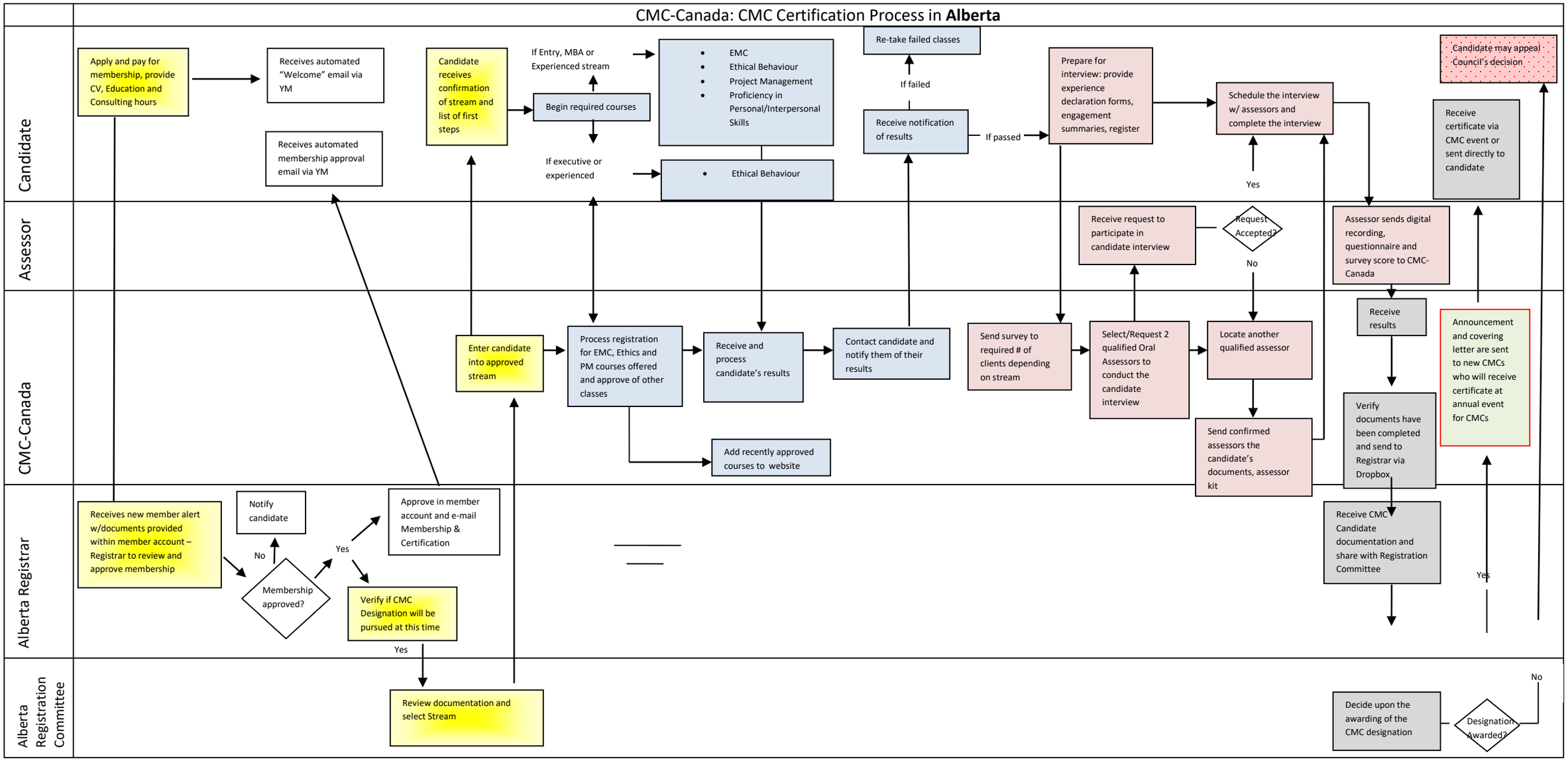
CMC-Canada: CMC Certification Process in **Alberta**
Candidate
Assessor
CMC-Canada
Alberta Registrar
Alberta Registration Committee
Apply and pay for membership, provide CV, Education and Consulting hours
Receives automated "Welcome" email via YM
Receives automated membership approval email via YM
Candidate receives confirmation of stream and list of first steps
If Entry, MBA or Experienced stream
Begin required courses
If executive or experienced
EMC
Ethical Behaviour
Project Management
Proficiency in Personal/Interpersonal Skills
Ethical Behaviour
Re-take failed classes
If failed
Receive notification of results
If passed
Prepare for interview: provide experience declaration forms, engagement summaries, register
Schedule the interview w/ assessors and complete the interview
Yes
Receive request to participate in candidate interview
Request Accepted?
No
Assessor sends digital recording, questionnaire and survey score to CMC-Canada
Receive certificate via CMC event or sent directly to candidate
Candidate may appeal Council's decision
Enter candidate into approved stream
Process registration for EMC, Ethics and PM courses offered and approve of other classes
Receive and process candidate's results
Contact candidate and notify them of their results
Send survey to required # of clients depending on stream
Select/Request 2 qualified Oral Assessors to conduct the candidate interview
Locate another qualified assessor
Send confirmed assessors the candidate's documents, assessor kit
Add recently approved courses to website
Receive results
Verify documents have been completed and send to Registrar via Dropbox
Announcement and covering letter are sent to new CMCs who will receive certificate at annual event for CMCs
Receive CMC Candidate documentation and share with Registration Committee
Yes
Receives new member alert w/documents provided within member account – Registrar to review and approve membership
Membership approved?
No
Notify candidate
Yes
Approve in member account and e-mail Membership & Certification
Verify if CMC Designation will be pursued at this time
Yes
Review documentation and select Stream
Decide upon the awarding of the CMC designation
Designation Awarded?
No