

## Certified Management Consultant (CMC) Designation Program

### Entry Stream

Below is detailed information for the CMC Program following the Entry Stream. This stream is for candidates who have **less than eight years** of management consulting experience.

### Step 1: Apply for CMC-Canada Membership

#### Completed Application Form:

- Completed [application form](#) and membership fees payment including signed adherence to the Uniform Code of Professional Conduct, leading to membership in applicable regional Institute.
- Annual Membership is \$275 (plus tax) per year January to December (pro-rated based on the month in which you join).

#### Undergraduate Degree or Equivalent:

- Candidates must possess at least an undergraduate degree or equivalent (CA, CGA, CMA, P.Eng). **Original transcripts are to be sent directly from the University to the CMC-Canada office as verification of completion.** Candidates who have a CA, CGA, CMA, or P.Eng may submit a letter from the appropriate accrediting body stating that they are a member in good standing (additional transcripts not needed). If your degree is from outside Canada you will need to have it evaluated to ensure equivalency. For more information about course evaluation, contact [www.cicic.ca](http://www.cicic.ca).

### Step 2: Application Review/Approval by the Provincial Institute

Your application will be reviewed by the appropriate Provincial Institute to confirm you are eligible for the Entry Program.

### Step 3: Complete Required Courses

#### The Essentials of Management Consulting Course

- This course in the essentials of management consulting introduces a variety of tools and methods, and includes a case study of an actual consulting assignment. By the end of the course you will have increased your confidence, knowledge and skills in the management consulting process. **Member cost is \$1,485.00 (plus tax).**

***Taught in various locations across Canada, the course is also offered online.*** Please refer to our [website](#) for further details.

## Ethical Behaviour: Best Practices of Management Consultants Course

- The goal of this course is to teach consultants about the challenges associated with professional standards and best practices in the management consulting profession. In addition, it explores how to resolve ethical dilemmas frequently faced by management consultants.
- This course is available either in person or via WebEx. Please refer to our [website](#) for further details.
- **Member cost is \$495.00 (plus tax).**

## Proficiency in Project Management

- Provide evidence of completion of one course (at least two days in length) covering the basic principles of project management.
- CMC-Canada does not provide this course but can recommend providers in your area. **Approx. cost \$1,000 to \$1,500.** CMC-Canada can advise whether previously completed university or other professional development courses meet equivalency requirements.
- Contact CMC-Canada before you register for a course offered through a third party to ensure it meets equivalency requirements.

## Proficiency in Interpersonal and Personal Skills

- Provide evidence of completion of two courses (one day each, total of two days) which should cover, but are not limited to, the following areas: Presentation Skills, Conflict Resolution, Report Writing, Negotiation Skills, Communication Skills, Leadership Skills.
- CMC-Canada does not provide these courses but can recommend providers in your area. **Approx. cost \$500 to \$1,000 per course.** CMC-Canada can advise whether previously completed university courses or other professional development courses meet equivalency requirements.
- Contact CMC-Canada before you register for a course offered through a third party to ensure it meets equivalency requirements.

## Step 4: Complete Oral Assessment

**Note:** Candidates MUST have at least three years' full-time management consulting experience, including the immediate past 12 months, in order to proceed to this step.

### Part One: Preparation Requirements

#### Two CMC Sponsors:

- Sponsors must be members in good standing of the Provincial Institute in which you are applying for membership. If you do not know any CMCs, CMC-Canada can assist you in finding sponsors for the interview process.

#### Experience Declaration Form

- Signed declaration attesting to at least three years/1,200 hours a year in the business of management consulting including the immediate past 12 months. This declaration must be signed by one of the candidate's CMC sponsors. Declarations are submitted to the CMC-Canada office, which forwards them to the appropriate Institute for review.

## Engagement Summaries

- All candidates must submit three engagement summaries of consulting projects in which they have been involved during the past three (3) years, including 1 completed in the last twelve (12) months, demonstrating 1,200 hours in management consulting per year. All summaries must be reviewed and initialed by one of the candidate's CMC sponsors prior to submission to the CMC-Canada office, which forwards them to the appropriate Institute for review.

**Note:** The sponsors' role is to guide the candidate through the certification process. Client references are used by oral assessors to attest to a candidate's skills as a management consultant. A sponsor *cannot act* as a candidate reference when they have acted as sponsor for that same candidate.

## Client References

- All candidates must ensure submission of three client references based on their engagement summaries, including one from the last twelve months (clients complete a questionnaire that independently verifies CMC candidates' consulting skill competency and adherence to ethical behaviour). Client references will be provided directly to CMC-Canada by the client.

## Client Deliverables

- All candidates will bring multiple copies of sample deliverables to their Oral Assessment, based on one engagement summary and the client reference for the same project. The deliverables will be submitted in hard copy at the oral assessment ONLY and the candidate will take the copies away at the end of the assessment. CMC-Canada and/or the assessors will not retain copies of the deliverables. Oral assessors will sign a confidentiality agreement prior to the assessment.

Instructions for submitting these requirements are available from CMC-Canada by contacting [certification@cmc-canada.ca](mailto:certification@cmc-canada.ca)

## Part Two: Oral Assessment

- Register for the Oral Assessment. **Cost for the assessment is \$850 plus tax.**
- Complete Oral Assessment with questions based on the competency framework and the candidate's engagement summaries, client references and deliverables for the same project.

## Step 5: CMC Designation Granted by Certifying Institute

Membership is upgraded to CMC Member. **Annual CMC fees are \$625 plus tax.**

## Step 6: Maintain CMC Designation

- CMCs are required to track their Continuing Professional Development – 35 points per year. Tracking and reporting of points begins 12 months after earning the CMC designation.
- CMCs are required to keep their membership in good standing to maintain their CMC designation (pay annual fees - currently \$625 plus tax).

If you have any questions, or would like more information about the CMC certification process, please contact Manager, Certification Administration, 416-860-1515/800-268-1148 ext. 212, or [certification@cmc-canada.ca](mailto:certification@cmc-canada.ca)